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HEADQUARTERS UNITED STATES MARINE CORPS
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NAVMC 4000.5

From: Commandant of the Marine Corps
To: Distribution List

Subj: SUPPLY OFFICER'S INTERNAL CONTROLS HANDBOOK

Ref: (a) MCO 4400.150
(b) MCO 5200.24D

Encl: (1) NAVMC 4000.5

1. Purpose. Per references (a) and (b), this Supply Officer's Internal Controls Handbook contained in enclosure (1), elaborates upon procedures and methods and provides guidance for implementing Supply Internal Controls reviews.

2. Scope

a. The Deputy Commandant for Installations and Logistics (DC, I&L) is directly responsible for establishing and maintaining property control standards and discipline in the Marine Corps. The intent and primary goal of the Supply Officer's Internal Controls Handbook is to ensure that Supply Officers and their Marines' have a resource to assist them in achieving a sustainable audit readiness program.

b. Per reference (b), commanders, heads of staff agencies, and managers at all levels of the Marine Corps have a fundamental responsibility to develop and maintain effective internal control over their processes to ensure that programs operate and resources are used efficiently to achieve desired objectives. Programs must operate and resources must be used in compliance with laws and regulations, and with minimal potential for waste, fraud, and mismanagement. Effective internal controls provide reasonable assurance that significant weaknesses in the design of program processes or inherent program weakness which might adversely affect the Marine Corps' ability to meet its objectives, can be prevented or detected in a timely manner. This Handbook provides the tools necessary to maintain effective internal controls over their process.

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c. Supply Officers, Accountable Property Officers, and Personal Property Officers will use references (a) and (b) to ensure proper implementation of semi-annual internal controls reviews are met as established in the guidelines provided in this Handbook. These reviews will provide Commanders reasonable assurance that effective and efficient supply internal controls are in place for the command or activity. Questions concerning this Handbook should be directed to the Head, Logistics Policy Branch (LPC-2).

3. Command. This Handbook is applicable to the Marine Corps Total Force.

4. Certification. Reviewed and approved this date.

C. C. CRENSHAW
Assistant Deputy Commandant for
Installations & Logistics

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PCN 10040000400

Supply Officer's Internal Controls Handbook

2014

For Military Equipment, Operating Materials and Supplies and MILSTRIP TAR

Commander's Message

Focus on Audit Readiness

The Marine Corps faces an unprecedented challenge. The 238 year-old, mission focused organization must transform itself to meet the financial and managerial requirements of the digital age, producing timely, accurate, and relevant business information that is consistently auditable. This accountability proves we are responsible stewards of the taxpayer's dollars and justifies the funds we request from Congress. Equipment accountability, visibility and audit readiness are inherent to the Marine Corps' ethos and readiness because they allow us to better support the warfighter through better management of Marine Corps resources.

Readiness is the focus of effort and auditing is the method for evaluation. Disciplined asset accountability is critical to accurate financial reporting and effective resource allocation. Current processes for asset accountability require improvement in order to provide more timely and accurate information essential to the effect management of warfighting resources. As such, the Marine Corps continues with a comprehensive review, examination and update of policies and procedures (acquisition, inventories and reporting) related to the accountability of mission critical assets. These efforts will likely include an assessment of the sufficiency and reliability of internal controls, source documentation, data reconciliation and data validity.

The Field Supply Maintenance and Analysis Office (FSMAO) Teams and the Supply Management Audit Readiness Team (SMART) cannot conduct audit readiness testing and analysis of all Marine Corps commands during the Fiscal Year (FY). Commanders and Supply Officers must be proactive in preparing their command's audit readiness posture and ultimately sustaining an audit readiness state. This can be accomplished through internal control self-assessments conducted by the command quarterly, semi-annually or annually.

I have directed that a tool be developed to assist the Marine Forces (MARFOR) and Supporting Establishment (SE) Commands in achieving audit readiness. The Supply Officer's Internal Controls Handbook for: Military Equipment (ME), Operating Materials and Supplies (OM&S) and Military Standard Requisitioning and Issue Procedures (MILSTRIP)/Tri-Annual Review (TAR) has been designed to provide Commanders and Supply Officers with an additional resource to assist their commands in achieving audit readiness, equipment visibility and equipment accountability.

Craig C. Crenshaw
BGen, USMC
Assistant Deputy Commandant,
Installations & Logistics (Plans)

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

1.0 Executive Summary

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

its objectives, can be prevented or detected in a timely manner. They also ensure the proper stewardship of government resources.

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

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

(1) obligations and costs are in compliance with applicable law;

(2) funds, property, and other assets are safeguarded against waste, loss, unauthorized use or misappropriation; and

(3) revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets.

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

Internal controls are established to meet three objectives: to ensure the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. The safeguarding of assets is a subset of of these objectives.

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

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

2.0 Introduction

What are internal controls?

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

How can this handbook help me?

Readiness is the focus of effort and auditing is the method for evaluation. The handbook's purpose is to assist the Commander, Supply Officer and their Marines in achieving and sustaining audit readiness for their command. While the handbook cannot be all encompassing, it is intended to assist and point you in the right direction.

How do I use the handbook?

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

The handbook is meant to be a ready reference designed to expand upon and complement the information found in MCO 4400.150 and MCO 5200.24D. It includes additional information and training guidance for unit supply personnel pertaining to:

- Military Equipment (ME)
- Operating Materials and Supplies (OM&S)
- Military Standard Requisitioning and Issue Procedures (MILSTRIP) Tri-Annual Review
- Corrective Action Plans
- Key Supporting Documentation
- Training & Education
- Audit Support Handbook

Semi-annually, Commanders and their Supply Officer should review the Internal Control Checklists within this handbook. Results should be documented and corrective action plans developed. This will enable units to strengthen their internal controls, address gaps in processes and procedures, and ensure command-wide involvement.

You are not alone: questions can be answered by your local FSMAO or SMART POCs.

How does this handbook differ from the FSMAO checklist?

It focuses primarily on supply internal controls. Specifically, internal controls that focus on property control, process control key supporting document (KSD) retention and logistics system access. It also provides a means for the organization to reach and sustain audit readiness. ■

3.0 Supply Officer Audit Readiness Checklist Results Letter

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

```
                                                                    4400
                                                                  (code)
                                                                  (Date)

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

Subj: (insert inventory type) SUPPLY OFFICER AUDIT READINESS CHECKLIST
      RESULTS (insert DoDAAC)

Ref:  (a) DFMR 7000.14-R
      (b) DODI 5000.64
      (c) MCO 4400.150
      (d) Supply Officer's Handbook

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

1. Per reference (d), the supply section has reviewed and completed the
Supply Officer Audit Readiness Checklist.

a. Summary of results: (provide an executive summary of the results)

b. Summary of planned corrective actions: (summarize planned corrective
actions initiated to eliminate future discrepancies)

2. The Supply Officer Audit Readiness Checklist results (Encl 1), Corrective
Action Plan (CAP) Plan of Action and Milestones (POAM) (Encl 2), and the CAP
Certification (Encl 3) are attached for review.

3. A copy of the results and your endorsement will be maintained until all
actions contained in the CAP POAM are completed. The CAP Certification letter
will be prepared for the Commander's signature upon CAP POAM completion.


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

4.0 Military Equipment Checklist

Military Equipment

General Information	Select Yes/No		Date Complete
1. Is the outgoing Commanding Officer's/Accountable Officer's Certificate of Relief retained in the supply files? (OMB A-123, Appendix A; MCO 4400.150 Ch 1 Para 7.a, Ch 2, Para 11.i, Appendix L; CMC MSG 111130Z Oct 12; CMC MSG 141733Z Jun 12)	Yes	No	
2. Is the Accountable Property Officer/Supply Officer appointed in writing by the Commanding Officer/Accountable Officer and are applicable DD Form 577 Appointment/Termination Record-Authorized Signature retained in the supply files? (OMB A-123, Appendix A; MCO 4400.150 Ch 1 Para 5.c(2)(c), Ch 2, Para 11.i, Appendices D and J; CAP ME-OMS-EC-6)	Yes	No	
3. Are the outgoing Accountable Property Officer's/Supply Officer's Certificate of Relief letters and all endorsements retained in the supply files? (OMB A-123, Appendix A; MCO 4400.150,Ch 1 Para 7.b, Ch 2, Para 11.i, Appendices N and M)	Yes	No	
4. Are Property Custodians (Responsible Officers (RO) appointed in writing by the Commanding Officer/Accountable Officer and are applicable DD Form 577 Appointment/Termination Record-Authorized Signature retained in the supply files? (OMB A-123, Appendix A; MCO 4400.150 Ch 1 Para 7.c, Ch 2, Para 11.i, Appendices E and J; CMC MSG DTG 061906Z Sep 12 (GPN 8-12); CAP ME-OMS-EC-6)	Yes	No	
5. Are there delegation of authority (DOA) forms (NAVMC 11869 Notice of Delegation of Authority) for personnel to receipt for and turn in government property? (OMB A-123, Appendix A; MCO 4400.150 Ch 1 Para 5.f, Ch 3 Para 7.f, Ch 2, Para 11.i, Appendix k; CMC MSG DTG 301107Z Sep 11 (GPN 1-11); CAP ME-OMS-EC-6)	Yes	No	
6. Have applicable desktop procedures and turnover folders been prepared for each billet involving administrative and management property control functions? (OMB A-123, Appendix A; MCO 4400.150 Ch. 1 Para 12)	Yes	No	
Property Control	**Select Yes/No**		**Date Complete**
7. Are annual/cyclic physical inventories conducted and results submitted to the Commanding Officer/ Accountable Officer (CO/AO) for certification and are they maintained on file? (DODI 5000.64 Encl 3 pg 13; OMB A-123, Appendix A; MCO 4400.150 Ch 2 Para 9)	Yes	No	
8. Did the annual/cyclic physical inventory results letter contain the required reporting elements? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 9.d.(7), Appendices Q and R)	Yes	No	
9. Are annual/cyclic physical inventory, voucherable, gain or loss transactions preapproved by the appropriate authority based on his/her approval dollar thresholds and filed in the voucher file? (DODI 5000.64 glossary pg 18; OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11.b.c.f.g.h. and i; CAP ME-OMS-EC-5)			

Military Equipment

Property Control	Select Yes/No		Date Complete
10. Were all required adjustments, resulting from the annual/cyclic inventory, processed to correct the property records (accountable balances)? (DODI 5000.64 Encl 2 pg 7; OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11; CMC MSG 171419Z Jun 11)	Yes	No	
11. Are all Money Value Gain/Loss (MVGL) Notices resulting from an annual/cyclic physical inventory certified by the Commanding Officer/Accountable Officer and are they maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11.h. and i)	Yes	No	
12. Are the results of the annual/cyclic inventory documented and maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 9)	Yes	No	
13. Quarterly, or upon change of Property Custodian, are Property Custodians reconciling property record discrepancies and signing the sub-custody property record within 15 calendar days (semi-annually if approved in writing by the CO/AO)? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 9; MCO 4400.150 Ch. 2 Para 6.c.(6) and 11.b.(2); CMC MSG DTG 061906Z SEP 12 (GPN 8-12))	Yes	No	
14. Are Property Custodians physically reconciling serial numbers and NSNs listed on the property records against the serial number and NSN identified on the equipment identification plate (Data Plate)? (OMB A-123, Appendix A; MCO 4400.150 Ch 2 Para 11.b (2))	Yes	No	
15. Is an initialed, signed and dated copy of the Quarterly CMR/sub-account on hand (each page should be initialed in the lower right hand corner) ? (OMB A-123, Appendix A; MCO 4400.150 Ch 2 Para 8 c.(6))	Yes	No	
16. Is the Supply Officer/Accountable Property Officer maintaining, for each Property Custodian (i.e. RO), all supporting documentation (receipts, issues and adjustments) that affect the property records for all sub-accounts? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 6.c.(4), 11.a. and i; CMC MSG DTG 061906Z Sep 12 (GPN 8-12))	Yes	No	
17. Are items on temporary loan reconciled and properly managed? (OMB A-123, Appendix A; MCO 4400.150 Ch. 6 Para 9 and CMC MSG DTG 301115Z Sep 11 (GPN 2-11))	Yes	No	
18. Has causative research been conducted and documented for unresolved sub-custody (i.e., CMR, ILF) discrepancies and have appropriate Request for Investigation letters been submitted to the Commanding/Accountable Officer, via the Supply Officer, within five calendar days? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2. Para 6.c.(5), 11.b.(3)(d), and Ch. 5 Para 4.b.(1); CMC MSG DTG 061906Z Sep 12 (GPN 8-12))	Yes	No	
19. Has the Commanding Officer/Accountable Officer endorsed each Request for Investigation and directed appropriate action within five calendar days of receipt of the request? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2. Para 6.c.(5), 11.b.(3)(d),and Ch. 5 Para 4.b.(1); CMC MSG DTG 061906Z Sep 12 (GPN 8-12))	Yes	No	
20. Does the organization process receipts in a correct and timely manner? (OMB A-123, Appendix A; MCO 4400.16H Para 9; MCO 4400.150 Ch. 3 Para 7.b.(3); CMC MSG DTG 301107Z Sep 11 Para 4.B.4.E (GPN 1-11))	Yes	No	
21. Is all key supporting documentation (KSD) used to receipt for property (DD 1348-1A, CBL Manifest, DD 1149) signed, dated, and applicable data elements captured on the KSD (e.g., serial #, NSN, SDN, qty)? (OMB A-123, Appendix A; DOD FMR 7000.14-R, Volume 6A: MCO 4400.150 Ch. 2 Para 11(a) (1); CAP ME-OMS-EC-6))	Yes	No	
22. Can the command certify that transferred or disposed assets were removed from the APSR? (DODI 5000.64 Encl 2 pg 7; OMB A-123, Appendix A)			

Military Equipment

Property Control	Select Yes/No		Date Complete
23. Is all key supporting documentation for property issues/shipments (e.g., DICs A5A, A5J transactions, DD 1348-1s) signed / dated with applicable data elements captured (e.g., NSN, SDN, DoDAAC) and filed in the voucher file? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11.(a)(1); CMC MSG DTG 1120002Z Jan 12 (GPN 2-12); CMC MSG DTG 271623Z Jul 12 (GPN 1-12))	Yes	No	
24. Are voucherable gain or loss transactions transactions preapproved by the appropriate authority based on his/her approval dollar thresholds and filed in the voucher file? (DODI 5000.64 glossary pg 18; OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11.b.c.f.g.h and i; CAP MEOMS-EC-5)	Yes	No	
25. Are Money Value Gain/Loss (MVGL) Notices certified by the Commanding Officer /Accountable Officer and are they maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11.h. and i)	Yes	No	
26. Are all authorized allowances accurately reflected on the unit's APSR (MAL), to include approved Type II Allowances, Special Allowances, Command Adjustments, and Training Allowances (T/A) for the command? (DODI 5000.64 Encl 2 pg 7; OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 5 and 7)	Yes	No	
27. Are serially managed items accurately recorded and updated in the APSR? (DODI 5000.64 Encl 2 pg 7; OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 6. and 11)	Yes	No	
28. Is excess equipment identified and reported as a request for disposition instructions to higher headquarters and/or other appropriate activity? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 15; MCO P4400.82F Para 1002.7, 1010, 5001, and 5005; CMC MSG DTG 091739Z Jul 12 (GPN 6-12))	Yes	No	
29. Does the Accountable Property Officer/Supply Officer and Property Custodians perform regular cyclic or spot inventories? (DODI 5000.64 Encl 3 pg 13; OMB A-123, Appendix A; MCO 4400.150 Ch 2, Para 9.a(3))	Yes	No	
30. Are inventories of small arms/light weapons being conducted monthly? (OMB A-123, Appendix A; MCO 5530.14A Para 8003.4.b(4); MCO 4400.150 Ch. 2 Para 13; MCO 8300.1D Para 4.b.(5)(l)1., 4.b.(5)(p), and Encl (1) Para 11.a. and 11.b; CMC MSG 251744Z Mar 11)	Yes	No	
31. Are discrepancies noted during monthly serialized small arms/light weapons inventories reconciled through and discrepancies immediately identified to appropriate authorities? (OMB A-123, Appendix A; MCO 5530.14A Para 8003.4.b(4); MCO 8300.1D Para 4.b.(5)(l)1., 4.b.(5)(p), and Encl (1) Para 11.a. and 11.b.; CMC MSG 251744Z Mar 11; MCO 4400.150 Ch 2 Para 6.b.(3); and CMC DC L MSG 301412Z Jan 14 Para 4.B.4)	Yes	No	
32. Is the unit completing the annual reconciliation and verification of small arms/light weapons with Naval Surface Warfare Center (NSWC), Crane, IN within the required timeframe? (OMB A-123, Appendix A; MCO 8300.1D Encl (1) Para 11.c. and 19.d)	Yes	No	
33. Are signed copies of all receipts, issues, and documentation to support property losses (to include combat losses) and property gains for small arms/light weapons submitted to NAVSURWARCENDIV, Crane (NSWC) via the Crane Small Arms Web Portal within 48 hours? (OMB A-123, Appendix A; MCO 8300.1D Para 4.b.(5)(b) through Para 4.b.(5)(k), and Encl (1)Para 5.a., 6, 8.b., 9.a. (3), and 19.c.; CMC MSG 251744Z MAR 11)	Yes	No	
34. Does the unit have appropriate personnel assigned to affect changes to the Marine Corps Serialized Small Arms/Light Weapons Registry? (OMB A-123, Appendix A; MCO 8300.1D Para 4.b.(5)(b) through Para 4.b.(5)(k), and Encl (1)Para 5.a., 6, 8.b., 9.a. (3), and 19.c.; CMC MSG 251744Z MAR 11 and CMC MSG DTG 061923Z May 13)	Yes	No	

5.0 Operating Materials & Supplies Checklist

5.1 Reparable Issue Point (RIP)/ Supply Management Unit (SMU)

Operating Materials & Supplies: Reparable Issue Point (RIP) / Supply Management Unit (SMU)

General Information	Select Yes/No		Date Complete
1. Is the SMU/RIP OIC appointed in writing by the Commanding Officer/Accountable Officer and are applicable DD Form 577 Appointment/Termination Record-Authorized Signature retained in the supply files? (OMB A-123, Appendix A; MCO P4400.151 Ch 3 Para 3010.1.a; MCO 4400.150, Ch 2, Para 11; CAP ME-OMS-EC-6)	Yes	No	
2. Does the appointment letter indicate the dollar value and type of adjustments that the SMU/ RIP OIC or designated representatives are authorized to approve? (MCO P4400.151B Para 3010.1; CAP ME-OMS-EC-6)	Yes	No	
3. Are annual/cyclic physical inventories conducted and submitted to the Commanding Officer/ Accountable Officer (CO/AO) for certification and maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Ch 2 Para 9)	Yes	No	
4. Did the annual/cyclic physical inventory results letter contain the required reporting elements? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 9.d.(7), Appendices Q and R)	Yes	No	
5. Has causative research been conducted to identify administrative errors that have been made which may negate the need to investigate and/or process a gain/loss transaction and is the documented evidence kept on file? (MCO 4400.150 Ch. 2 Para 11.h. and I; CAP ME-OMS-EC-6)	Yes	No	
6. Are voucherable gain or loss transactions preapproved by the appropriate authority based on his/her approval dollar thresholds and filed in the voucher file? (DODI 5000.64 glossary pg 18; OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11.b.c.f.g.h and i; CAP ME-OMS-EC-5)	Yes	No	
7. Were all required adjustments, resulting from an annual/cyclic inventory processed to correct the property records (accountable balances)? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11; CMC MSG 171419Z Jun 11)	Yes	No	
8. Are Money Value Gain/Loss (MVGL) Notices resulting from an annual/cyclic physical inventory certified by the Commanding Officer/Accountable Officer and are they maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11.h. and i)	Yes	No	
9. Is documentation available that supports a 100% annual inventory of all controlled Mission Critical Assets and at least 1/3 of the non-controlled inventory within the past year? (DODM 4140.01 Chapter 5.7; DOD 4000.25-2-M Chapter 7; MCO P4400.151B, Para 3006; MCO 4400.150 Ch. 2 Para 11.h. and I)	Yes	No	
10. Are physical inventory results and documentation signed by the proper authority and are they kept on file? (MCO 4400.150 Appendix R)	Yes	No	
11. Are the results of the annual/cyclic inventory documented and maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 9)	Yes	No	
12. Are daily reconciliations occurring to identify inventory imbalances between STRATIS and GCSS-MC? (OMB A-123, Appendix A)	Yes	No	

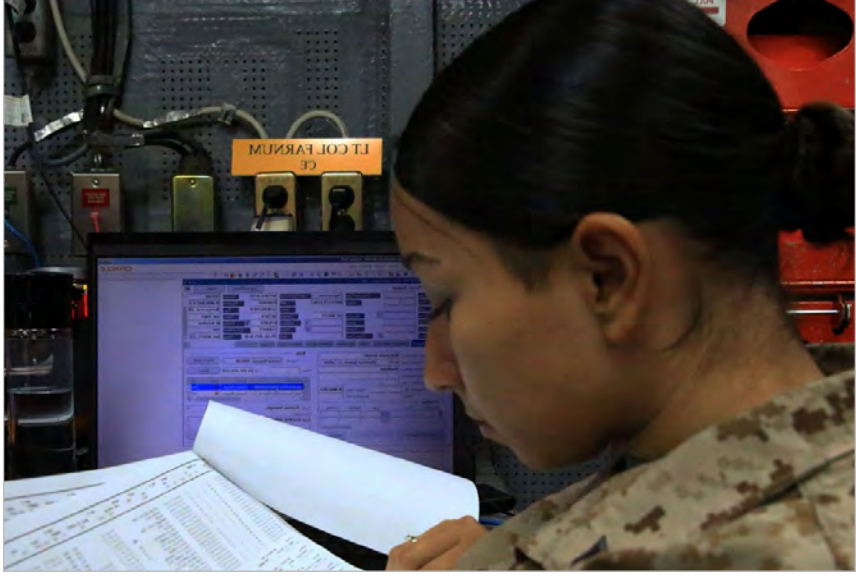
Operating Materials & Supplies: Reparable Issue Point (RIP) / Supply Management Unit (SMU)			
General Information	Select Yes/No		Date Complete
13. Are property custodians physically reconciling serial numbers and NSNs from the APSR to the serial numbers and NSNs on the equipment identification plates (Data Plates)? (OMB A-123, Appendix A; MCO 4400.150 Ch 2 Para 11.b (2))	Yes	No	
14. Does the organization receipt and maintain key supporting documentation for requisitioned items in accordance with UMMIPS? (OMB A-123, Appendix A; MCO 4400.16H Para 9; MCO 4400.150; CMC MSG DTG 301107Z Sep 11 Para 4.B.4.E (GPN 1-11))	Yes	No	
15. Does the organization process receipts in a correct and timely manner? (OMB A-123, Appendix A; MCO 4400.16H Para 9; MCO 4400.150 Ch. 3 Para 7.b.(3); CMC MSG DTG 301107Z Sep 11 Para 4.B.4.E (GPN 1-11))	Yes	No	
16. Is all receipt key supporting documentation (printed summary reports of receipts) signed and dated with the correct data elements (NSN, SDN, Quantity, DoDAAC, etc)? (DODFMR 7000.14-R, OMB A-123, Appendix A; Volume 6A: CAP ME-OMS-EC-6)	Yes	No	
17. Is all key supporting documentation for issues/outbound shipments (e.g., DICs A5A, and A5J transactions, DD 1348-1s, etc.) signed and dated with the correct data elements (NSN, SDN, Quantity, DoDAAC, etc) and filed in the voucher file ? (MCO 4400.150; DoD 7000.14-R, Volume 6A; DoDM 4140.01; CMC MSG DTG 1120002Z Jan 12 (GPN 2-12); CMC MSG DTG 271623Z Jul 12 (GPN 1-12); CMC WASHINGTON DC L LP 111316Z Feb 13; CAP ME-OMS-EC-6)	Yes	No	
18. Can the command certify that transferred/disposed assets were removed from the APSR? (DODI 5000.64 Encl 2 pg 7; OMB A-123, Appendix A)	Yes	No	
19. Does the organization process transfer/disposal transactions in a correct and timely manner? (OMB A-123, Appendix A; MCO 4400.16H Para 9; MCO 4400.150 Ch. 3 Para 7.b.(3); CMC MSG DTG 301107Z Sep 11 Para 4.B.4.E (GPN 1-11))	Yes	No	
20. Does the command retain the required supporting documentation for receipts, issues, and adjustments of inventory that affect the property records? (DODFMR 7000.14-R, Volume 6A, MCO 4400.150, Ch 2, Para 11.i; CAP ME-OMS-EC-6)	Yes	No	
21. Did the organization complete its semi-annual OM&S financial reporting requirement? (DOD 7000.14.R,Volume 4, Chapter 4; OMB Circular A-136; SFFAS No. 3)	Yes	No	
22. Have OM&S financial reporting workbooks been completed and endorsed by the applicable chain of command?	Yes	No	
23. Have semi-annual OM&S financial reporting workbooks, Certification Letters and applicable endorsements been provided to HQMC I&L (LP) and maintained on file?	Yes	No	
24. Is the OM&S financial reporting data retained and available for review?	Yes	No	

5.2 Ammunition

Operating Materials & Supplies: Ammunition			
General Information	Select Yes/No		Date Complete
1. Is the outgoing Commanding Officer/Accountable Officer Certificate of Relief retained in the supply files? (MCO 4400.150; CMC MSG 111130Z Oct 12; CMC MSG 141733Z Jun 12)	Yes	No	
2. Is the OIC appointed in writing by the Commanding Officer/Accountable Officer and are applicable DD Form 577 Appointment/Termination Record-Authorized Signature retained in the supply files? (OMB A-123, Appendix A; MCO P4400.151 Ch 3 Para 3010.1.a; MCO 4400.150, Ch 2, Para 11.; CAP ME-OMS-EC-6)	Yes	No	
3. Are applicable DD Form 577 Appointment/Termination Record-Authorized Signature available for all Resource Managers (RM)/personnel performing RM responsibilities? (MCO 4400.150; CAP ME-OMS-EC-6)	Yes	No	
4. Are Delegation of Authorities (DOA) NAVMC 11869 available for Resource Officer (RO) delegated duties? (MCO 4400.150; CAP ME-OMS-EC-6)	Yes	No	
5. Does the command retain the required supporting documentation for receipts, issues, and adjustments of inventory that affect the property records? (DODFMR 7000.14-R, Volume 6A, CAP ME-OMS-EC-6) Documents: DD 1348-1, DD 250, DD 1149, Voucher File, etc) *Note: Supporting documentation can consist of receipt or issue documentation. Documentation must contain, at a minimum, the NSN, quantity, document number, condition code of the material, signature of the person authorized to accept/issue custody of the material and date received/issued.*	Yes	No	
6. Does the command maintain a Notice of Delegation of Authority (DOA) file that designates the authority of the receiving organization to request, approve, and receive Class V(W) assets, and does the command ensure that the requester and approver are different individuals (adequate separation of duties)?(MCO 4400.150; CAP ME-OMS-EC-6)	Yes	No	
7. Does the Commanding Officer/Accountable Officer review and sign inventory gains and losses adjustments? (MCO 8015.3A; CAP ME-OMS-EC-6)	Yes	No	
8. Does the Commanding Officer/Accountable Officer review and sign all Missing, Lost, Stolen or Recovered (MLSR) Reports? (MCO 5530.14A; CAP ME-OMS-EC-6)	Yes	No	
Property Control	Select Yes/No		Date Complete
9. Does the OIC perform regular inventory counts (monthly, quarterly, annually)? (MCO P4400.151B; MCO 8015.3A) Documentation required: Results of inventory counts, including number of items counted, number of adjustments made as a result, etc..	Yes	No	
10. Are random sample inventories being conducted utilizing the AMAR selection process in OIS-R on a weekly/bi-weekly basis? (MCO 8015.3A)	Yes	No	
11. Were the selected NSNs found?	Yes	No	
12. If yes, does the selected asset's DoDIC, NSN, quantity, location, and condition code match with the APSR?	Yes	No	
13. If no, is there sufficient documentation available to support the current location of the asset (Detail Transaction Report, DD 1348-1, etc.)? (DoD 7000.14-R, Volume 6A)	Yes	No	
14. Was the Physical Inventory Data Collection Worksheet signed and verified by the Records Supervisor? (MCO 8015.3A)	Yes	No	
15. Are Location Surveys of all line item locations conducted at least once during the fiscal year? (MCO 8015.3A)	Yes	No	

Operating Materials & Supplies: Ammunition

Property Control	Select Yes/No		Date Complete
16. Was the Location Survey Process Data Collection Worksheet signed and verified by the Records Supervisor?	Yes	No	
17. Is there a Physical Inventory Control Program on file? (MCO 8015.3A)	Yes	No	
18. Does the command maintain all Certificates of Inventory Completion that supports that 100% of NSNs having been physically inventoried at least once during the fiscal year?	Yes	No	
19. Have all inventory gain and loss adjustments been certified by the Commanding Officer/Accountable Officer? (MCO 8015.3A; CAP ME-OMS-EC-6)	Yes	No	
20. Has causative research been conducted to resolve all discrepancies? (MCO 8015.3A)	Yes	No	
21. Is key supporting documentation present to verify the receipt of all ammunition assets for the command? (DODFMR 7000.14-R, Volume 6A; MCO P4400.151B; CAP ME-OMS-EC-6)	Yes	No	
22. Is the supporting documentation signed and dated with the correct data attributes (NSN, SDN, Quantity, DoDAAC, etc)? (DODFMR 7000.14-R, Volume 6A; CAP ME-OMS-EC-6)	Yes	No	
23. Is all documentation (i.e., DICs A5A, and A5J transactions) affecting the property records filed in the voucher file? (MCO 4400.150; DODM 4140.01; CMC MSG DTG 1120002Z Jan 12 (GPN 2-12); CMC MSG DTG 271623Z Jul 12 (GPN 1-12); CMC WASHINGTON DC L LP 111316Z Feb 13; CAP ME-OMS-EC-6)	Yes	No	
24. Have all ammunition assets received been picked-up on the accountable property record?	Yes	No	
25. Have all data attribute (NSN, Serial Numbers, Document Number and Document Date) for ammunition received been picked up on the accountable property records accurately?	Yes	No	
26. Are receipts processed in a timely manner? (MCO 4400.16H Para 9; MCO 4400.150; CMC MSG DTG 301107Z Sep 11 Para 4.B.4.E (GPN 1-11); DLM 4000.25, Volume 2, 13 June 2012 Table C10.T; CAP ME-OMS-EC-6)	Yes	No	
27. Is key supporting documentation present to verify the transfer of ammunition assets for the command? (DODFMR 7000.14-R, Volume 6A; MCO P4400.151B; CAP ME-OMS-EC-6)	Yes	No	
28. Is the supporting documentation signed and dated with the correct data elements (NSN, SDN, Quantity, DoDAAC, etc.)? (DODFMR 7000.14-R, Volume 6A; CAP ME-OMS-EC-6)	Yes	No	
29. Has the receiver signed and dated the transfer source document? If not, is there proof of receipt/delivery on file? (CAP ME-OMS-EC-6)	Yes	No	
30. Have all ammunition assets transferred from the command been removed from the command's accountable property records?	Yes	No	
31. Are transfers processed in a timely manner? (MCO 4400.16H Para 9; MCO 4400.150; CMC MSG DTG 301107Z Sep 11 Para 4.B.4.E (GPN 1-11); DLM 4000.25, Volume 2, 13 June 2012 Table C10.T; CAP ME-OMS-EC-6)	Yes	No	
32. Were the assets removed from the accountable records correctly (correct serial number, data plate verified, correct sub-account, quantity, etc.)?	Yes	No	
33. Can the command verify/certify that the transfer/disposal assets were removed from the APSR?	Yes	No	



6.0 MILSTRIP TAR Checklist

General Information	Select Yes/No		Date Complete
1. Has the MILSTRIP Tri-Annual Review (TAR) been completed for the period of performance? (DoDFMR 7000.14-R Vol. 3, Chapter 8, 080401; P7300.21A, Chapter 12;MCO 4400.150; DLM 4000.25-1; DLM 4000.25-2; MILSTRIP TAR MARADMIN pending)	Yes	No	
a. Has the NAVMC 11675 been certified by the Commanding Officer/Accountable Officer? (MILSTRIP TAR MARADMIN pending)	Yes	No	
b. Has the MILSTRIP TAR Report been annotated with the appropriate status codes to describe the condition of the open requisitions? (MILSTRIP TAR MARADMIN pending)	Yes	No	
2. Is key supporting documentation maintained for a period of 6 years 3 months and readily available for audit? (MCO 4400.150)	Yes	No	
a. Are DD Form 577s or Appointment Letters maintained and on hand for the MILSTRIP requisitioning unit? (MCO 4400.150; DoDFMR, 7000.14-R, Vol. 5)	Yes	No	
b. Are NAVMC 11869 Notice of Delegation of Authority forms maintained and on hand for the MILSTRIP requisitioning unit? (MCO 4400.150; DoDFMR, 7000.14-R, Vol. 5)	Yes	No	
3. Have all open requisitions been validated in SABRS to confirm that the appropriate condition of the transactions is reflected? (MILSTRIP TAR MARADMIN pending) Note: Coordination with Comptroller is necessary.	Yes	No	
4. Were all commitments and obligations properly reviewed and approved by an authorized official? (MCO 4400.150)	Yes	No	
5. Have requisitions been back ordered for longer than 45 days? (MCO 4400.16H)	Yes	No	
a. Does a bona fide need still exist and is there a valid requirement? (DoDFMR 7000.14-R)	Yes	No	
b. Did the unit attempt to acquire the item from an alternate source of supply?	Yes	No	
6. Have the materials/services been received?	Yes	No	
a. Has receipt/acceptance been performed? (MCO 4400.150)	Yes	No	
b. Was the receipt/acceptance properly reviewed and approved by an authorized official? (MCO 4400.150)	Yes	No	
7. Did the goods/services information on the invoice agree with information on the receiving report and original obligation documentation?	Yes	No	
8. Was the invoice/billing statement properly reviewed and approved by an authorized official? (MCO 4400.150)	Yes	No	
9. Have corrective actions been taken for erroneous requisitions that do not meet commitment/obligation criteria?	Yes	No	

information systems

7.0 Supply Automated Information Systems Checklist

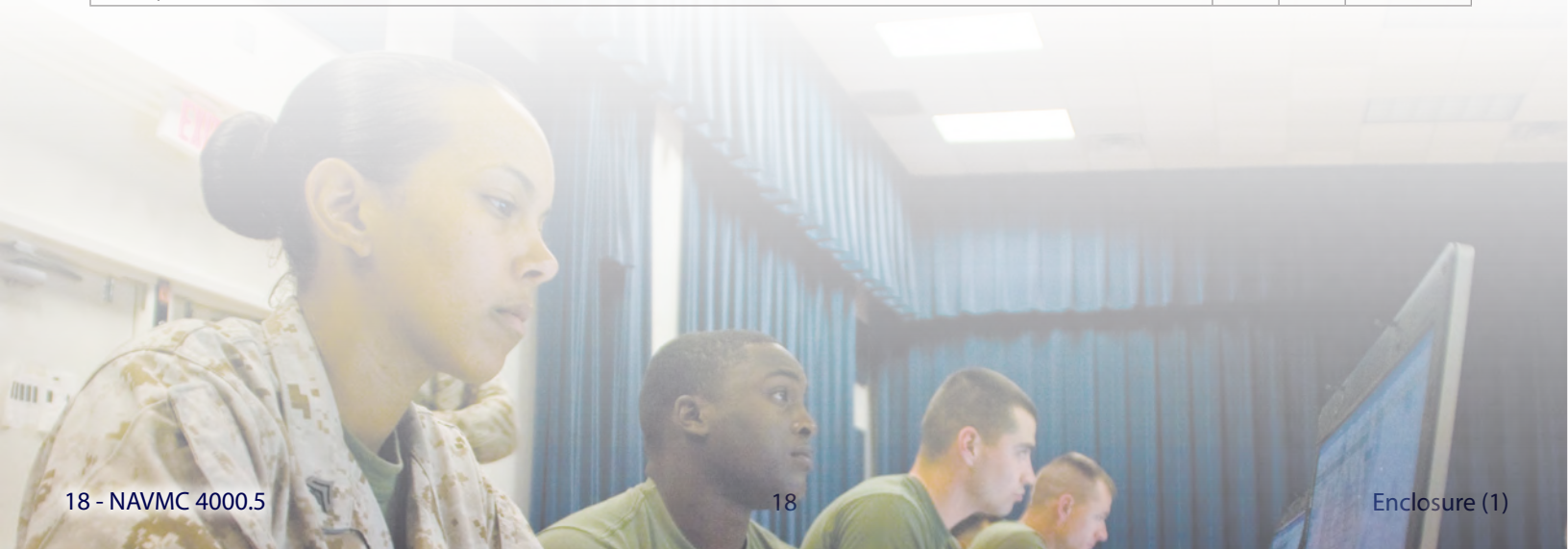
General Information	Select Yes/No		Date Complete
1. Is the Supply Automated Information System (AIS) administrator (e.g. UUAM) appointed in writing by the Commanding Officer/Accountable Officer? (OMB A-123, Appendix A; CMC MSG DTG 111448Z Sep 12 (GPN 9-12), Para 3.B.2; MCO 4400.150 Para 5 (4))	Yes	No	
2. Does the Supply Automated Information System (AIS) administrator meet the basic prerequisites and appropriate training for assignment? (OMB A-123, Appendix A; CMC MSG DTG 111448Z SEP 12 (GPN 9-12), para 3.C.1.A THRU 3.C.1.F.)	Yes	No	
3. Are/Is the Financial Approver(s) appointed in writing by the Commanding Officer /Accountable Officer? (OMB A-123, Appendix A; CMC MSG DTG 111448Z Sep 12 (GPN 9-12), Para 3.B.6)	Yes	No	
4. Are required documents (e.g. Appointment Letters, SAAR, and Letter for Roles & Responsibilities, DD Form 577, and Training Certificates) maintained on file by the Supply AIS administrator for Users and Financial Approvers? (OMB A-123, Appendix A; CMC MSG DTG 111448Z Sep 12 (GPN 9-12), Para 3.B.6, 3.C.2.B.1 and 3.C.2.B.2.B; and CMC MSG DTG 251851Z Oct 12 GPN 9-12 Clarification)	Yes	No	
5. Is the Supply AIS administrator properly assigning system users only those roles and responsibilities authorized by direct supervisor's appointment letters? (OMB A-123, Appendix A; CMC MSG DTG 111448Z Sep 12 (GPN 9-12), Para 3.C.2.B.3, .A and 3.C.2.B.4)	Yes	No	
6. Are effective check-in and check-out procedures/controls in place to manage the addition and removal of system user access as they are joined and detached from the organization? (OMB A-123, Appendix A; CMC MSG DTG 111448Z Sep 12 (GPN 9-12), Para 3.C.2.B.5 – 3.E.3)	Yes	No	

8.0 Sustainment, Education & Training Checklist

Sustainment, Education & Training

General Information	Select Yes/No		Date Complete
1. Have the following personnel appointed to expend funds completed the Fiscal Law Course? (MCO 4400.150; CMC MSG DTG 061906Z Sep 12 (GPN 8-12); CAP ME-OMS-EC-6; DOD FINANCIAL MANAGEMENT REGULATION 7000.14-R; MARADMIN 350/11 FUND CONTROL PERSONNEL TRAINING REQUIREMENT)	Yes	No	
a. Supply Officer	Yes	No	
b. Fiscal Officer	Yes	No	
c. Due and Status File (DASF) Clerk	Yes	No	
d. Fiscal Clerk	Yes	No	
e. Other Personnel	Yes	No	
2. Have the following personnel who were appointed to expend funds completed the Budget Execution Course?	Yes	No	
a. Supply Officer	Yes	No	
b. Fiscal Officer	Yes	No	
c. Due and Status File (DASF) Clerk	Yes	No	
d. Fiscal Clerk	Yes	No	
e. Other Personnel	Yes	No	

General Information	Select Yes/No		Date Complete
1. Have personnel dealing with Property Control (e.g., Supply Officer, Supply Chief, Responsible Officers, Accountable Property Officer) completed the following courses? (MCO 4400.150)	Yes	No	
a. Foundations of Government Property (CLM039) Course	Yes	No	
b. Fiscal and Physical Accountability and Management of DoD Equipment (CLM047) Course	Yes	No	
c. Proper Financial Treatment for Military Equipment (PFAT4ME) (CLM040) Course	Yes	No	
d. Audit Readiness Requirements for DoD Equipment (CLM048) Online Course	Yes	No	
e. Physical Inventories (CLM037) Course	Yes	No	



Enclosure 1 Responsibility Matrix

Responsibility	Typical Marine Corps Billets Executing these Responsibilities (not all encompassing)	Command Slated HQMC Ordered	Position Appointment Letter	Delegation of Authority NAVMC 11869	Appointment / Term Record – Authorized Signature (DD Form 577)	System Requiring Access To	System Authorization Access Request (SAAR) (DD FORM 2875)	Authorizing Directive(s)
Accountable Officer	Commanding Officer, Director, Officer-in-Charge	Y	Y[1]	N	Y[1]	GCSS-MC, SCS, MOWASP, DPAS, PrBuilder, TFSMS, WAWF, DTS, AMS-TAC, OIS, CMOS, EMALL, GSA, Fuel Key, K-LOC, STRATIS, AMS-TAC	SAAR endorsed by Supply AIS Administrator	MCO 4400.150, DoD 7000.14-R (FMR), DoD 5000.64, DoDM 4140.01, OMB Cir-A-123
Accountable Property Officer (Supply Officer)	Supply Officer, Personal Property Manager	N	Y	N	Y			
Fund Holder	Fiscal Chief/Clerk, Supply Requisition Clerk, TAD Clerk, Facilities Manager, Uniform Clerk	N	Y	N	Y			
GCPC Card Holder	GCPC	N	Y	N	Y			
Receipt and Acceptor	Warehouse Chief, Receiving Section	N	Y	N	Y			
Fiscal Budget & Accounting Officer	Supply Officer	N	Y	N	Y			
Supply Resource Manager	Supply Officer	N	Y	N	Y			
Certifying Officer	Supply Officer, Purchase Card AO, travel authorizing officials, centrally billed account approving officials	N	Y	N	Y			
Supply AIS Administrator	Supply Officer, Group Administrator, UUAM, workflow manager	N	Y	N	N			
GCPC Approving Official	Supply Officer/Chief	N	Y	N	Y			
Responsible Officer	Commany Commander, Platoon Commander, Commodity OIC, Section Head	N	Y	Y	Y			
Responsible Individual	Maintenance Section, Platoon Sgt	N	Y[2]	N	N			

1: When the HQMC command slated Accountable Officer is a Command General/Commander or in unique command organizations (as described in Chapter 1, paragraph 5c(2)(b) of MCO 4400.150) the AO has the authority to appoint the most appropriate officer as the Accountable Officer.
2: Appointed by the Responsible Officer

Enclosure 2 - Corrective Action Plan Instructions

The enclosures in the Supply Officer's Internal Controls Handbook have been designed to be straight forward and assist the Commander and the Supply Officer in improving the command's audit readiness posture. The Commander and the unit's staff are encouraged to contact the SMART Team (Encl 7) with any questions in completing the checklist or any other document within the handbook.

The Supply Officer will complete the documents shown in enclosures 3, 4 and 5, and submit these to the Commander upon completion and review of the Audit Readiness Checklist. A completed example is located in Enclosure 6.

The Corrective Action Plan (CAP) Certification Letter (Encl 3) will be completed by the Supply Officer and submitted to the Commanding Officer. This action will ensure that the Commander has knowledge and visibility of the command's audit readiness posture.

The Supply Officer will develop a CAP Plan of Action and Milestones (POAM) (Encl 4) if corrective actions are not or cannot be completed within 45 days of the self-assessment date. The POAM will serve to guide corrective action implementation while allowing for the Supply Officer and Commander to monitor audit readiness progress.

The Supply Officer will prepare the Corrective Action Completion Certification Letter (Encl 5) for the Commander's signature once all corrective actions annotated on the POAM have been completed. The signed Corrective Action Completion Certification should be retained on file for future reference.

Enclosure 3 - Corrective Action Plan Certification

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

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

Enclosure 4 - Corrective Action POAM

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

Detailed Corrective Action Plan Timeline:

Completed milestones:

Date	Description of actions completed

Planned milestones:

Date	Description of actions planned

Point of Contact:

Approver:

Unit/DoDAAC:

Enclosure 5 - Corrective Action Completion Certification

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

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

Enclosure 6 - Completed Corrective Action Plan Example

Below is an example of a Corrective Action Plan Certification.

Corrective Action Plan Certification	1. Applicable Naval Message: DTG 131934Z 2. Date of Naval Message: Dec 2013

3. Unit/DoDAAC:
MWCS-18/M00107

4. Deficiency
Due to the GCSS-MC cut over occurring in 2010, we are unable to positively locate 14 of the 15 items on the MSAG 41 CMR. These 14 items were created/shipped in 2010 prior to the cutover therefore we are unable to trace the principle end items that these secondary reparables were associated to. Per UM 4400.124 we are not required to maintain 1348-1A receipts for longer than two years. Since these items were loaded to the MSAG 41 in 2010, we are unable to produce receipts illustrating transfer of custody of these secondary reparables from the RIP to M00107.

5. Method of Evaluation (Use a or b. If "a" is selected, indicate source of checklist.)

a. Checklist	b. Alternative Method: (Describe below)
	Record's causative research

6. Evaluation conducted by:2ndLt Yanes, Alvaro L.

a. Name (Last, First)	b. Date of evaluation:
Yanes, Alvaro	20 March 2014

7. Remarks: (Continue on reverse side or additional sheets)

The proper corrective action is to conduct (14) D9Z transactions in order for the MSAG 41 CMR to reflect the proper number of items on hand. This transaction will have to be approved by the Accountable Officer for M00107, LtCol Dobrydney, who is currently in Korea in support of MEFEX. Per MCO 4400.150, all MVGL transactions are to be approved by the commanding officer or acting commanding officer. In the absence of the Accountable officer, these transactions will need to be executed upon his return on or about 1 April 2014.

8. CERTIFICATION

I certify that the attached corrective action plan has been reviewed and approved, and will be implemented to resolve the deficiencies noted above. I also certify that internal reviews are in place to monitor these implementation efforts. This certification statement, corrective action plan and any supporting documentation will be retained on file subject to audit/inspection until implementation of corrective actions has been verified.

a. Commanding Officer/Accountable Officer	b. Date certified
(1) Name and title T.E. Richards, by direction	
(2) Signature T.E. R 20140320	

Below is an example of a Corrective Action Plan of Actions and Milestones form.

ATTACHMENT 2

Detailed Corrective Action Plan Timeline:

Completed milestones:

Date	Description of actions completed
20140320	Causative Research conducted. Issuing DD 1348-1A unavailable due to 2 year file retention period for 14 out of the 15 items on the CMR and transactions being processed in calendar year 2010. The additional item is part of a Float Block conducted during 2013.

Planned milestones:

Date	Description of actions planned
20140328	Create Adjustment Letters to remove unidentifiable items
20140404	Receive Commanding Officer determination of Adjustment Letter
20140407	If no investigation inducted keypunch D9Z transactions
20140409	If no investigation present MVGL Notices for Commanding Officer signature

Point of Contact: 2ndLt Yanes, Alvaro L.

Approver:2ndLt Yanes, Alvaro L.

Unit/DoDAAC: MWCS-18/MSAG41

Below is an example of a Corrective Action Completion Certification.

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

Enclosure 7 - References

Reference		Link
DLM 4000.25	Defense Logistics Management System (DLMS) Manual	http://www2.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp
DLM 4000.25-1	DLMS Manual Volume 1, Concepts and Procedures	http://www2.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp
DLM 4000.25-2	DLMS Manual Volume 2, Supply Standards and Procedures	http://www2.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp
DoDFMR 7000.14-R	DoD Financial Management Regulation	http://comptroller.defense.gov/fmr.aspx
DoDI 5000.64	Accountability and Management of DoD Equipment and Other Accountable Property	http://www.dtic.mil/whs/directives/corres/pdf/500064p.pdf
DoDI 5010.40	Managers' Internal Control Program Procedures	http://www.dtic.mil/whs/directives/corres/pdf/501040p.pdf
DODM 4140.01	DoD Supply Chain Materiel Management Procedures: Operational Requirements	http://www.dtic.mil/whs/directives/corres/pdf/414001m/414001m_vol01.pdf
FIAR Guidance	Financial Improvement and Audit Readiness Guidance	http://comptroller.defense.gov/Portals/45/documents/fiar/fiar_guidance.pdf
MCO 4400.150	Consumer Level Supply Policy	http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/158169/mco-4400150-prelim.aspx
MCO 4400.16H	Uniform Materiel Movement and Issue Priority System	http://www.marines.mil/Portals/59/Publications/MCO%204400.16H.pdf
MCO 5200.24D	Marine Corps Managers' Internal Control (MCMIC) Program	http://www.hqmc.marines.mil/Portals/137/Docs/AR%20Fiscal/MCO%205200.24D_MCMIC%20Program.pdf
MCO 7300.21A	Marine Corps Financial Management Standard Operating Procedure Manual	http://www.hqmc.marines.mil/Portals/137/Docs/AR%20Fiscal/MCO%207300.21A.pdf
MCO 8015.3A	Marine Corps Flass V (W) Physical Inventory Control Program	http://www.marines.mil/Portals/59/Publications/MCO%208015_3A.pdf
MCO P4400.151B	Intermediate-Level Supply Management Policy Manual	http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/126682/mco-p4400151b-wch-1-2.aspx
OMB A-123	Management's Responsibility for Internal Control	http://www.whitehouse.gov/omb/circulars_a123_rev

Enclosure 8 - Compliance and Internal Controls Standards Office POCs

Billet	Name	Phone	Email
Head	Mr. Samuel Perez	571-256-7113	samuel.perez1@usmc.mil
SNCOIC	MGySgt Veronica Johnson	571-256-7185	veronica.johnson@usmc.mil
OpsSo	Mr. Chris Grooms	540-645-7828	cgrooms@columbiagroup.com
Asst OpsSo	Ms. Allison Kennedy	703-695-8394	akennedy@columbiagroup.com
Policy	Mr. Brad McNamara	540-760-2131	brad.mcnamara1.ctr@usmc.mil
OM&S	Mr. Matthew Hunt	434-774-7930	matthew.hunt@morganfranklin.com
MILSTRIP TAR	Mr. Conrad Symber	732-397-8925	conrad.symber@morganfranklin.com
MILSTRIP TAR	Mr. Ryan Strang	610-574-4139	ryan.strang@morganfranklin.com
OM&S CAPs	Mr. Michael McFadden	301-655-8224	michael.t.mcfadden.ctr@usmc.mil
ME/MEV	Mr. Joseph Nave	843-343-6366	jnave@KPMG.com
ME	Mr. Dave Hernandez	240-475-1086	dahernandez@KPMG.com
ME	Mr. Zachary Byrd	240-620-9596	zbyrd@KPMG.com
EOPR/GFP	Ms. Patty Martinez	571-256-7190	patty.martinez.ctr@usmc.mil
EOPR/GFP	Ms. Allison Gervasio	571-256-2721	agervasio@columbiagroup.com
Data	Mr. Brent Christie	703-291-6433	bchristie@columbiagroup.com
GFP	Ms. Danielle Murphy	571-256-7855	danielle.murphy.ctr@usmc.mil

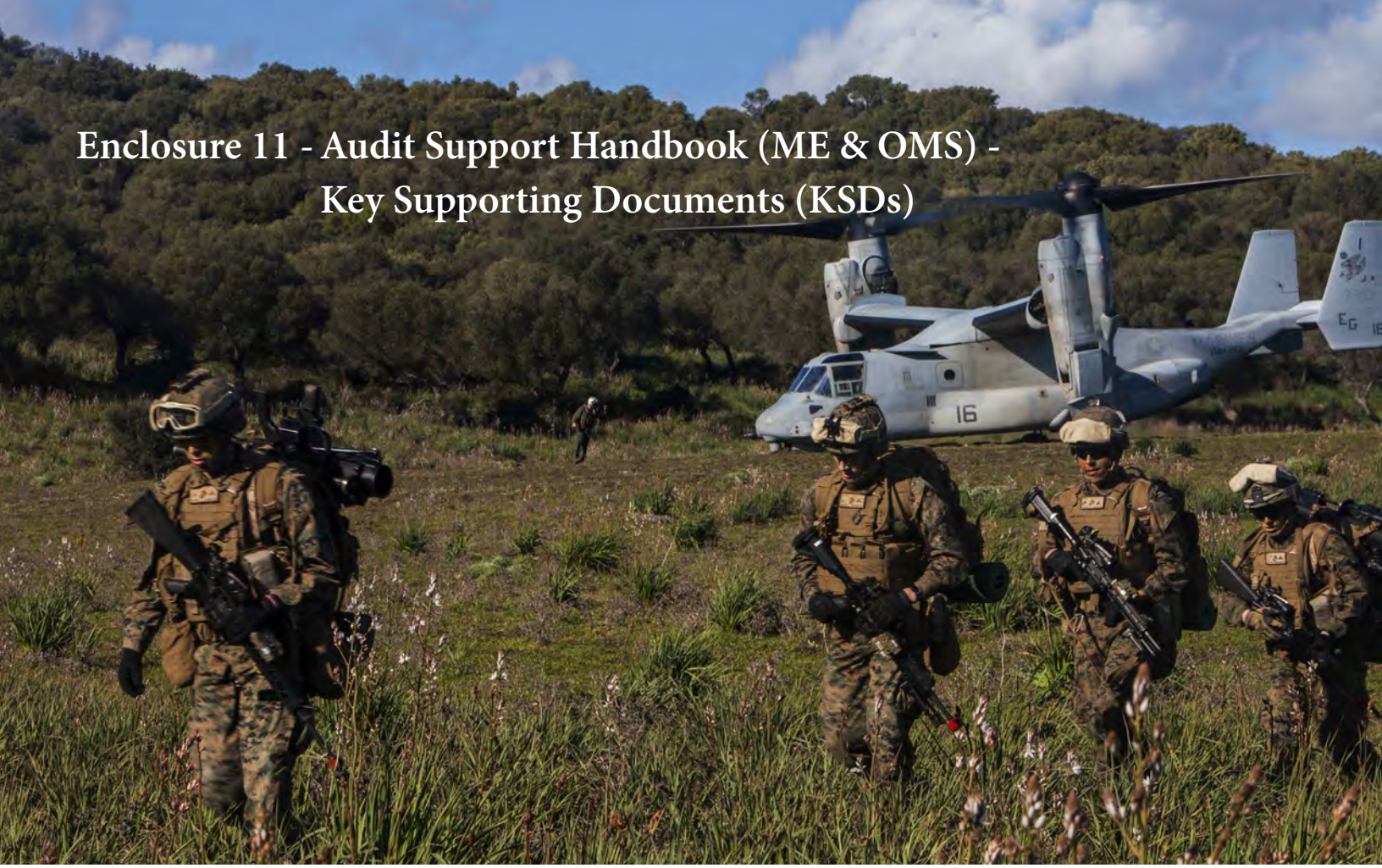
Enclosure 9 - FSMAO POCs

Billet	Name	Phone	Email
FSMAO East			
OIC	LtCol Brian Ehrlich	910-450-1201	Brian.ehrlich@usmc.mil
AOIC	Capt Timothy Aldrich	910-450-1207	Timothy.aldrich@usmc.mil
Operations Officer	Mr. David Rattae	910-450-0382	David.ratte@usmc.mil
FIAR POC	Mr. Victor Tompkins	910-450-0531	Victor.tompkins@usmc.mil
FIAR POC	GySgt Jamie Mohn	910-450-0363	Jamie.mohn@usmc.mil
FSMAO West			
OIC	LtCol Douglas Burkman	760-763-9879	Douglas.burkman@usmc.mil
AOIC	Capt Eric Jett	760-763-9877	Eric.jett@usmc.mil
Operations Officer	Mr. Mike Naputi	760-763-9876	Michael.naputi@usmc.mil
FIAR POC	Mr. Ken Holt	760-763-9885	Ken.holt@usmc.mil
FIAR POC	MSgt John Williams	760-763-9881	John.a.williams5@usmc.mil
FSMAO Pac			
OIC	Maj Lee Cooper	DSN 315-645-7267	Lee.cooper@usmc.mil
AOIC	Mr. Joseph Drake	DSN 315-645-7262	Joseph.t.drake@usmc.mil
Operations Officer	Maj Joseph Navario	DSN 315-645-0155	Joseph.c.navario@usmc.mil
FIAR POC	Mr. Fernandao Forte	DSN 315-645-9226	Fernando.forte@usmc.mil
FIAR POC	GySgt Robert Cruces	DSN 315-645-9226	Robert.cruces@usmc.mil

Enclosure 10 - Sustainment, Education and Training Links

Course	Category	Link
Fiscal Law	Fiscal	http://www.finance.hq.navy.mil/fmc/Pep_Training.asp
Budget Execution	Fiscal	http://www.finance.hq.navy.mil/fmc/Pep_Training.asp
Foundations of Government Property (CLM039) Course	Property Control	http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx?tab=CLM
Fiscal and Physical Account-ability and Management of DoD Equipment (CLM047) Course	Property Control	http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx?tab=CLM
Proper Financial Treatment for Military Equipment (PFAT4ME) (CLM040) Course	Property Control	http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx?tab=CLM
Audit Readiness Requirements for DoD Equipment (CLM048) Online Course	Property Control	http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx?tab=CLM
Physical Inventories (CLM037) Course	Property Control	http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx?tab=CLM

Enclosure 11 - Audit Support Handbook (ME & OMS) - Key Supporting Documents (KSDs)



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Background and Purpose

BACKGROUND

In Secretary of Defense (SecDef) Leon Panetta's memorandum dated October 2011, he directed the military departments to achieve full audit readiness for all Department of Defense (DOD) financial statements by 2017. He explained that certain elements were necessary in meeting this goal which includes; a detailed plan, sufficient resources to execute the plan, and senior leaders' awareness, support, and sponsorship. In addition, he added the importance of stressing the corporate value of financial auditability by "strengthening controls over our business processes, thereby increasing the accuracy of financial data which enables informed business decisions."

Upon the release of SecDef Panetta's memorandum, USMC took steps to ensure timely, accurate, and relevant information that is consistently auditable, as it moves towards its goal of audit readiness. To achieve this, USMC has created a Financial Improvement Plan (FIP) to reach audit readiness. The USMC FIP aligns with the Office of the Under Secretary of Defense (Comptroller) (OUSD (C)) Financial Improvement and Audit Readiness (FIAR) Plan to improve financial management, prioritize improvement activities, strengthen internal controls, and ultimately achieve auditability.

PURPOSE

The purpose of this handbook is to assist USMC organizational units and activities in audit readiness awareness, with a focus around ME and OM&S Key Supporting Documentation (KSD) to support the internal control requirements of OMB A-123 and financial reporting objectives of OMB A-136 Revised.

Each phase of the asset lifecycle must be supported by appropriate key supporting documentation to support management's assertions. For example, contracts, invoices, and receiving reports (DD Form 250's, DD Form 1348's, DD Form 1149's, etc.) support an organization's rights and obligations to an asset as well as acquisition costs (valuation) in the procurement, receipt, and acceptance phase. Periodic physical inventory counts along with inventory count sheets support the Existence and Completeness (E&C) of assets during the Continual Management phase. During the Issuances and Transfers and Disposal phase documents such as the DD Form 250, DD Form 1348, and DD Form 1149 support that assets were appropriately removed from the Accountable Property System of Record (APSR).

This handbook along with a Key Supporting Documentation Matrix that identifies the different tiers of acceptable documentation will serve as a tool for USMC organizational units and activities in evaluating KSDs to ensure key attributes are recorded on the supporting documentation. In addition, it will also ensure necessary procedures are performed through all phases of the ME and OM&S lifecycle (i.e. contract award, receipt, acceptance, maintenance, transfer, disposal, etc.) that will assist USMC in strengthening internal controls around ME and OM&S accountability. As USMC ME and OM&S business processes improve and discovery efforts are completed across the organization, additional KSDs supporting management's assertions and financial reporting objectives will be included in this handbook.

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

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary. For detailed instructions, see page 99.

11.1 - SF26s: Award Contract

1. KSD: SF26s: Award Contract	Yes	No	N/A	Comments
A1. Does the Contract Number on the Award/Contract agree to the Contract Number listed on the GBL and/or DD Form 250?				
B1. Is the Contract Effective Date recorded in the Contract?				
C1. Is the Requisition/Purchase Request/Project Number recorded in the Contract?				
D1. Is the party responsible for issuing the Contract identified in the Contract?				
E1. Is the Contractor/Vendor (name and address) recorded on the Contract?				
F1. Is the Accounting and Appropriation Data recorded on the Contract?				
G1. Is the Item Number, Supplies/Services (description), Quantity, Unit, Unit Price, Amount and Total Amount of the Contract recorded on the Contract?				
H1. Is the Contractor's/Vendor's representative name/title, signature and date recorded on the Contract?				
I1. Is the Contracting Officer's name, signature and date recorded on the Contract and does the Contracting Officer have a valid Warrant?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: SF26, Award Contract

AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) ▶ RATING | PAGE OF PAGES

2. CONTRACT *(Proc. Inst. Indent.)* NO. A1.

3. EFFECTIVE DATE B1.

4. REQUISITION/PURCHASE REQUEST/PROJECT NO. C1.

5. ISSUED BY D1. CODE

6. ADMINISTERED BY *(If other than Item 5)* CODE

7. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)* E1.

CODE | FACILITY CODE

8. DELIVERY ☐ FOB ORIGIN ☐ OTHER *(See below)*

9. DISCOUNT FOR PROMPT PAYMENT

10. SUBMIT INVOICES *(4 copies unless otherwise specified)* TO THE ADDRESS SHOWN IN ▶ ITEM

11. SHIP TO/MARK FOR CODE

12. PAYMENT WILL BE MADE BY CODE

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:

☐ 10 U.S.C. 2304(c)( ) ☐ 41 U.S.C. 253(c)( )

14. ACCOUNTING AND APPROPRIATION DATA F1.

15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
G1.		G1.	G1.	G1.	G1.

15G. TOTAL AMOUNT OF CONTRACT ▶ $ G1.

16. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES	
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS				PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING				PART IV - REPRESENTATIONS AND INSTRUCTIONS	
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE					
	G	CONTRACT ADMINISTRATION DATA			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	H	SPECIAL CONTRACT REQUIREMENTS			M	EVALUATION FACTORS FOR AWARD	

CONTRACTING OFFICER WILL COMPLETE ITEM 17 (SEALED-BID OR NEGOTIATED PROCUREMENT) OR 18 (SEALED-BID PROCUREMENT) AS APPLICABLE

17. ☐ CONTRACTOR'S NEGOTIATED AGREEMENT *(Contractor is required to sign this document and return _____ copies to issuing office.)* Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. *(Attachments are listed herein.)*

18. ☐ SEALED-BID AWARD *(Contractor is not required to sign this document.)* Your bid on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the terms listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your bid, and (b) this award/contract. No further contractual document is necessary. (Block 18 should be checked only when awarding a sealed-bid contract.)

19A. NAME AND TITLE OF SIGNER *(Type or Print)* H1.

20A. NAME OF CONTRACTING OFFICER I1.

19B. NAME OF CONTRACTOR H1.

BY _____ *(Signature of person authorized to sign)*

19C. DATE SIGNED H1.

20B. UNITED STATES OF AMERICA I1.

BY _____ *(Signature of Contracting Officer)*

20C. DATE SIGNED I1.

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is NOT usable

STANDARD FORM 26 (REV. 5/2011)
Prescribed by GSA - FAR (48 CFR) 53.214(a)

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

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

11.2 - Contracting Officer Appointment/ Warrant Eligibility Transfer/ Termination Request

2. KSD: Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request	Yes	No	N/A	Comments
A2. Is the date recorded on the Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request?				
B2. Does the Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request identify the appointing authority?				
C2. Does the Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request identify the Contracting Officers immediate supervisor?				
D2. Are the appropriate fields marked on Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request to identify the type of designation requested?				
E2. Is the Contracting Officers name, grade, job title, signature and date recorded on the Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request?				
F2. Are the name, date, title, signatures and approvals of the approving/reviewing officials recorded on the Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request?				

Preparer Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer Title: _____

Printed Name: _____

Signature: _____ Date: _____

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

page 1

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer /Termination Request	DATE A2.

PRIVACY ACT STATEMENT: Title 10 USC 8013; Title 10 USC, Subtitle A, Chapter 87; FAR 1.602.
PRINCIPLE PURPOSE: Submission of information and records necessary to support the appointment of contracting officers, establish warrant eligibility transfers and facilitate termination or reinstatements of contracting officer warrants.
ROUTINE USES: None.
DISCLOSURE IS VOLUNTARY: Evaluation of an individual for appointment of Contracting Officer cannot be properly completed if appropriate information is not provided. Failure to provide the information may result in the inability to determine qualifications.

TO (APPOINTING AUTHORITY) B2.	FROM (CANDIDATE'S IMMEDIATE SUPERVISOR) C1.

TYPE DESIGNATION REQUESTED

D2. ☐ UNLIMITED	D2. ☐ LIMITED (Specify all limitations in Justification for Warrant block on page 2)	CHECK ALL THAT APPLY: ☐ New appointment; ☐ Warrant Reinstatement; ☐ Warrant Eligibility Transfer; ☐ Warrant Termination; ☐ Procuring Contracting Officer (PCO); ☐ Termination Contracting Officer (TCO); ☐ Administrative Contracting Officer (ACO) D2.

IDENTIFICATION AND PERSONAL DATA

CANDIDATE NAME (Last, First, Middle Initial) E2.	GRADE/DESIGNATION/SERIES (Mil/Civ/Local National) E2.
CURRENT JOB TITLE / OFFICE SYMBOL E2.	REQUIRES SPECIAL ACCOMMODATION FOR WARRANT TEST? (SPECIFY)

LENGTH OF SERVICE (Military or Civilian)		LENGTH OF GOVERNMENT CONTRACTING EXPERIENCE		LENGTH OF CONTRACTING EXPERIENCE OTHER THAN GOVERNMENT	
YEARS	MONTHS	MILITARY (YEARS/MONTHS)	CIVILIAN (YEARS/MONTHS)	YEARS	MONTHS

ACQUISITION CERTIFICATION (Attach Civilian Career Brief/Single Unit Retrieval and Format (SURF) for military candidate, or copies of Certificate(s))

CONTRACTING	DATE CERTIFIED	OTHER	DATE CERTIFIED
LEVEL I		LEVEL I	
LEVEL II		LEVEL II	
LEVEL III		LEVEL III	

PREVIOUSLY HELD WARRANTS (Last three only - if none, so indicate)

WARRANT TYPE (PCO, ACO, TCO, CCO)	LIMITED/UNLIMITED/FUNCTIONAL (Include Dollar Amount, if applicable)	WARRANT ISSUING ORGANIZATION	PERIOD WARRANT HELD (From - To)

RESUME OF EXPERIENCE

(Start with present position and work back not more than 10 years
or attach resume, and current Civilian Career Brief for civilian candidate or SURF for military candidate)

ORGANIZATION/OFFICE AND LOCATION	DATES (From - To)	POSITION TITLE

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

page 2

MOST RECENT ACQUISITION-RELATED TRAINING (Other than APDP Required Training)
(May attach Civilian Career Brief/SURF and/or ACQ NOW Transcript)

DATE COMPLETED	COURSE NUMBER / TITLE	DATE COMPLETED	COURSE NUMBER / TITLE

FORMAL EDUCATION (May attach Civilian Career Brief/SURF)

RECEIVED A BACCALAUREATE DEGREE FROM AN ACCREDITED EDUCATIONAL INSTITUTION? ☐ YES ☐ NO (Specify exception)	IF YES, YEAR OF GRADUATION	COMPLETED AT LEAST 24 SEMESTER HOURS IN BUSINESS? ☐ YES ☐ NO (Not applicable if warrant for less than Simplified Acquisition Threshold)
NAME OF SCHOOL	SUBJECT MAJORED IN	DEGREE EARNED, IF ANY

DATE E2.	TYPED NAME OF CANDIDATE E2.	SIGNATURE OF CANDIDATE E2.

JUSTIFICATION FOR WARRANT (TO BE COMPLETED BY REQUESTING OFFICIAL)

1. Programs/workload to be covered by the appointment and number of buyers the CO will be responsible for (if applicable):
2. Recommended limitations of authority to be placed on the warrant (if none, so state):
3. Indicate if the proposed warrant is necessary due to expanded workload, or replacement of another CO (include name of CO being replaced):
4. Total number of personnel within the organization:
5. Number of warranted personnel by type of warrant currently held within the organization (e.g., Squadron/Flight/Branch):
6. Impact if warrant is denied:

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

DATE F2.	TYPED NAME, RANK, TITLE OF REQUESTING OFFICIAL (e.g., CANDIDATE'S SPONSOR, IMMEDIATE SUPERVISOR) F2.	SIGNATURE OF REQUESTING OFFICIAL F2.
DATE F2.	TYPED NAME, RANK, TITLE OF REVIEWING OFFICIAL (DESIGNATED FOCAL POINT) F2.	SIGNATURE OF REVIEWING OFFICIAL F2.
DATE F2.	TYPED NAME, RANK, TITLE OF ADDITIONAL REVIEWING/ENDORSING OFFICIAL (IF USED BY MAJCOM/DRU) F2.	SIGNATURE OF REVIEWING/ENDORSING OFFICIAL F2.

DATE CANDIDATE PASSED CO WARRANT TEST	DATE OF WARRANT BOARD (if applicable)

F2. ☐ APPROVED FOR APPOINTMENT Remarks, if any: F2. ☐ DISAPPROVED Remarks:

DATE F2.	TYPED NAME, RANK, TITLE OF APPOINTING OFFICIAL F2.	SIGNATURE OF APPOINTING OFFICIAL F2.

APPOINTMENT NUMBER ASSIGNED ON SF1402	DATE OF APPOINTMENT ON SF1402

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

page 3

TERMINATION OF APPOINTMENT

REASON FOR TERMINATION: FOR CAUSE (EXPLAIN—requires SCO/SCCO signature)

EMPLOYMENT TERMINATED

REASSIGNMENT

DATE	TYPED NAME, RANK, TITLE OF TERMINATION OFFICIAL	SIGNATURE OF TERMINATION OFFICIAL

WARRANT ELIGIBILITY TRANSFER 1

ELIGIBILITY TRANSFER TO (GAINING SCO/SCCO):

LOSING SCO/SCCO or DESIGNEE COMMENTS / RECOMMENDATION:

DATE	TYPED NAME, RANK, TITLE OF LOSING SCO/SCCO OR DESIGNEE	SIGNATURE OF LOSING SCO/SCCO OR DESIGNEE

☐ APPROVED Remarks, if any: ☐ WARRANT NOT REQUIRED Remarks:

TYPED NAME, RANK, TITLE OF GAINING APPOINTING OFFICIAL (SCCO/SCO or designee)	SIGNATURE OF GAINING APPOINTING OFFICIAL
APPOINTMENT NUMBER ASSIGNED ON SF1402	DATE OF APPOINTMENT ON SF1402

WARRANT ELIGIBILITY TRANSFER 2

ELIGIBILITY TRANSFER TO (GAINING SCO/SCCO):

LOSING SCO/SCCO or DESIGNEE COMMENTS / RECOMMENDATION:

DATE	TYPED NAME, RANK, TITLE OF LOSING SCO/SCCO OR DESIGNEE	SIGNATURE OF LOSING SCO/SCCO OR DESIGNEE

☐ APPROVED Remarks, if any: ☐ WARRANT NOT REQUIRED Remarks:

TYPED NAME, RANK, TITLE OF GAINING APPOINTING OFFICIAL (SCCO/SCO or designee)	SIGNATURE OF GAINING APPOINTING OFFICIAL
APPOINTMENT NUMBER ASSIGNED ON SF1402	DATE OF APPOINTMENT ON SF1402

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

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary. For detailed instructions, see page 100.

11.3 - DD Form 448: Military Interdepartmental Purchase Request (MIPR)

3. KSD: DD Form 448: Military Interdepartmental Purchase Request (MIPR)	Yes	No	N/A	Comments
A3. Is the date prepared recorded on the MIPR DD Form 448?				
B3. Is the MIPR number recorded on the MIPR DD Form 448?				
C3. Is the "To" field (requesting agency name, address, etc.) recorded on the MIPR DD Form 448?				
D3. Is the "From" field (originating agency name, address and phone number) recorded on the MIPR DD Form 448?				
E3. Is the item number, description (NSN, Nomenclature, specification and/or drawing number), quantity, unit, estimated unit price, estimated total price and grand total recorded on the MIPR DD Form 448?				
F3. Is the Paying Office Department of Defense Activity Address Directory (DODAAD) recorded on the MIPR DD Form 448?				
G3. Is the Authorizing Officer's name, title, signature and date recorded on the MIPR DD Form 448?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

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

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
		A3.	B3.	

7. TO: C3.

8. FROM: *(Agency, name, telephone number of originator)* D3.

9. ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. E3.	DESCRIPTION E3. *(Federal stock number, nomenclature, specification and/or drawing No., etc.)* b	QTY E3.	UNIT E3.	ESTIMATED UNIT PRICE E3. a	ESTIMATED TOTAL PRICE E3. f
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL E3. $0.00

12. TRANSPORTATION ALLOTMENT *(Used if FOB Contractor's plant)*

13. MAIL INVOICES TO *(Payment will be made by)*

F3. PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT

15. AUTHORIZING OFFICER *(Type name and title)*	16. SIGNATURE	17. DATE
G3.	G3.	G3.

DD Form 448, JUN 72 (EG) PREVIOUS EDITION IS OBSOLETE Reset

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

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary. For detailed instructions, see page 103.

11.4 - SF1103: U.S Government Bill of Lading (GBL)

4. KSD: SF1103: U.S Government Bill of Lading (GBL)	Yes	No	N/A	Comments
A4. Does the Bill of Lading Number on the GBL SF1103 agree to the Bill of Lading Number on the DD Form 250 and/or DD Form 1149?				
B4. Is the date the Bill of Lading was prepared recorded on the GBL SF1103?				
C4. Is the "Destination" (USMC name, address, etc.) recorded on the GBL SF1103?				
D4. Is the "Origin" (Contractor/Vendor name, address, etc.) recorded on the GBL SF1103?				
E4. Is the agency location code recorded on the GBL SF1103?				
F4. Is the "Number of Packages/kind" and "Description of Articles" recorded on the GBL SF1103?				
G4. Are the shipper's initials recorded on the GBL SF1103?				
H4. Are the item seal numbers recorded on the GBL SF1103?				
I4. Is the carrier's pickup date recorded on the GBL SF1103?				
J4. Does the Contract Number and date on the GBL SF1103 agree to the Contract Number and date listed on the Contract SF26?				
K4. Is the Issuing Office recorded on the GBL SF1103?				
L4. Is the Issuing Officer recorded on the GBL SF1103?				
M4. Does the Contract Number and date on the GBL SF1103 agree to the Contract Number and date listed on the Contract SF26?				
N4. Is the date recorded on the GBL SF1103?				

SF1103 - U.S Government Bill of Lading (GBL) Checklist .... continued

4. KSD: SF1103: U.S Government Bill of Lading (GBL)	Yes	No	N/A	Comments
O4. Is the Freight on Board (FOB) point of contact recorded on the GBL SF1103?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

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

page 1

U.S. GOVERNMENT BILL OF LADING | **ORIGINAL** | B/L NO. A4.

1. TRANSPORTATION COMPANY TENDERED TO
2. SCAC
3. DATE B/L PREPARED B4.
4. ROUTE ORDER/RELEASE NUMBER
5. DESTINATION *(Name, address and ZIP code)* C4.
6. SPLC *(Dest.)*
7. SPLC *(Orig.)*
8. ORIGIN *(Name, address and ZIP code)* D4.
9. CONSIGNEE *(Name, address and ZIP code of installation)*
10. GBLOC *(Cons.)*
11. SHIPPER *(Name, address and ZIP code)*
12. APPROPRIATION CHARGEABLE
13. BILL CHARGES TO *(Dept./agency, bureau/office mailing address and ZIP*
14. VIA *(Route shipment when advantageous to the Government)*
AGENCY LOC CODE E4.
15. MARKS AND ANNOTATIONS *(If extra services are ordered, see Administrative Directions No. 2 on reverse)*

16. PACKAGES NO.	KIND	17. HM	18. DESCRIPTION OF ARTICLES *(Use carrier's classification or tariff description if possible;*	19. WEIGHT* *(Pounds only)*	FOR USE OF BILLING CARRIER ONLY Services	Rate	Charges
F4.	F4.		CLASSIFICATION ITEM NO. F4.				
					TOTAL CHARGES		

20. TARIFF/SPECIAL RATE AUTHORITY
21. PICKUP SERV. FURNISHED ☐ YES
VEHICLE FULLY LOADED ☐ YES
SHIPPER'S INITIALS G4.
22. CARRIER WAY/FREIGHT BILL NO. AND DATE
23. STOP THIS SHIPMENT AT
FOR:
24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS

INITIALS & NO.	SERIAL NUMBERS	LENGTH/CUBE ORDERED	LENGTH/CUBE FURNISHED	MARKED CAPACITY ORDERED	MARKED CAPACITY FURNISHED	DATE FURNISHED
	H4. APPLIED BY:					

25. CARRIER'S PICKUP DATE *(Year, month, & day)* I4.
26a. SIGNATURE OF AGENT I4.
26b. PER
B/L NUMBER

27. MODE	28. ESTIMATE	29. NO. OF CLS/TLS	30. TYPE RATE	31. PSC	32. REASON

Received by the transportation company named above, subject to conditions named on the reverse side hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.

FOR USE OF ISSUING OFFICE

33a. ISSUING OFFICE *(Name and complete address)*
33b. GBLOC
33c. ISSUING OFFICER
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY J4.
33e. DATED
33f. FOB POINT NAMED IN CONTRACT K4.

CERTIFICATE OF CARRIER BILLING CONSIGNEE MUST NOT PAY ANY CHARGES

34a. DELIVERED ON *(Year, month, & day)* L4.
34b. AT *(Actual delivery point)* L4.
34c. BY *(Name of delivering carrier)* L4.
34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED M4. ☐ SHORTAGE ☐ DAMAGED
34e. ☐ CARRIER OS&D REPORT ATTACHED ☐ DELIVERY AT DESTINATION FURNISHED ☐ ACCESSORIAL SERVICES CERTIFICATION ATTACHED
34f. NAME OF BILLING CARRIER N4.
34g. SIGNATURE OF CARRIER'S AGENT N4.

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

NSN7540-00-656-1476 1103-121 STANDARD FORM 1103 (Rev. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

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

page 2

TERMS AND CONDITIONS

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

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

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

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

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

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

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

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

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

4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.313-2.

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

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

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

SPECIAL SERVICES ORDERED

This form was electronically produced by Elite Federal Forms, Inc.

STANDARD FORM 1103 BACK (Rev.

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

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary. For detailed instructions, see page 119.

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

5. KSD: DD Form 250: Material Inspection and Receiving Report (MIRR)	Yes	No	N/A	Comments
A5. Does the Contract Number on the DD Form 250 agree to the Contract Number listed on the Award/ Contract SF26?				
B5. Is the Invoice Number and Date recorded on the DD Form 250?				
C5. Is the Date Shipped recorded on the DD Form 250?				
D5. Does the Bill of Lading Number on the DD Form 250 agree to the Bill of Lading Number on the GBL SF1103?				
E5. Is the Tracking Control Number (TCN) recorded on the DD Form 250?				
F5. Is the Prime Contractor/Vendor name, Address and Code recorded on the DD Form 250?				
G5. Is the "Administered By" (Contract Administration Office) field recorded on the DD Form 250?				
H5. Is the "Shipped From" name and address (if other than Prime Contractor/Vendor) recorded on the DD Form 250?				
I5. Is the "Shipped To" name and address recorded on the DD Form 250?				
J5. Is the item number recorded on the DD Form 250?				
K5. Is the item NSN recorded on the DD Form 250?				
L5. Is the item description recorded on the DD Form 250?				
M5. Is the item quantity shipped/received recorded on the DD Form 250?				
N5. Is the Unit recorded on the DD Form 250?				
O5 Is the Unit Price recorded on the DD Form 250?				
P5. Is the Amount ($) recorded on the DD Form 250?				
Q5. Is the Contract Quality Assurance (CQA) Origin recorded on the DD Form 250?				

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

5. KSD: DD Form 250: Material Inspection and Receiving Report (MIRR)	Yes	No	N/A	Comments
R5. Is the Authorized Government Representative name, title, commercial phone number, signature and date recorded on the DD Form 250 CQA Origin section?				
S5. Is the Contract Quality Assurance Destination recorded on the DD Form 250?				
T5. Is the Authorized Government Representative name, title, commercial phone number, signature and date recorded on the DD Form 250 CQA Destination section?				
U5. Is the Authorized Government Representative name, title, mailing address, commercial phone number, signature and date recorded on the DD Form 250 Receiver's Use section?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

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

MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved
OMB No. 0704-0248

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.

A5.

1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO. | ORDER NO. | 6. INVOICE NO./DATE B5. | 7. PAGE | OF | 8. ACCEPTANCE POINT

2. SHIPMENT NO. | 3. DATE SHIPPED C5. | 4. B/L D5. E5. TCN | 5. DISCOUNT TERMS

F5.

9. PRIME CONTRACTOR F5. | CODE | 10. ADMINISTERED BY G5. | CODE

H5.

11. SHIPPED FROM *(If other than 9)* CODE | FOB: | 12. PAYMENT WILL BE MADE BY | CODE

I5.

13. SHIPPED TO | CODE | 14. MARKED FOR | CODE

15. ITEM NO. J5.	16. STOCK/PART NO. K5. DESCRIPTION L5. *(Indicate number of shipping containers - type of container - container number.)*	17. QUANTITY SHIP/REC'D* M5.	18. UNIT N5.	19. UNIT PRICE O5.	20. AMOUNT P5.

21. CONTRACT QUALITY ASSURANCE

a. ORIGIN Q5.

☐ CQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

DATE R5. R5. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
TYPED NAME: R5
TITLE: R5
MAILING ADDRESS: R5.
COMMERCIAL TELEPHONE NUMBER: R5.

b. DESTINATION S5.

☐ CQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

T5. DATE T5. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
TYPED NAME: T5.
TITLE: T5
MAILING ADDRESS: T5.
COMMERCIAL TELEPHONE NUMBER: T5.

22. RECEIVER'S USE

Quantities shown in column 17 were received in apparent good condition except as noted. U5. U5.

DATE RECEIVED | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
TYPED NAME: U5.
TITLE: U5.
MAILING ADDRESS: U5.
COMMERCIAL TELEPHONE NUMBER: U5.

** If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.*

23. CONTRACTOR USE ONLY

DD FORM 250, AUG 2000 PREVIOUS EDITION IS OBSOLETE. Reset

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

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary. For detailed instructions, see page 127.

11.6 - DD Form 1348: Issue Release/Receipt Document

6. KSD: DD Form 1348: Issue Release/Receipt Document	Yes	No	N/A	Comments
A6. Is the Document Identifier recorded on the DD Form 1348?				
B6. Is the Unit Issued recorded on the DD Form 1348?				
C6. Is the Quantity Released recorded on the DD Form 1348?				
D6. Is the Unit Price recorded on the DD Form 1348?				
E6. Is the Total Price recorded on the DD Form 1348?				
F6. Is the "Shipped From" name and address recorded on the DD Form 1348?				
G6. Is the "Shipped To" name and address recorded on the DD Form 1348?				
H6. Is the Document Date recorded on the DD Form 1348?				
I6. Is the Quantity Received recorded on the DD Form 1348?				
J6. Is the Item Nomenclature (description) recorded on the DD Form 1348?				
K6. Is the name/signature of the receiver and date received recorded on the DD Form 1348?				
L6. Is the Routing Identifier Code (RIC), Unique Identifier (UI), Condition Code and Distribution recorded on the DD Form 1348?				
M6. Is the item NSN recorded on the DD Form 1348?				
N6. Is the Document Number recorded on the DD Form 1348?				
O6. If applicable, is the Unique Item Identification (UII) provided?				
P6. If applicable, is the Contract Number provided?				

DD Form 1348: Issue Release/Receipt Document .... continued

6. KSD: DD Form 1348: Issue Release/Receipt Document	Yes	No	N/A	Comments
Q6. If applicable, is the Order Number provided?				
R6. If applicable, is the CLIN provided?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: DD Form 1348 - Issue Release/Receipt Document

page 1

DD Form 1348-1A ISSUE RELEASE RECEIPT DOCUMENT

FORM APPROVED OMB No. 0704-0188

DOC IDENT	RIC FROM	M&S	UI	QUANTITY	SUPPLEMENTARY ADDRESS	SIG	FUND	DISTRIBUTION	PROJECT	PRI	OPI	REQD DEL DATE	ADV	RI	PUR	CC	MGT	MOD
A6			B6	C6														
	EA	00125			N64100			XKA	07	364				A				

UNIT PRICE		DOLLARS	CTS
DOLLARS	CTS		
D6 45.50		5687.50	

1. TOTAL PRICE E6.
2. SHIP FROM 1HLD9 F6.
3. SHIP TO G6. N25622
4.

24. Document Number & Suffix (30-44) N6.

DLA90089X1234

25. National Stock Number & Add (8-22) M6.

1111223330001

26. RIC (4-6) (UI 23-24) QTY (25-29) FC (71) DST (55-58) UP (74-80) L6.

EA00125A 4550

27. ADDITIONAL DATA

NAVAL WEAPONS CENTER
PHILADELPHIA, PA 01322

5. DOC DATE H6.
6. NMFC
7. FRT RATE
8. TYPE CARGO
9. PS
10. QTY RECD I6.
11. UP
12. UNIT WEIGHT
13. UNIT CU
14. UFC
15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE
17. ITEM NOMENCLATURE J6.
DUCKY, RUBBER
18. TYPE CONT
19. NO CONT
20. TOTAL WT
21. TOTAL CU
22. RECEIVED BY K6.
23. DATE K6.
MARK FOR
DIMENSIONS
ISSUED BY S0514A
PACKED BY 1HLD9
SHIPPED BY 1HLD9

M/F: USS PRINCETON CG 59
San, AP 96675-1179

Receiving Officer
Rating: DO-A7
ACRN: AB

☐ PARTIAL SHIPMENT

Unique Item Identification (UII) O6.
CAGE
P/N 23SKDO-DCK
LOT
S/N

TrueForm by Mil-Pac Technology, www.milpac.com
[Form MPLF0442 Rev 003-080906]

{Previous Editions Are Obsolete}

DD FORM 1348-1A

PRIME CONTRACTOR	CODE: 1HLD9	CONTRACT NUMBER	ORDER	CLIN
Mil-Pac Technology PO Box 2066 Ramona, CA 92065		DLA900-89-X-1234 P6.	5678 Q6.	0017AA R6.
		ADMIN OFC S0514A	PAYMENT OFC HQ0339	INVOICE DATE
		FREIGHT CHARGE 0.00	INVOICE AMOUNT $0.00	TERMS

SHIP TO	CODE: N25622	MARK FOR	CODE: R21447
NAVAL WEAPONS CENTER PHILADELPHIA, PA 01322		USS PRINCETON CG 59 San, AP 96675-1179	

....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8
1111223330001EA00125 12345200H065 N64100 XKA07364 A

Example: DD Form 1348 - Issue Release/Receipt Document

page 2

DD Form 1348-1A ISSUE RELEASE RECEIPT DOCUMENT — FORM APPROVED OMB No. 0704-0188

DOC IDENT	RIC FROM	M&S	UI	QUANTITY	SUPPLEMENTARY ADDRESS	SIG	FUND	DISTRIBUTION	PROJECT	PRI	DOC DATE	REQD DEL DATE	ADV	RI	PUR	CC	MGT	MOD
A6			B6	C6														
			EA	00250							07							

UNIT PRICE	DOLLARS	CTS	1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO
DOLLARS D6 22.50	5625.00		E6	1HLD9 F6	N25622 G6

24 Document Number & Suffix (30-44): N6

DLA90089X1234

25 National Stock Number & Add (8-22): M6

1111223330002

26 RIC (4-6) (UI (23-24)) QTY (25-29) FC (71) (DST (55-58)) UP (74-80): L6

EA00250 2250

27 ADDITIONAL DATA

NAVAL WEAPONS CENTER
PHILADELPHIA, PA 01322

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS
2010OCT18 H6				

10. QTY RECD	11. UP	12. UNIT WEIGHT	13. UNIT CU	14. UFC	15. SL
I6					

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE J6
STOPPER, DUCKY

18. TYPE CONT	19. NO CONT	20. TOTAL WT	21. TOTAL CU

22. RECEIVED BY K6 — 23. DATE K6

MARK FOR — DIMENSIONS

ISSUED BY	PACKED BY	SHIPPED BY
S0514A	1HLD9	1HLD9

M/F: USS PRINCETON CG 59
San, AP 96675-1179

Receiving Officer
Rating: DO-A7
ACRN: AB

☐ PARTIAL SHIPMENT

Unique Item Identification (UII) O6

CAGE — P/N: 23SKDO-STP
LOT — S/N

TrueForm by Mil-Pac Technology, www.milpac.com
[Form MPLF0442 Rev 003-080906]

{Previous Editions Are Obsolete}

DD FORM 1348-1A

PRIME CONTRACTOR	CODE: 1HLD9	CONTRACT NUMBER	ORDER	CLIN
Mil-Pac Technology PO Box 2066 Ramona, CA 92065		DLA900-89-X-1234 P6	5678 Q6	0017AB R6
		ADMIN OFC: S0514A	PAYMENT OFC: HQ0339	INVOICE / DATE
		FREIGHT CHARGE: 0.00	INVOICE AMOUNT: $0.00	TERMS

SHIP TO	CODE: N25622	MARK FOR	CODE: R21447
NAVAL WEAPONS CENTER PHILADELPHIA, PA 01322		USS PRINCETON CG 59 San, AP 96675-1179	

....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8
1111223330002EA00250 12345200H065 07

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

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary. For detailed instructions, see page 131.

11.7 - DD Form 1149: Requisition and Invoice/Shipping Document

7. KSD: DD Form 1149: Requisition and Invoice/ Shipping Document	Yes	No	N/A	Comments
A7. Is the information "From," "To" and "Ship To" recorded on DD Form 1149?				
B7. Is the Requisition Date recorded on DD Form 1149 and does it agree with the contract Requisition Date?				
C7. Is the Requisition Number recorded on DD Form 1149 and does it agree with the contract Requisition Number?				
D7. Is the Authority or Purpose recorded on DD Form 1149?				
E7. Is the signature recorded on DD Form 1149?				
F7. Is the Voucher Number & Date recorded on DD Form 1149?				
G7. Is Date Shipped recorded on DD Form 1149 and does it correspond to the contract terms and conditions?				
H7. Is the Bill of Lading Number recorded on DD Form 1149 and correspond to the contract information?				
I7. Is the Appropriation with the correct Line of Accounting (LOA) recorded on DD Form 1149?				
J7. Does DD Form 1149 include Item #, FSN, Description and Coding of Material and/or Services?				
K7. Does DD Form 1149 include Unit of Issue, Quantity Requested, Unit Price and Total Cost, per contract requirements?				
L7. Are the Containers, Description, Date, Sheet Total, Grand Total and Voucher # fields complete, and do they correspond to the contract terms and conditions?				

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

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

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

page 1

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

REQUISITION AND INVOICE/SHIPPING DOCUMENT

OMB No. 0704-0188
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

A7.

1. FROM: (Include ZIP Code)
President, Marine Corps University
2076 South Street
Quantico, VA 22134-5067

SHEET NO. 1 | NO. OF SHEETS 1 | 5. REQUISITION DATE B7 | 6. REQUISITION NUMBER C7

7. DATE MATERIAL REQUIRED (YYYYMMDD) | 8. PRIORITY

A7.

2. TO: (Include ZIP Code)
Head, Regional Contracting Office, Northeast (RCO-NE)
2010 Henderson Road, Suite 206
Quantico, VA 22134

9. AUTHORITY OR PURPOSE
Deputy Director, Lejeune Leadership Institute D7.

10. SIGNATURE E7. | 11a. VOUCHER NUMBER & DATE (YYYYMMDD) F7.

A7.

3. SHIP TO - MARK FOR
Marine Corps University
ATTN: Lejeune Leadership Institute
2076 South Street, Room 032
Quantico, VA 22134-5067

12. DATE SHIPPED (YYYYMMDD) G7 | b.

13. MODE OF SHIPMENT | 14. BILL OF LADING NUMBER H7.

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

I7.

4. APPROPRIATIONS DATA
LOA:
FIP:

AMOUNT I7.

J7.

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b) J7.	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d) K7	QUANTITY REQUESTED K7	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h) K7.	TOTAL COST (i) K7.
									0.00
									0.00
									0.00
									0.00
									0.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO | 17. SPECIAL HANDLING

L7. L7.

18. RECAPITULATION OF SHIPMENT

ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION L7.	TOTAL WEIGHT	TOTAL CUBE
	L7.				
CHECKED BY					
PACKED BY					
			TOTAL		

19. RECEIPT

CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD) L7.	BY	SHEET TOTAL 0.00
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.

L7. L7. L7.

DD FORM 1149, JUL 2006 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

Reset Adobe Designer 7.0

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

page 2

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

REQUISITION AND INVOICE/SHIPPING DOCUMENT *(Continuation Sheet)*

OMB No. 0704-0246
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.

SHEET NO.	NO. OF SHEETS	6. REQUISITION NUMBER	11a. VOUCHER NUMBER AND DATE	b. VOUCHER NUMBER AND DATE
	1			

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
							SHEET TOTAL	0.00

DD FORM 1149C, JUL 2006 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

Reset

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

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary. For detailed instructions, see page 135.

11.8 - DD Form 1662: DoD Property in the Custody of Contractors

8. KSD: DD Form 1662: DoD Property in the Custody of Contractors	Yes	No	N/A	Comments
A8. Is the Date recorded on DD Form 1162?				
B8. Are the "To" and "From" fields recorded on DD Form 1662?				
C8. Is the Contract Number recorded on DD Form 1662 and does it correspond to the actual contract?				
D8. Is the "Official Name" or "Company" field recorded on the DD Form 1662?				
E8. Is the property location(s) recorded in the DD Form 1662?				
F8. Is the information recorded clearly identifiable, does it correspond to the the contract terms and conditions?				
G8. Is the "Contractor Representative" field complete with the following information: name, signature and date?				
H8. Is the DoD Property Representative recorded on DD Form 1662 with the following information: name, telephone #, signature and date?				

Preparer Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: DD Form 1662 - DoD Property in the Custody of Contractors

A8

DOD PROPERTY IN THE CUSTODY OF CONTRACTORS (DFARS 245.505-14) *(See Instructions on back before completing this form.)*	REPORT AS OF 30 SEP _____ OR _____	*Form Approved* *OMB No. 0704-0246* *Expires Feb 28, 2006*

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.
RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 1.

1. TO *(Enter name and address of property administrator)*	2. FROM *(Enter full name, address and CAGE code of contractor)*
B8	B8

3. IF GOVERNMENT-OWNED, CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT

4. CONTRACT NO. *(PIIN)*	5. CONTRACT PURPOSE	6. BUSINESS TYPE *(Enter L, S, or N)*	7. OFFICIAL NAME OF PARENT COMPANY
C8	D8		E8

8. PROPERTY LOCATION(S)	9. PLANT EQUIPMENT PACKAGE *(PEP No. and use)*
F8	

a. PROPERTY *(Type or Account)*	b. BALANCE START OF PERIOD		c. ADDITIONS *(in dollars)*	d. DELETIONS *(in dollars)*	e. BALANCE END OF PERIOD	
	(1) ACQUISITION COST *(in dollars)*	(2) QUANTITY *(in units or acres)*			(1) ACQUISITION COST *(in dollars)*	(2) QUANTITY *(in units or acres)*
10. LAND	G8	G8			H8	H8
11. OTHER REAL PROPERTY						
12. OTHER PLANT EQUIPMENT						
13. INDUSTRIAL PLANT EQUIPMENT						
14. SPECIAL TEST EQUIPMENT						
15. SPECIAL TOOLING *(Government Title Only)*						
16. MILITARY PROPERTY *(Agency-Peculiar)*						
17. GOVERNMENT MATERIAL *(Government-Furnished)*						
18. GOVERNMENT MATERIAL *(Contractor-Acquired)*						

19. CONTRACTOR REPRESENTATIVE

a. TYPED NAME *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*
I8	I8	I8

20. DOD PROPERTY REPRESENTATIVE

a. TYPED NAME *(Last, First, Middle Initial)*	c. SIGNATURE	d. DATE SIGNED *(YYYYMMDD)*
J8	J8	J8
b. TELEPHONE NUMBERS *(Commercial and DSN)* J8		

DD FORM 1662, JUN 2003 PREVIOUS EDITION IS OBSOLETE. Reset

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

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

11.9 - Letter of Authorization (LOA) **

9. KSD: Letter of Authorization (LOA)	Yes	No	N/A	Comments
A9. Does LOA consist of the current date?				
B9. Does "From Commanding Officer" field clearly indicate the Unit information?				
C9. Does the "To" field clearly indicate the recipient's information?				
D9. Does the description of LOA clearly represent the intention of the LOA?				
E9. Is the information on the Marine Authorized to sign Ordnance Custody Receipts recorded on the LOA? (i.e. Rank, Name and Signature)				
F9. Is the POC information including POC's phone number recorded on LOA?				
G9. Is the Commanding Officer (CO)'s signature recorded on LOA?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

**The LOA was replaced by NAVMC 11869: Notice of Delegation of Authority in February 2014.

Example: Letter of Authorization (LOA)

LETTER OF AUTHORIZATION ALLOWING THE SENIOR MARINE FROM THAT UNIT TO SIGN ORDNANCE CUSTODY RECEIPTS (NAVMC 10520)

UNITED STATES MARINE CORPS
UNIT LETTERHEAD

8000 A9
S-3
DATE

B9 From: Commanding Officer, UNIT
C9 To: Commanding Officer,Weapons Training Battalion, Marine Corps Base, Camp Lejeune, NC (Attn: Armory)

D9 Subj: AUTHORIZATION TO SIGN TEMPORARY WEAPONS CUSTODY RECEIPTS (NAVMC 10520)

Ref: (a) TM 4700.15/1G

E9 1. The following Marine is authorized to sign temporary Ordnance Custody Receipts, MCBCL 8010/20 (Pink/Yellow Cards). From _____ To _____ Class#_____ (CMC/CMT)CIRCLE.

F9 RANK	NAME F9	SIGNATURE F9
GySgt	Marine, John M.	_____

G9 2. Point of contact is Armory Chief at extension 910-XXX-XXXX.

3. This letter supersedes all other letters.

I. M. COMMANDING

H9

Enclosure (6)

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

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

11.10 - Mechanized Allowance List (MAL)

10. KSD: Mechanized Allowance List (MAL)	Yes	No	N/A	Comments
A10. Does the MAL have the correct date?				
B10. Is the TAMCN and Item Description recorded on the MAL?				
C10. Is the AAC recorded on the MAL?				
D10. Is the UIC recorded on the MAL, and does it correspond to the item's UIC?				
E10. Does the item NSN recorded on MAL agree with NSN recorded on the supporting documents?				
F10. Is Unit T/E RQMT recorded on the MAL?				
G10. Is the CMD adjustment recorded on the MAL and supported by KSD?				
H10. Does the "Total RQMT" field agree with T/E and adjustment?				
I10. Does "On-Hand" field agree with summation of T/E, adjustments, Total RQMT and Due-In?				
J10. Does the "Over (+)/ Short (-)" field signify correct representation of the MAL record?				

Preparer Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: Mechanized Allowance List (MAL)

M11001

Global Combat Support System - Marine Corps Mechanized Allowance List MAL Summary - 2012-APR-02 A10.

B10. TAMCN - Item Description	C10. AAC	D10. UIC	E10. NSN	UOI	CIC	F10. Unit T/E RQMT	G10 SP Allow	H10. CMD Adjust	I10. Total RQMT	Due In	J10. On Hand	K10 Over (+) Short (-)
D01987K - TRUCK, DFCS, CARGO, 7 TON, W/O WINCH	M11001	UIC-M11001	2320014652174	EA		0	0	0	0	0	44	44
			2320014652176	EA		0	0	0	0	0	8	8
			2320015525175	EA		0	0	0	0	0	40	40
			2320015525226	EA		0	0	0	0	0	7	7
		UIC-M11002	2320015987736	EA		6	0	0	6	0	0	-6
		UIC-M11006	2320015987736	EA		2	0	0	2	0	0	-2
		UIC-M11008	2320015987736	EA		40	0	0	40	0	0	-40
		UIC-M11016	2320015987736	EA		2	0	0	2	0	0	-2
		UIC-M11030	2320015987736	EA		40	0	0	40	0	0	-40
		UIC-M11051	2320015987736	EA		1	0	0	1	0	0	-1
		N10. Total AAC M11001				91	0	0	91	0	99	8
O10. Total TAMCN D01987K - TRUCK, DFCS, CARGO, 7 TON,						91	0	0	91	0	99	8

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

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary. For detailed instructions, see page 136.

11.11 - Consolidated Memorandum of Receipt (CMR)

11. KSD: Consolidated Memorandum of Receipt (CMR)	Yes	No	N/A	Comments
A11. Is the date on the CMR recorded?				
B11. Is the AAC recorded on the CMR and does it agree with item's AAC?				
C11. Does the CMR clearly indicate TAC-2 location?				
D11. Does the CMR clearly identify AO, RO and the Subordinate Unit Code?				
E11. Is the TAMCN clearly identified on the CMR?				
F11. Does Total On-Hand (TAMCN) on the CMR agree with the Total On-Hand at this location recorded on the CMR?				
G11. Does Total Price (TAMCN) on the CMR agree with Extended Price on the CMR?				
H11. Does CMR NSN & Nomenclature agree with the item's NSN & Nomenclature?				
I11. Does the NSN Total On-hand agree with NSN On- hand on location?				
J11. Does the CMR clearly represent the item's unit price and the NSN's total price?				
K11. Do the serial numbers found at this location agree to the item serial numbers?				
L11. Is the total on-hand at this location and the extended price correct?				
M11. Is the CMR initialed by the AO/RO on each page?				
N11. Is the CMR signed by the AO/RO on the last page and is the signature legible?				

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

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: Consolidated Memorandum of Receipt (CMR)

Global Combat Support System - Marine Corps
Consolidated Memorandum Receipt
22-Feb-12 A11.

GCSS-MC
For Official Use Only

AAC: M13301 B11.
C11. TAC-2 Location: MAGTF MATERIAL DISTRIBUTION CENTER HQ12TH 3D MARDIV M13301 BLG 400 BAY4 CAMP KINSER JA 6374004 OKINAWA JP 901 2100

D11. Accountable Officer: SPENCER, Maj, PATRICK S D11. Responsible Officer: CRITES, CWO3, JOHN D
D11. Subordinate Unit Code: YSUR

E11. TAMCN: **Total On-Hand: 37** F11. **Total Price: $13,235.65** G11.

H11. NSN: 1080011796025 Nomenclature: SUPPORT ASSEMBLY,CA UI: EA SAC: 1 CIC: Unit Price: $347.00
H11. NSN Total On-Hand: 36 I11. NSN Total Price: $12,492.00 J11. J11.
Serial Numbers Found at
K11. P1-UNIT 36070 TOECR Change Required
L11. Total On-Hand at this Location: 36 L11. Extended Price: $12,492.00

NSN: 4910013539944 Nomenclature: WASHER,PRESSURE,POR UI: EA SAC: 1 CIC: Unit Price: $743.65
NSN Total On-Hand: 1 NSN Total Price: $743.65
Serial Numbers Found at
P1-UNIT 36070 TOECR Change Required
Total On-Hand at this Location: 1 Extended Price: $743.65

TAMCN: **A00167G** **Total On-Hand: 1** **Total Price: $2,506,712.00**

NSN: 1290009580742 Nomenclature: GROUND COUNTER FIRE UI: EA SAC: 3 CIC: A Unit Price: $2,506,712.00
NSN Total On-Hand: 1 NSN Total Price: $2,506,712.00
Serial Numbers Found at
P1-UNIT 36070 TOECR Change Required
001
Total On-Hand at this Location: 1 Extended Price: $2,506,712.00

TAMCN: **A01167G** **Total On-Hand: 4** **Total Price: $600,000.00**

1 of 5 ← Last page has space for final signature. N11.

M11. 21 MAR 12

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

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

11.12 - Physical Inventory Count Report/Sheet (MARCORLOGCOM)

12. KSD: Physical Inventory Count Report/Sheet (MARCORLOGCOM)	Yes	No	N/A	Comments
A12. Does the "Inventory Count Sheet Originator" field agree with the item's Originator?				
B12. Does the DOC Identifier agree with the item's Identifier Code?				
C12. Is the date recorded on the physical inventory count sheet?				
D12. Does the NSN and Nomenclature agree with the item's NSN and Nomenclature?				
E12. Does the owner code reflect the correct owner?				
F12. Does the condition code reflect the correct condition of the item?				
G12. Is the location of the item in the place the item is located?				
H12. Does the Inventory Count Sheet QTY agree with actual On-Hand inventory?				
I12. Does the Inventory Count Sheet Lot No agree with the item's actual Lot No?				
J12. Does the Freeze Code on the Inventory Count Sheet agree with the Freeze Code on the Inventory Count Report?				
K12. Is the "Inventory Count Report Suspense-Control-Number" field recorded and does it agree with the item Inventory-Control-Number?				
L12. Is the Inventory Count Report CUTOFF-DT and REPORT-DT information recorded?				
M12. Does the "Inventory Count Report & Sheet NSN" field agree to the item's NSN?				
N12. Does the "Inventory Count Report & Sheet Nomenclature" field agree to the item's Nomenclature?				
O12. Is the OTC, SEC and TIC amount properly reflect the item's OTC, SEC and TIC?				
P12. Does the Inventory Count Report/Sheet OC and Owner Code agree with the item's OC and Owner Code?				

Physical Inventory Count Report/Sheet (MARCORLOGCOM) .... continued

12. KSD: Physical Inventory Count Report/Sheet (MARCORLOGCOM)	Yes	No	N/A	Comments
Q12. Does the "Inventory Count Report/Sheet Location" field agree with the item's location field?				
R12. Does the Inventory Count Report/Sheet CC agree with the item's CC?				
S12. Do the Inventory Count Report First, Second and Third count fields indicate QTY-Count, COUNT-DT and ORIG?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: Physical Inventory Count Report/Sheet (MARCORLOGCOM)

page 1

A12. ORIGINATOR YKA | DOC IDENT XAA | B12. REFERENCE INDIC E136112 | DATE 05/15/12

C12. NSN	C12. NOMENCLATURE	RITQ	UI	STK LEV	FREQ	GROSS QTY ISS	SECU RITY	SHLF LIFE	OTC	NO REC	PHY CAT	DEMIL CODE	D12. NMFC	D12. UFC	MOD
5998 01 440 1310 00	CIRCUIT CARD AS	0000000	EA	0000001	00017	0000034	9	0				D	8617000	34580W	

WT	CU	CARGO CODE	AIR COM	WATER COMM	AIR DIM	REA	SL3-PLF	COM MAN	ECH	BIN ROP	BIN LEVEL	DRIG	COMP CODE	SPC REQ	SAC	NO THLR	STANDARD UNIT PRICE
0000000	0000000		HZ	65829	A			4	2	00000	00000				2	002	50,979.00

OWNER CODE B12.	COND CODE F12.	LOCATION G12.	INV SEG	QTY H12.	LOT NO I12.	INSP DATE	FREZ CODE J12.	TYPE PACK	DISCRETE PRICE	TYPE ENVIRON	SIZE LOC1	SIZE LOC2	REMARKS
4	F	M131660BA	Y1	0000008	2136		F						
4	F	M132763AA	Y1	0000001	2136	505	F						

9

F
9

All recorded count match the IUF records

page 2

PHYSICAL INVENTORY COUNT REPORT PAGE 8

K12. SUSPENSE-CONTROL-NUMBER	CUTOFF-DT L12.	REPORT-DT L12.
213600074	136	2136

NATIONAL-STOCK-NUMBER M12.	UI	NOMENCLATURE N12.	OTC O12.	ECC O12.	TIC O12.
5998-01-440-1310	EA	CIRCUIT CARD AS		9	E

OC	LOCATION	CC R12.	TPC	LOT-CONTR-NR
4	M131660BA	F		

P12. Q12.		S12. COUNT-QTY	S12. COUNT-DT	S12. ORIG	S12. ECC
S12.	FIRST COUNT:	8	2137	C34	
S12.	SECOND COUNT:				
S12	THIRD COUNT:				

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

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

11.13 - Responsible Officer (RO) Appointment Letter **

13. KSD: Responsible Officer (RO) Appointment Letter **	Yes	No	N/A	Comments
A13. Does the Appointment Letter identify the USMC unit/activity?				
B13. Is the date recorded on the Appointment Letter?				
C13. Does the "From" field identify the Accountable Officer (AO)/Commanding Officer (CO) for the unit/activity?				
D13. Does the "To" field identify the Responsible Officer (RO) for the unit/activity?				
E13. Does the "Subject" field clearly state the appointment/assignment of the RO and the unit/activity?				
F13. Does the Appointment Letter clearly identify the RO's duties and responsibilities?				
G13. Is the AOs/COs signature recorded on the Appointment Letter?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

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

Example: Responsible Officer (RO) Appointment Letter **

page 1

UNITED STATES MARINE CORPS
COMBAT LOGISTICS REGIMENT 3
A13. 3D MARINE LOGISTICS GROUP
UNIT 38416
FPO AP 96604-8416

IN REPLY REFER TO:
4400
Sup
DEC 15 2012 B13.

C13. From: Commanding Officer, Combat Logistics Regiment 3
D13. To: Capt. Jesse R. Shook USMC

E13. Subj: ASSIGNMENT OF RESPONSIBLE OFFICER, ACCOUNT NUMBER YMT

Ref: (a) MCO P4400.150E
(b) UM 4400-124

Encl: (1) Consolidated Memorandum Receipt (CMR)
(2) RO Acceptance Letter Format
(3) Discrepancy Letter
(4) Delegation of Authority
(5) Request for Investigation Letter
(6) Request for Extension Letter

1. In accordance with reference (a), you are hereby appointed as the RO for account number YMT. This appointment becomes effective immediately.

F13. 2. As directed in references (a) and (b), you shall ensure that the following duties are carried out:

a. Account for and maintain in serviceable condition all authorized equipment/material in your possession. Authorized material allowances and on-hands are reflected in enclosure (1).

b. Upon receipt of this appointment, physically inventory your account and report any discrepancies to the Supply Officer. Officially acknowledge acceptance of the account, using enclosure (2). Quarterly or when directed by the Commanding Officer via the Supply Officer, verify all property in your charge. Report and justify in writing all discrepancies with supporting documentation, gains and losses to the Commanding Officer via the Supply Officer, enclosure (3) pertains.

c. Report to the Supply Officer any property found on-hand which is not included on your CMR, thereby permitting recovery or inclusion on property records.

d. Report to the Commanding Officer via the Supply Officer, when identified, any authorized equipment/material lost or destroyed.

Example: Responsible Officer (RO) Appointment Letter

page 2

Subj: ASSIGNMENT OF RESPONSIBLE OFFICER, ACCOUNT NUMBER YMT

e. Your CMR should reflect accurate allowance and on-hand postures at all times. Annotate any changes to allowance, on-hand quantities and serial numbers on your discrepancy letter. Maintain your interim receipts for a period of one year.

f. Ensure that all your subordinates are properly instructed and supervised in the care, use and maintenance of equipment/material.

g. Delegate in writing to the Supply Officer, using enclosure (4), any individuals authorized to receive or turn-in authorized equipment/material. You are required to initial changes on Regimental Supply's master CMR (deployed units non-applicable).

h. Prior to the transfer of this account, you are required to conduct a joint physical inventory with your RO relief.

i. Any adjustments without supporting documentation will be submitted as a Request for Investigation utilizing enclosure (5) as an example.

3. The Supply Officer will provide you with detailed instructions concerning the preparation and signing of your CMR. You are authorized 15 calendar days to complete the physical inventory. If additional time is required to complete your inventory, request for an extension via the Supply Officer prior to the initial deadline. The extension request must be in writing and include justification.

G13.

J. J. CHANDLER

Copy to:
HQCO

{This page is intentionally left blank.}

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

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

11.14 - Responsible Officer (RO) Appointment Acceptance Letter

14. KSD: Responsible Officer (RO) Appointment Acceptance Letter	Yes	No	N/A	Comments
A14. Does the Appointment Acceptance Letter identify the USMC unit/activity?				
B14. Is the date recorded on the Appointment Acceptance Letter?				
C14. Does the "From" field identify the Responsible Officer (RO) for the unit/activity?				
D14. Does the "To" field identify the Accountable Officer (AO)/Commanding Officer (CO) for the unit/activity?				
E14. Does the "Subject" field clearly state the appointment/assignment of the RO and the unit/activity?				
F14. Does the Appointment Acceptance Letter clearly identify the RO accept his duties and responsibilities?				
G14. Is the RO's signature recorded on Appointment Acceptance Letter?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: Responsible Officer (RO) Appointment Acceptance Letter

UNITED STATES MARINE CORPS
COMBAT LOGISTICS REGIMENT 3
3D MARINE LOGISTICS GROUP
UNIT 38416
FPO AP 96604-8416

A14.

IN REPLY REFER TO:
4400
Sup

B14. FIRST ENDORSEMENT on CO, CLR 3 ltr 4400 Sup dated 12 Sept 2012

C14. From: Capt. Jesse R SHOOK
Responsible Officer Account YMT

D14. To: Commanding Officer, Combat Logistics Regiment 3

E14. Subj: ASSIGNMENT OF RESPONSIBLE OFFICER, ACCOUNT NUMBER YMT

Ref: (a) MCO P4400.150E

F14. 1. I have read and familiarized myself with the duties and responsibilities as a Responsible Officer as outlined in the references and the appointing order. I accept these duties and responsibilities as the Responsible Officer of this account.

G14. J. R. SHOOK

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

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

11.15 - Delegation of Authority (DOA) Letter **

15. KSD: Delegation of Authority (DOA) Letter **	Yes	No	N/A	Comments
A15. Does the Delegation of Authority (DOA) Letter identify the USMC unit/activity?				
B15. Is the date recorded on the DOA Letter?				
C15. Does the "From" field identify the Responsible Officer (RO) for the unit/activity?				
D15. Does the "To" field identify the Supply Officer (SO) for the unit/activity?				
E15. Does the "Subject" field clearly state DOA Letter?				
F15. Does the DOA Letter clearly identify each individual and the functions the RO has authorized and has each authorized individual signed the DOA Letter?				
G15. Is the RO's signature recorded on DOA Letter?				

Preparer Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer Title: _____

Printed Name: _____

Signature: _____ Date: _____

** The DOA Letter was replaced with the NAVMC 11869: Notice of Delegation of Authority in February 2014.

Example: Delegation of Authority (DOA) Letter **

UNITED STATES MARINE CORPS
A15. COMBAT LOGISTICS REGIMENT 3
3D MARINE LOGISTICS GROUP
UNIT 38416
FPO AP 96604-8416

IN REPLY REFER TO:
4400
SUP
B15. MAR 21 2013

C15. From: Responsible Officer, Account YMT
D15. To: Supply Officer, Combat Logistics Regiment 3

E15. Subj: DELEGATION OF AUTHORITY LETTER

Ref: (a)MCO p4400.150E
(b)um 4400-124

F15. 1. Per the reference, the following individual(s) are authorized to sign on receipt and/ or turn in documentation for property listed on the CMR.

F15. NAME	F15. RANK	F15. SIGNATURE
Santo Rivera	GySgt	
Nyan Kendrick	SSgt	
Antoine Allen	SSgt	

2. Per the reference, the following individual(s) are authorized to sign for the GSA/Servmart Card and purchase supplies for this section.

F15. NAME	F15. RANK	F15. SIGNATURE
Santo Rivera	GySgt	
Nyan Kendrick	SSgt	
Antoine Allen	SSgt	

3. Per the reference, the following individual(s) are authorized to sign for repair parts at the Supply Issue Point for this section.

F15. NAME	F15. RANK	F15. SIGNATURE
Santo Rivera	GySgt	
Nyan Kendrick	SSgt	
Antoine Allen	SSgt	

G15. Responsible Officer

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

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

11.16 - Supply Officer (SO) Appointment Letter **

16. KSD: Supply Officer (SO) Appointment Letter **	Yes	No	N/A	Comments
A16. Does the Appointment Letter identify the USMC unit/activity?				
B16. Is the date recorded on the Appointment Letter?				
C16. Does the "From" field identify the Accountable Officer (AO)/Commanding Officer (CO) for the unit/activity?				
D16. Does the "To" field identify the Supply Officer (SO) for the unit/activity?				
E16. Does the "Subject" field clearly state the appointment/assignment of the SO/Fiscal Officer (FO) and the unit/activity?				
F16. Does the Appointment Letter clearly identify the SO's duties and responsibilities?				
G16. Is the AO's/CO's signature recorded on the Appointment Letter?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

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

Example: Supply Officer (SO) Appointment Letter **

UNITED STATES MARINE CORPS
III MEF HEADQUARTERS GROUP
A16. III MARINE EXPEDITIONARY FORCE, MARFORPAC
UNIT 35607
FPO AP 96606-5607

IN REPLY REFER TO
4400
CO
B16. 1 Apr 13

C16.

From: Commanding Officer, III MEF Headquarters Group
D16. To: First Lieutenant Andrew J. Heiple

E16. Subj: APPOINTMENT AS UNIT SUPPLY/FISCAL OFFICER

Ref: (a) MCO P440.150E
(b) UM 4400-124
(c) MCO P4050.38D
(d) MCO P4450.7E

F16. 1. You are hereby appointed as the Supply/Fiscal Officer for III MEF Headquarters Group (AAC M20380). By endorsement hereon, you certify that you are familiar with the references.

2. You are responsible for this command's supply operations, which include requisitioning, accounting, and warehousing of organic supply equipment, garrison property, and personal effects. You are also responsible for budgeting, executing and accounting for the command's annual Operations and Maintenance funding. You will keep me appraised at all times of the current supply posture, status of equipment, status of funds, and the administrative condition of the account. As a special staff officer, will have direct access to the commanding officer.

3. In addition, you will ensure the executive officer is informed of all supply matters that affect the unit's ability to accomplish its mission.

4. You will also laterally brief the unit logistics officer and the Service Company Commander to keep them informed of all general supply matters having an effect on mission accomplishment.

5. You will report, via separate endorsement, the condition of the records, supplies, personnel, and/or other matters of the supply account within 60 days of appointment.

6. This notification will remain in effect until your transfer or notification, be it written or oral.

G16. S. B. LEWALLEN

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

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

11.17 - Supply Officer (SO) Appointment Acceptance Letter

17. KSD: Supply Officer (SO) Appointment Acceptance Letter	Yes	No	N/A	Comments
A17. Does the Appointment Acceptance Letter identify the USMC unit/activity?				
B17. Is the date recorded on the Appointment Acceptance Letter?				
C17. Does the "From" field identify the Supply Officer (SO) for the unit/activity?				
D17. Does the "To" field identify the Accountable Officer (AO)/Commanding Officer (CO) for the unit/activity?				
E17. Does the "Subject" field clearly state the appointment/assignment of the SO and the unit/activity?				
F17. Does the Appointment Acceptance Letter clearly identify that the SO accepts his duties and responsibilities and has performed a review of the supply account?				
G17. Is the SO's signature recorded on Appointment Acceptance Letter?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: Supply Officer (SO) Appointment Acceptance Letter

page 1

UNITED STATES MARINE CORPS
A17. COMBAT LOGISTICS REGIMENT 3
3D MARINE LOGISTICS GROUP
UNIT 38416
FPO AP 96604-8416

IN REPLY REFER TO:
4400
SUPP

B17. MAY 10 2013

C17. From: Supply Officer, Combat Logistics Regiment 3
D17. To: Commanding Officer, Combat Logistics Regiment 3

E17. Subj: ACCEPTANCE OF SUPPLY ACCOUNT

Ref: (a) UM 4400-124
(b) MCO P4400.150E
(C) Annual Inventory Results for 2013 letter dated 6 May 2013
(d) ANNUAL INVENTORY RESULTS FOR 2013 ACCOUNT YMT
(e) ANNUAL INVENTORY RESULTS FOR 2013 ACCOUNT YCG13
(f) Supply FSMAO Assist Report

F17. 1. In accordance with references (a) and (b), the following review of the supply account status is submitted:

a. Personnel

(1) Combat Logistics Regiment 3 (CLR-3) Supply Platoon has (13) personnel on hand. One Marine is deployed with CLR 37 in support of OEF and is estimated to return in July 2013. Three Private First Classes arrived within the last month.

b. Dollar Value of Supply Assets

(1) A wall-to-wall inventory was conducted starting 08 April 2013. The value of the account is $72,970,256.77. Causative research has been conducted and corrective transactions have been inducted to adjust the property records in accordance with reference (c). The adjustments pertaining to the January 2013 Annual Inventory were not transacted, but the April 2013 Inventory/Wall-to-wall has set the property records straight.

c. Fiscal

(1) The fiscal section has no discrepancies. The unit currently consists of one GCPC Cardholder and two Approving Officials. We plan to train two more Cardholders by the end of June.

Example: Supply Officer (SO) Appointment Acceptance Letter

page 2

Subj: ACCEPTANCE OF SUPPLY ACCOUNT

(2) Status of funds. The following reflects the weekly available balance for CLR-3, for the period ending 6 May 2013.

CLR-3

SMU (APR)	$ 73,403.81
Pending	$ 3,645.80
SABRS	$ 401,885.00
Total Spent	$ 478,934.61
Authorization	$ 518,485.71
Percent Obligated	92.37%
Uncommitted Balance	$ 39,551.1

d. Mechanized Allowance List

(1) The Mechanized Allowance List (MAL) has been reconciled, as part of the wall-to-wall inventory. All transactions resulting from the inventory have been processed; all records (on-hand quantities) have been adjusted according to the discrepancies defined in reference (c).

e. Consolidated Memorandum Receipts

(1) Quarterly reconciliations have been conducted for 3rd Quarter FY13. There are currently (13) Responsible Officers (RO) within the command. All CMR's are on file for 3rd Quarter FY 13 until 4th Quarter FY 12.

f. Personal Effects Management

(1) No cases are currently on file.

g. Publications

(2) Pertinent Supply publications are on-hand and current.

h. Due and Status File (DASF)

(1) A major issue facing our DASF section, an issue common to all units located within III MEF, is the long lead time (60-90 days) prior to receipt of supplies originating from Continental United States (CONUS). The DASF section is actively involved in identifying requisitions impacted by this issue, and procedures are in place to track their status. The discrepancies that are a result of this issue include large amounts of Aged AS1', Lonesome Demands, and Lost Shipments. Supply is working diligently to address these issues, and CLR 3 command is aware of our corrective action plan which should resolve these problems before June 17, 2013. Currently, the DASF is

Page 2 of 4

Example: Supply Officer (SO) Appointment Acceptance Letter

page 3

Subj: ACCEPTANCE OF SUPPLY ACCOUNT

short on trained staff to manage it. To address this issue, we are training two of the new PFCs on the DASF.

i. Perpetual Inventory (01A)

(1) A current issue with GCSS-MC is that items get "stuck" in the 01A. This issue has been addressed, and these "stuck" items are being tracked via a local spreadsheet. The trouble tickets have been submitted, and are being worked by a higher tier of GCSS-MC technical experts.

j. Warehouse procedures

(1) Proper warehousing procedures are in place and all assets on-hand are being managed and accounted for. Authorization lists are being used to make sure personnel picking up the gear are allowed to do so.

k. Packaged Operational Rations

(1) None on-hand at this time. All related procedures are in place.

l. Control of Serialized Small Arms

(1) The last inventory of CRANE reportable assets was conducted on 8 May 2013. Crane reports and serialized inventories are maintained on file, as required. Also, Monthly Serialized Inventories (MSI's) are in order from May 2013 to May 2012. All are properly accounted for.

m. Investigations

(1) Currently two investigations are pending: references (d) and (e). These investigations are outlined in more detail in the references, but involve a missing tow bar and two missing quad cons. The Investigating Officer has been assigned for both cases, and they are in the process of getting resolved. The estimated completion is 10 May 2013. All completed investigations and related documentation are accounted for in the 5-year file.

n. Inspections

(1) The last inspection by the MLG on record took place as a FSMAO assist in March 2013. The major issues, as shown in reference (f), were with the DASF and are being addressed with the unit's FSMAO Corrective Action Plan. This plan estimates their completion to be by June 17, 2013.

Page 3 of 4

Example: Supply Officer (SO) Appointment Acceptance Letter

page 4

Subj: ACCEPTANCE OF SUPPLY ACCOUNT

(2) A FSMAO inspection is scheduled for 17 June 2013.

G17. E.G. LAMM

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

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary. For detailed instructions, see page 144.

11.18 - DD Form 577 Appointment/ Termination Record-Authorized Signature

18. KSD: DD Form 577 Appointment/Termination Record-Authorized Signature	Yes	No	N/A	Comments
A18. Does the Appointment/Termination Record identify the Appointing Authority's printed name?				
B18. Does the Appointment/Termination Record identify the Appointing Authority's title?				
C18. Does the Appointment/Termination Record identify the Appointing Authority's DOD component/ organization?				
D18. Does the Appointment/Termination Record have the date recorded?				
E18. Does the Appointment/Termination Record have the Appointing Authority's signature recorded?				
F18. Does the Appointment/Termination Record identify the Appointee's printed name?				
H18. Does the Appointment/Termination Record identify the Appointee's title?				
I18. Does the Appointment/Termination Record identify the Appointee's DOD component/organization?				
J18. Does the Appointment/Termination Record identify the Appointee's address?				
K18. Does the Appointment/Termination Record identify the Appointee's telephone number?				
L18. Does the Appointment/Termination Record identify the Appointment effective date?				
M18. Does the Appointment/Termination Record identify the position appointed?				
N18. Does the Appointment/Termination Record identify the Appointee's responsibilities?				
O18. Does the Appointment/Termination Record identify the regulations the Appointee should abide to?				

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

18. KSD: DD Form 577 Appointment/Termination Record-Authorized Signature	Yes	No	N/A	Comments
P18. Did the Appointee print their name in the Appointment Acknowledge section?				
Q6. If applicable, is the Order Number provided?				
R18. Was the date recorded upon the termination of the appointment?				
S18. Did the Appointee record his initials on the Appointment/Termination Record upon the termination of the appointment?				
T18. Did the Appointing Authority print their name on the Appointment/Termination Record upon the termination of the appointment?				
U18. Did the Appointing Authority record their title on the Appointment/Termination Record upon the termination of the appointment?				
V18. Did the Appointing Authority record their signature on the Appointment/Termination Record upon the termination of the appointment?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

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

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.
PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.
ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.
DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.

SECTION I - FROM: APPOINTING AUTHORITY

1. NAME *(First, Middle Initial, Last)*	2. TITLE	3. DOD COMPONENT/ORGANIZATION
A18.	B18.	C18.

4. DATE *(YYYYMMDD)*	5. SIGNATURE
D18.	E18.

SECTION II - TO: APPOINTEE

6. NAME *(First, Middle Initial, Last)*		8. TITLE
F18.		H18.

9. DOD COMPONENT/ORGANIZATION	10. ADDRESS *(Include ZIP Code)*
I18.	J18.

11. TELEPHONE NUMBER *(Include Area Code)*	12. EFFECTIVE DATE OF APPOINTMENT *(YYYYMMDD)*
K18.	L18.

13. POSITION TO WHICH APPOINTED *(X as applicable (one only))* M18.

- [ ] DISBURSING OFFICER
- [ ] PAYING AGENT
- [ ] CHANGE FUND CUSTODIAN
- [ ] DEPARTMENTAL ACCOUNTABLE OFFICIAL
- [ ] DEPUTY DISBURSING OFFICER
- [ ] CASHIER
- [ ] IMPREST FUND CASHIER
- [ ] DISBURSING AGENT
- [ ] COLLECTION AGENT
- [ ] CERTIFYING OFFICER

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

N18.

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

O18.

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.

16. PRINTED NAME *(First, Middle Initial, Last)*	17. SIGNATURE
P18.	Q18.

SECTION IV - TERMINATION OF APPOINTMENT

	18. DATE *(YYYYMMDD)*	19. APPOINTEE INITIALS
The appointment of the individual named above is hereby revoked.	R18.	S18.

20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE
T18.	U18.	V18.

DD FORM 577, FEB 2011 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

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

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

11.19 - Physical Inventory Certificate of Results

19. KSD: Physical Inventory Certificate of Results	Yes	No	N/A	Comments
A13. Does certificate consist have the correct date?				
B13. Is the dollar value prior to inventory provided?				
C13. Is the net loss variance provided and accurately calculated?				
D13. Is the net gain variance provided and accurately calculated?				
E13. Has the percentage of administrative gains and losses been provided and accurately calculated?				
F13. Has an opinion been provided for gains and losses for which causative research was not conclusive?				
G13. Have corrective actions been identified that are appropriate based on results of causative research?				
H13. Does the certification contain the signature of the supply officer?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: Physical Inventory Certificate of Results

UNITED STATES MARINE CORPS
(Unit Letterhead)

In reply refer to:

4400
(code)
(Date) A13

From: (Supply Officer)
To: Commanding Officer/Accountable Officer

Subj: ANNUAL PHYSICAL INVENTORY RESULTS/CERTIFICATION

Ref: (a) MCO P4400.150E
(b) DFMR 7000.14-R
(c) DoDI 5000.64

Encl: (1) Listing of inventory gains and losses

1. Per the references, a physical inventory of all military property and accountable materiel within the command was completed on (Date). Causative research has been conducted for all inventory variances, and all approved adjustment transactions for inventory gains and losses have been inducted to adjust the accountable property records. The results of the annual physical inventory are provided here for certification.

a. Dollar value of the account prior to the inventory $ _____. B13

b. Net loss variance (total dollar amount of all inventory losses divided by the total value of the account) _____ %. C13

c. Net gain variance (total dollar amount of all inventory gains divided by the total value of the account) _____ %. D13

d. After conducting causative research on all inventory gains and losses, it has been determined that ___ % of the variances are due to administrative errors. E13.

e. The following opinions are provided as to the cause of variances for which causative research was non-conclusive:

(1) (State opinions, if any) F13.

Subj: ANNUAL PHYSICAL INVENTORY RESULTS/CERTIFICATION

f. In order to reduce future variances, the following corrective actions will be initiated:

(1) (State corrective actions) G13

(SUPPLY OFFICER) H13

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

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

11.20 - Annual Physical Inventory Results

20. Annual Physical Inventory Results	Yes	No	N/A	Comments
A14. Has the AAC and unit roll up UIC been provided ?				
B14. Is the date of inventory completion provided?				
C14. Is the dollar value prior to inventory provided?				
D14. Has the specific gain/loss item been identified by listing the TAMCN, NSN, Nomenclature and Document Number?				
E14. Has the type of adjustment (gain/loss) been properly identified by the DIC Code?				
F14. Have the reported quantity, quantity per inventory, and discrepancy (gain/loss) been accurately identified?				
G14. Have the unit price and extended price of the individual items gained or lost been provided/accurately calculated?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: Annual Physical Inventory Results/Spreadsheet

ANNUAL PHYSICAL INVENTORY RESULTS (GAINS AND LOSSES)

AAC: A14
UNIT ROLLUP UIC:
DATE OF INVENTORY COMPLETION: B14
TOTAL VALUE OF THE ACCOUNT PRIOR TO THE INVENTORY: C14

INVENTORY GAINS/LOSSES

D14 TAMCN	D14 NSN	D14 NOMENCLATURE	D14 DOCUMENT NUMBER	E14 DIC/ADJ TYPE	ACCT BAL/ RPT OH	INV QTY	DISCREPANT QTY (GAIN)	G14 UNIT PRICE	G14 EXTENDED PRICE
			example	D8A	20	22	2	$5.00	$10.00
									$0.00
					F14	F14	F14		$0.00
									$0.00
									$0.00
				TOTAL VALUE OF INVENTORY GAINS/LOSSES					$10.00

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

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

11.21 - Commander's Annual Physical Inventory Certification

21. Commander's Annual Physical Inventory Certification	Yes	No	N/A	Comments
A15. Does certification have the correct date?				
B15. Has the date of inventory completion been identified?				
C15. Does the certification state that all discrepancies have been reviewed and gain and loss transactions have been approved?				
D15. Does the certification state that the commander has reviewed internal controls and directed appropriate corrective actions to be taken?				
E15. Does the certification state that the inventory results and endorsement will be maintained for two years?				
F15. Does the certification contain the signature of the Commander?				

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: Commander's Annual Physical Inventory Certification

UNITED STATES MARINE CORPS
(Unit Letterhead)

In reply refer to:

4400
CO
(Date) A15

FIRST ENDORSEMENT on SupO ltr 4400 Sup of (date)

From: Commanding Officer/Accountable Officer
To: Supply Officer

Subj: ANNUAL PHYSICAL INVENTORY RESULTS/CERTIFICATION

1. I certify that I have reviewed the results of this command's Annual Physical Inventory of all Military Property and accountable materiel which was completed on (date). I have reviewed all inventory discrepancies and have approved all validated gain and loss transactions required to adjust the accountable property records. I have also reviewed current internal control procedures and have directed that appropriate corrective actions be taken to reduce inventory variances in the future.

B15

C15

D15

2. A copy of the inventory results and this endorsement will be maintained in the retention files for two years.

E15

(COMMANDER/ACCOUNTABLE OFFICER)

F15

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

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

11.22 - NAVMC 11869: Notice of Delegation of Authority

22. KSD: NAVMC 11869: Notice of Delegation of Authority	Yes	No	N/A	Comments
A16. Does the notice contain the correct date?				
B16. Has the name of the unit and the installation where the unit is located been identified?				
C16. Has the need to request, receive and turn in supplies been completed as a "yes" or "no" for each authorized representative listed?				
D16. Have the signature and initials been provided for each authorized representative listed?				
E16. Has the appropriate box "Delegates to" or "Withdraws from" been checked and the specific class of supplies been identified?				
F16. Has the UIC and DoDAAC been identified?				
G16. Has the responsible officer been identified along with his rank/grade and telephone no. and has the expiration date of card been identified?				
H16. Does the certification contain the signature of the responsible officer?				

Preparer Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: NAVMC 11869: Notice of Delegation of Authority

NAVMC 11869 (11-12) (EF)
FOUO - Privacy sensitive when filled in.

Print Form

NOTICE OF DELEGATION OF AUTHORITY

Purpose: To identify delegated individuals with the authority to request, receipt, or turn-in supplies on behalf of the appointed Responsible Officer in accordance with MCO 4400.150F.

DATE:

A16

B16

AUTHORIZED REPRESENTATIVE(S)

2. ORGANIZATION RECEIVING SUPPLIES	3. LOCATION

4. LAST NAME, FIRST NAME, MI	AUTHORITY			8. SIGNATURE AND INITIALS
	5. REQ	6. REC	7. TURN IN	

D16

C16

AUTHORIZATIONS BY RESPONSIBLE OFFICER, SUPPLY OFFICER, OR ACCOUNTABILE OFFICER

9. THE UNDERSIGNED HEREBY ☐ DELEGATES TO ☐ WITHDRAWS FROM THE PERSON(S) LISTED ABOVE

THE AUTHORITY TO:

E16

10. REMARKS

F16

I ASSUME FULL RESPONSIBILITY

11. UNIT IDENTIFICATION CODE	12. DODAAC / ACCOUNT NUMBER

G16

13. LAST NAME, FIRST NAME, MI	14. GRADE	15. PHONE NUMBER	16. EXPIRATION DATE

H16

17. SIGNATURE

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

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

11.23 - WAWF Receiving/Acceptance Report

18. KSD: WAWF Receiving/Acceptance Report	Yes	No	N/A	Comments
A22. Is the contract number recorded on the report and does it agree to the SF26 contract number?				
B22. Is the Issue Date recorded on the report?				
C22. Is the shipment number and shipment date recorded on the report?				
D22. Is the Freight on Board type (Shipping Point or Destination) recorded on the report?				
E22. Is the dollar amount/total dollar amount recorded on the report?				
F22. Is the prime contractor's information including Cage Code and Name recorded on the report?				
G22. Is the "Ship To" information including DODAAC and Name recorded on the report?				
H22. Is the "Administered By" information including Code and Name recorded on the report?				
I22. Is the "Payment Official" information including DODAAC and Name recorded on the report?				
J22. Is the Stock Number and Stock Type recorded on the report?				
K22. Is the Quantity Shipped recorded on the report?				
L22. Is the Item Description recorded on the report?				
M22. Is the "Initiator" information including name, phone number and email recorded on the report?				
N22. Is the Initiator Date of Action and Action recorded on the report?				
O22. Is the "Acceptor" information including name, phone number and email recorded on the report?				
P22. Is the Acceptor Date of Action and Action recorded on the report?				

WAWF Receiving/Acceptance Report .... continued

Preparer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____ Date: _____

Example: WAWF Receiving/Acceptance Report

page 1

RECEIVING REPORT

(Please look in WAWF for signed copy)

Contract Number	Delivery Order	Issue Date	
W15QKN05C1173 A22.		B22. 2005/03/22	☑ Supplies ☐ Services

Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point	Estimated Delivery Date
C22. RDB0378	C22. 2008/04/21	N	O	O	

B/L Number	TCN	First Line Haul Mode	Gross Weight	FOB
				$ D22.

Summary of Detail Level Information
1 CLIN/SLIN/ELIN(s)

Total E22 $0.00

Routing Information

F22. **Prime Contractor**
CAGE Code: KB237
Name: BAE SYSTEMS LAND SYSTEMS (WEAPONS & VEHICLES) LTD
APF BUILIDING C10 BAE SYSTEMS
BARROW-IN-FURNESS LA14 1AF GBR

G22. **Ship To**
DoDAAC: AC1793
Name: XU CDR, US ARMY YUMA PROVING GROUND
ATTN: CSTE-DTC-YP-YT-AV
301 C STREET (BLDG 3017)
YUMA AZ 85365

H22. **Administered By**
Code: SUK12A
Name: DCMA NORTHERN EUROPE UNITED KINGDOM

I22. **Payment Official**
DoDAAC: HQ0339
Name: DFAS - COLUMBUS CENTER

Example: WAWF Receiving/Acceptance Report

page 2

RECEIVING REPORT

- CONTINUATION SHEET, LINE ITEM DETAILS -
(Please look in WAWF for signed copy)

Contract Number A22.
W15QKN05C1173

Delivery Order

Shipment Number C22.
RDB0378

Invoice Number

Item No	Stock No	Unit Price	Unit of Issue	Qty Shipped	Amount
0005	LW0354 J22.	D22. $0.00	EA	1 K22.	D22. $0.00

J22. **Stock Type**
SN

AAA **ACRN**
BV

GFE
N

L22. **Description**
LW155, M777 Howitzer SN LW0354 - forms part of milestone 30.

TOTAL: $0.00 D22.

ACCEPTED IN WAWF

Example: WAWF Receiving/Acceptance Report

page 3

RECEIVING REPORT

– CONTINUATION SHEET, MISCELLANEOUS INFORMATION --
(Please look in WAWF for signed copy)

Contract Number A22.
W15QKN05C1173
Shipment Number A22.
RDB0378

Delivery Order

Invoice Number

M22. **Initiator Information**
Name: Kay Bradgate
Title: Mrs
Phone #: +44 1229 873356
DSN:
Email: rodfaspayments@baesystems.com
Org Email: Simon.riley@baesystems.com

N22. Date of Action: 2008/04/21 0210 MDT
Action(s): Submitted Web, Stand Alone

Comments:

MarkFor Representative:

MarkFor Secondary:

Attachment(s):

O22. **Acceptor Information**
Name: Christopher Hatch
Title: Product and Process Mngr
Phone #: (973) 724-2841
DSN:
Email: chatch@pica.army.mil
Org Email:

P22. Date of Action: 2008/04/22 1121 MDT
Action(s): Accepted Processed via EDI

Comments:

MarkFor Representative:

MarkFor Secondary:

Attachment(s):

ACCEPTED IN WAWF

Appendix A - List of Acronyms / Abbreviations

List of Acronyms / Abbreviations	
AAC	Activity Address Code
ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
AO	Accountable Officer
B/L	Bill of Lading
CMR	Consolidated Memorandum of Receipt
CO	Commanding Officer
CON CODE	Condition Code
CQA	Contract Quality Assurance
CUTOFF-DT	Cutoff Date
DIST	Distribution
DOC IDENT	Document Identifier
DOD	Department of Defense
DODAAD	Department of Defense Activity Address Directory
DoN	Department of the Navy
E&C	Existence and Completeness
FIAR	Financial Improvement and Audit Readiness
FIP	Financial Improvement Plan
FOB	Freight on Board
FSC	Federal Supply Classification
GBL	Government Bill of Lading
ISS	Issued
KSD	Key Supporting Documentation
LOA	Letter of Authorization
LOC CODE	Location Code
LOT NO	Lot Number
MAL	Mechanized Allowance List
ME	Military Equipment
MIPR	Military Interdepartmental Purchase Request
MIRR	Material Inspection and Receiving Report
NMFC	National Motor Freight Classification Commodity Number
NO CONT	Number of Containers
NSN	National Stock Number
OC	Operation Code

List of Acronyms / Abbreviations	
OUSD	Office of the Under Secretary of Defense
OUSD (AT&L)	Office of the Under Secretary of Defense for Acquisitions, Technology and Logistics
PCO	Procuring Contract Officer
QTY	Quantity
RIC	Routing Identifier Code
RO	Responsible Officer
SCAC	Standard Carrier Alpha Code
SecDef	Secretary of Defense
SF	Standard Form
STK LEV	Stock Level
TAC	Transportation Account Code
TAMCN	Table of Authorize Materiel Control Number
TCN	Tracking Control Number
TCO	Terminating Contracting Officer
T/E RQMT	Table of Equipment Requirement
TIC	Type Inventory Code
TPC	Type Pack Code
UI	Unit of Issue
UIC	Unique Identifier Code
UP	Unit Pack
USMC	United States Marine Corps
WT	Weight

Appendix B - KSD Completion Instructions

Instructions: Award/Contract SF26

INSTRUCTIONS for STANDARD FORM 26

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

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

17 or 18. Unless circumstance dictate otherwise, we recommend you check block 17 and obtain a bilateral agreement.

19. Insert the name and title of the contractor's authorized signature authority and have that person sign and date the offer before the contracting officer signs.

20. Insert the contracting officer's printed or typed name and have her / him sign and date. An award is not valid until the contracting officer completes these blocks.

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

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

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

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

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

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1. B/L NUMBER

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

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

2. TRANSPORTATION COMPANY TENDERED TO

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

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

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

3. SCAC

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

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

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

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

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

4. DATE B/L PREPARED

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

5. DESTINATION NAME AND ADDRESS

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

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

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

STANDARD POINT LOCATION CODE:

6. SPLC (*DEST.*)
7. SPLC (*ORIG.*)

Civilian agencies may disregard these spaces.

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

8. ORIGIN NAME AND ADDRESS

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

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

9. CONSIGNEE (Name and full address of installation)

Enter the full name and title, room number, and mailing address, including ZIP Code of the department, activity, and person designated to receive the shipment at its final destination. Only one consignee should be listed in this space. When the person to be notified of the delivery differs from the consignee, the name of the person to be notified should also be shown, preceded by the word "Notify."

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

10. GBLOC (Cons.)

Civilian agencies may disregard this space.

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

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

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

11. SHIPPER NAME AND ADDRESS

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

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

12. APPROPRIATION CHARGEABLE

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

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

Example:

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

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

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

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Route Shipments when Advantageous to the Government

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

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

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

Rail Switching TSPs

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

VIA *(Route shipment when advantageous to the Government)*
CR-RFP-CSXT (NS). Switch Delivery

Classified and Sensitive Material
(DOD activities only)

VIA *(Route shipment when advantageous to the Government)*
SUBSTITUTE SERVICE NOT TO BE USED: CCOI 42011

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

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

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

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

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15. AGENCY LOC CODE

DOD activities may disregard this space.

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

16. MARKS AND ANNOTATIONS

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

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

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

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

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

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

PACKAGES:
17. NO
18. KIND

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

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

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

Household Goods
(*Civilian agencies only*)

Enter "1 LOT" in this space.

Pallet Loads

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

Articles Shipped Loose

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

Bulk Shipments

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

19. HM (Hazardous Material)

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

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

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

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

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

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

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Water Shipments

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

Hazardous Materials

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

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

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

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

Certifying Official

Shipments via air TSPs require the following certification:

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

Certifying Official

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

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Household Goods

When civilian agencies move household goods on a GBL (SF 1103), the words "HOUSEHOLD GOODS AND PERSONAL EFFECTS," the pickup date(s), required delivery date(s), released value of the shipment, and storage in transit authorization should be entered in this space.

Professional Books, Papers, and Equipment (Civilian Agencies)

If professional books, papers and equipment (PBP&E) are authorized to be shipped in the same lot with the household goods, the bill of lading must be annotated with a statement concerning PBP&E with estimated weight, separate administrative appropriation chargeable, and a request that PBP&E be packed and weighed separately. (See GSA guide: Shipping Your Household Goods Employee Guide which can be downloaded in pdf format from http://www.gsa.gov/transportation. Once you reach the website, click on the following links to the left: Household Goods Transportation, then Agency Shipping Household Goods and finally the Shipping Your HHG Employee Guide link.

The following additional information or instructions may also be included:

- Specific instructions to the TSP concerning any services required to protect a shipment during transit, such as heating, refrigeration, or exclusive use of the vehicle.
- A notation of released value when freight descriptions are based on released valuation and the shipping declaration is required on the bill of lading (per the applicable tariff).

A shipment is made at a restricted or limited valuation specified in an applicable rate authority or under which the lowest rate is available, unless otherwise indicated on the face of the bill of lading. When freight descriptions are based on released valuation and shipping declaration is required, the bill of lading should be annotated as follows:

"Released valuation not exceeding_____per_____,"
(value) (unit of weight)

or simply;

"RVNX_____per _____."
(value) (unit of weight)

Cite the approving authority for declaring excess valuation on high value material, if such valuation is necessary. Intermodal shipments require a separate notation for each mode of transportation because released valuations may differ for each mode.

- Cubic feet for each item or group of items as well as the total number of cubic feet when charges are based on the cubic measurements of the articles shipped. In determining cubic measurements of items of irregular shape, the greatest dimensions in length, width, and height must be used.
- Actual measurements of the commodity as packed for shipment when charges for air shipments are based on volume weight instead of actual weight.

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21. WEIGHTS* (*POUNDS ONLY*)

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

The weight of pallets, platforms, or skids on which a shipment may be loaded should be shown separately on the bill of lading because some TSP tariffs provide that no charge will be made for their weight when it is shown separately.
When continuation sheets are required for separate listings of all packages, their total weight should be shown on the original bill of lading with a reference to the continuation sheet.

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

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

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

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

FOR USE OF BILLING ONLY:
22. SERVICES
23. RATE
24. CHARGES
26. TOTAL CHARGES

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

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

25. CLASSIFICATION ITEM NO.

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

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

27. TARIFF/SPECIAL RATE AUTHORITY

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

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

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

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

30. STOP THIS SHIPMENT AT

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

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

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

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

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

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

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

Notification to Consignees

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

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

Reporting Loss & Damage

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

31. FOR

Civilian Agencies Only

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

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

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

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

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

FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS

SEAL NUMBERS:
33. APPLIED BY

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

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

LENGTH/CUBE:
34. ORDERED
35. FURNISHED

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

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

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

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

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When Size Ordered is Not Available

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

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

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

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

MARKED CAPACITY:
36. ORDERED
37. FURNISHED

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

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

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

38. DATE FURNISHED

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

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

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

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

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

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39. MODE

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

For DOD Shipments Only

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

40. ESTIMATE

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

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

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

42. TYPE RATE

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

For DOD Shipments Only

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

43. PSC (Protective Service Code)

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

For DOD Shipments Only

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

44. REASON

For DOD Shipments Only

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

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

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CERTIFICATE OF BILLING – CONSIGNEE MUST NOT PAY ANY CHARGES

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

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

FOR USE OF ISSUING OFFICE

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

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

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

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

47. GBLOC

For DOD Shipments Only

Enter the GBLOC assigned to the issuing activity.

48. ISSUING OFFICER

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

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

49. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY

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

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

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

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

50. DATED

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

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

51. FOB POINT NAMED IN CONTRACT

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

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DFARS Appendix F

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

F-401 Preparation instructions.

(a) *General.*

(1) Dates must use nine spaces consisting of the four digits of the year, three-position alphabetic month abbreviation, and two digits for the day. For example, 2000AUG07, 2000SEP24.

(2) Addresses must consist of the name, street address/P.O. box, city, state, and ZIP code.

(3) Enter to the right of and on the same line as the word "Code" in Blocks 9 through 12 and in Block 14—

(i) The Commercial and Government Entity Handbook (H4/H8) code;

(ii) The DoD activity address code (DoDAAC) as it appears in the DoD Activity Address Directory (DoDAAD), DoD 4000.25-6-M; or

(iii) The Military Assistance Program Address Directory (MAPAD) code.

(4) Enter the DoDAAC, CAGE (H4/H8), or MAPAD code in Block 13.

(5) The data entered in the blocks at the top of the DD Form 250c must be identical to the comparable entries in Blocks 1, 2, 3, and 6 of the DD Form 250.

(6) Enter overflow data from the DD Form 250 in Block 16 or in the body of the DD Form 250c with an appropriate cross-reference. Do not number or distribute additional DD Form 250c sheets, solely for continuation of Block 23 data as part of the MIRR.

(7) Do not include classified information in the MIRR. MIRRs must not be classified.

(b) *Completion instructions.*

(1) Block 1--PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO. See paragraph F-301(b)(1).

(2) Block 2--SHIPMENT NO. See F-301(b)(2), SHIPMENT NO. When the series is completely used, change the shipment number prefix and start with 0001.

(3) Block 3--DATE SHIPPED. Enter the date the shipment is released to the carrier or the date the services are completed. If the shipment will be released after the date of CQA and/or acceptance, enter the estimated date of release. When the date is estimated, enter an "E" after the date. Do not delay distribution of the MIRR for entry of the actual shipping date. Reissuance of the MIRR is not required to show the actual shipping date (see F-403).

(4) Block 4--B/L TCN. When applicable, enter—

(i) The commercial or Government bill of lading number after "B/L;"

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

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

(5) Block 5--DISCOUNT TERMS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(C) On the next printing lines enter—

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

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

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

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

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

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

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Gross Shipping Wt. _____
State weight in pounds only.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The contracting officer will advise—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18.	UNIT
	LB
	(SH)

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

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

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

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

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

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

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

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

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

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

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

(iv) *ORIGIN.*

(A) The authorized Government representative must—

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

(2) Sign and date.

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

(B) When alternative release procedures apply—

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

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

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

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

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

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

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

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

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

(v) *DESTINATION.*

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

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

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

(2) Sign and date; and

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

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

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

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

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

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

(ii) Sign; and

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

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

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

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

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

Instructions: Issue Release/Receipt Document DD Form 1348

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21 Total cube of all containers that make up the shipment.

22 Received by, signature of receiver, or call sign/code if individual authorized access to the automated file.

23 Date received, date shipment was received.

24 Document Number -The document number assigned to the requisition. [1]

Suffix Code - Blank if the document represents release of the total quantity requisitioned. If partial shipment, the appropriate suffix code assigned to indicate partial quantity released.

25 National Stock Number - Enter the stock or part number being released.

Add - For subsistence items, enter the type of pack code in position 21.[2]

FOR OTHER THAN FMS SHIPMENTS

26 Routing Identifier - The RI code of the shipping activity.

Unit of Issue - The unit of issue of the stock or part number being released.

Quantity - The quantity being released.

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

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

Distribution - Perpetuate from record positions 55 and 56.

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

26 Unit of Issue - two positions - the unit of issue of the stock or part number being released.

Quantity - five positions - the quantity being released.

Condition - one position - the supply condition code of materiel being released.

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	Unit Price - seven positions - the unit price for the NSN/ part number being released. Supplementary Address - the first position and last three positions of the supplementary address.
27	This block may contain additional data including bar coding for internal use. Data entered in this block is as required by shipping activity by commodity. When data is entered in this block, it will be clearly identified.

Instructions: Requisition and Invoice/Shipping Document DD Form 1149

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AP5. APPENDIX 5

INSTRUCTION FOR THE USE, COMPLETION, AND DISTRIBUTION OF DD FORM 1149, "REQUISITION AND INVOICE/SHIPPING DOCUMENT"

1. Use. The DD Form 1149 may be used for the following purposes (unless otherwise approved by the PA, CO, or contract):

a. Return of Government-Furnished Property (GFP) except for material obtained through the Military Standard Requisitioning and Issue Procedures (MILSTRIP) and Real Property. MILSTRIP material may be returned on DD Form 1348-1, as prescribed by DoD Manual 4000.25-1-M. Real Property will be transferred on DD Form 1354.

b. Shipment of Industrial Plant Equipment (IPE) controlled by the Defense Industrial Plant Equipment Center (DIPEC), Memphis, TN. (Use DD Form 1149 issued by DIPEC.)

c. Internal transfer of Government property accountability from one contract to another, with proper authorization; e.g., contract modification.

d. Shipment of Government Property to other contractors and subcontractors. DD Form 1149 may also be used for shipments to secondary locations of the prime contractor.

2. Preparation and Completion of DD Form 1149

a. The following information will be reflected in each appropriate block:

(1) From - Consignor (including contract number under which shipment is made).

(2) To - Consignee - Enter complete name. Do not abbreviate or use letter symbols.

(3) Ship to - Mark for - as indicated in the shipping instructions. Indicate contract number under which consignee will receive shipment, if furnished with shipping instruction.

Instructions: Requisition and Invoice/Shipping Document DD Form 1149

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(4) Accounting and Funding Data - Cite applicable data if specified in the shipping or other instructions. For Item 4 leave blank in all other cases. Items (4a) through (4i) shall be completed in all instances.

(4a) Item No. - Numerical sequence of items being shipped or transferred.

(4b) National Stock Number, Description and Coding of Material and/or Services - enter data listed in applicable Federal catalogs. Use Manufacturer's part number and description if item is not listed in Federal catalogs and so indicate in the description. If applicable, include in this block a listing of all attachments and accessories.

(4c) Unit of issue - as appropriate.

(4d) Quantity requested - enter quantity requisitioned by consignee, if appropriate. If not applicable, leave blank.

(4e) Supply action - enter quantity being shipped or transferred.

(4f) Type container – carton, wooden or metal box, skid, etc.

(4g) Container Numbers. Number each container if more than one and indicate in this block the container numbers in which the particular item is located.

(4h) Unit price - cost of each individual item Use estimate when cost is not available.

(4i) Total cost - Unit price multiplied by the total number of the applicable item shipped.

(5), (6), (7) and (8) (Requisition date, number, requirement and priority) - Leave blank unless such data are included in the shipping instructions.

(9) Authority or purpose - cite document, contract modification, or other Government directive, which authorized shipment or transfer.

(10) Signature - leave blank.

Instructions: Requisition and Invoice/Shipping Document DD Form 1149

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(11a) Voucher number and date - enter number assigned by the shipping contractor or consignor to identify this shipping document and to credit his property account.

(11b) Indicate date the voucher number was assigned.

(12) Date shipped - enter date items are picked up by carrier. For in-place transfers, enter date transaction is completed.

(13) Mode of shipment - enter type of carrier used - railroad, commercial or Government truck, pick-up, commercial or Government aircraft.

(14) Bill of Lading number - enter the commercial or Government bill of lading number on which shipment is accomplished.

(15) Air Movement Designator or Port Reference No. - enter data when applicable.

(16) Transportation via MSTS Chargeable to - Cite appropriate funds for these items as called for in shipping instructions. Leave blank if not applicable.

(17) Special handling - enter special handling requirement specified in the shipping instructions or required by the nature of the items shipped; i.e., "fragile," "do not drop," etc.

(18) Recapitulation of shipment - enter appropriate data only when shipments are of such magnitude and complexity that this information will be helpful in controlling shipment. This block may be left blank at the discretion of the Consignor.

(19) Receipt data - for use by consignee.

b. QAR verification When appropriate, the QAR will place a verification stamp or signature in block (4b) following the last line item entered. DD Form 1149C, "Requisition and Invoice/Shipping Document (Continuation sheet)" will be used if more than one page is required for a single shipment.

Instructions: Requisition and Invoice/Shipping Document DD Form 1149

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3. Distribution

a. The DD Form 1149, as a minimum, will be distributed as follows:

Original - To Consignee w/shipment
1 Copy - Consignor
1 Copy - Mailed to consignee as advance copy
1 Copy - Attached to original copy of Bill of Lading
1 Copy - Attached to Transportation Office copy of GBL
1 Copy - Carrier
1 Copy - Quality Assurance Representative (QAR)
1 Copy - Plant Clearance Officer (PLCO) (if applicable)
1 Copy - Property Administrator (if required for information purposes)

b. Distribution should be reflected in the body of DD Form 1149 or 1149-1.

c. Classified shipments and documents will be marked and handled in accordance with existing security regulations.

Instructions: DOD Property in the Custody of Contractors DD Form 1662

REPORTING INSTRUCTIONS

GENERAL. The prime contractor shall report all DoD property (as indicated) in its custody or in that of its subcontractors as of September 30 to the Government Property Representative by October 31 of each year. Also report zero end of period balances when no DoD property remains accountable to the contract. Report data from records maintained in accordance with FAR Subpart 45.5 and DFARS Subpart 245.5.

REPORT AS OF 30 SEP _____ . Fill in the appropriate year *(or other date).*

ITEM 1 - TO. Enter the name of the Government Property Representative, the Contract Administration Office or other office the Government Property Representative works for, and the full mailing address *(including City, State, and ZIP+4).*

ITEM 2 - FROM. Enter the full name and address of the reporting contractor with the Division name stated after the Corporate name. Use the name as it appears on the contract but omit articles and insert spaces between company names that are made up of letters like XYZ Inc., for example. Also enter the Commercial and Government Entity (CAGE) Code.

ITEM 3 - IF GOVERNMENT-OWNED CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT. Enter the Government name of the plant if the plant is Government-owned and Contractor-operated. Leave blank if it is a contractor-owned plant.

ITEM 4 - CONTRACT NO. (PIIN). Enter the 13-digit contract number or Procurement Instrument Identification Number (PIIN) under which the Government property is accountable. Use format XXXXXX-XX-X-XXXX.

ITEM 5 - CONTRACT PURPOSE. Enter one of the following 1-character alphabetic codes to identify the general purposes of the contract:

A. RDT&E

B. Supplies and Equipment *(deliverable end items)*

C. Facilities Contract

D. Lease of facilities by the contractor

E. Maintenance, Repair, Modification, or Rebuilding of Equipment

F. Operation of Government-Owned Plant or Facilities including test sites, ranges, installations

G. Service contract performed primarily on Military Installations, test facilities, ranges or sites

H. Contract for storage of Government Property

I. Others

ITEM 6 - BUSINESS TYPE. Enter a 1-character alphabetic code indicating the type of business concern:

L = Large S = Small N = Non-profit

(See FAR Part 19 for definition of Small Business and FAR 31.701 for definition of Non-profit Organizations.)

ITEM 7 - OFFICIAL NAME OF PARENT COMPANY. Enter the name of the Parent Corporation of the Reporting Contractor. The Parent Corporation is one in which common stock has been issued whether or not the stock is publicly traded and which is not a subsidiary of another corporation.

ITEM 8 - PROPERTY LOCATION(S). Enter the primary location(s) of the property if it is located at site(s) other than that of the Reporting Contractor, e.g., location of subcontract property or property at alternate sites of the prime contractor. Location is the City, State and Zip or the Military Installation or the Foreign site. Limit input to 69 characters. NOTE: Can be used as a "REMARKS" field.

ITEM 9 - PLANT EQUIPMENT PACKAGE. Enter the Number and Use of a Plant Equipment Package (PEP) if one exists on this contract. Leave blank otherwise. Example: ARMY PEP #570 - 81 mm Shells.

ITEMS 10 - 18.b.(1) - ACQUISITION COST (BALANCE AT THE BEGINNING OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5 or DFARS 245.5. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10, 12 - 16.b.(2) - QUANTITY (BALANCE AT BEGINNING OF THE FISCAL YEAR). Enter the quantity for all categories of Government property except for Other Real Property and Material on hand at the beginning of the fiscal year. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10 - 15.c. - ADDITIONS *(in dollars).* For the property categories indicated, enter the acquisition cost for the total additions to the contract from any source during the fiscal year. Do not enter for Government Material or Military Property.

ITEMS 10 - 15.d. - DELETIONS *(in dollars).* For the property categories indicated, enter the acquisition cost for the total deletions from the contract during the fiscal year. Do not enter for Government Material or Military Property.

ITEMS 10 - 18.e.(1) - ACQUISITION COST (BALANCE AT THE END OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5 or DFARS 245.5.

ITEMS 10, 12-16.e.(2) - QUANTITY (BALANCE AT END OF FISCAL YEAR). Enter the quantity for all categories of Government Property except for Other Real Property and Material on hand at the end of the fiscal year. These will be carried forward to reflect the balance at the beginning of the following year.

ITEMS 17 and 18 - GOVERNMENT MATERIAL. Report material as reflected on inventory records in accordance with FAR 45.505-3.

ITEM 19 - CONTRACTOR REPRESENTATIVE. Type the name of the contractor representative authorized by the property control system to sign this report.

ITEM 20 - DOD PROPERTY REPRESENTATIVE. Type the name of the DoD Property Administrator or other Authorized Property Representative, plus that individual's commercial area code and telephone number and DSN number *(if one exists).* Signature and date.

NOTE TO CONTRACTOR: When reporting more than one contract from the same location and the same contractor, you may elect to fill out Data Elements 1, 3, 6, 7, and 19 only once as long as each form can be readily identified if any form becomes separated from the others.

DD FORM 1662 (BACK), JUN 2003

Instructions: Consolidated Memorandum of Receipt (CMR)

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b. **CMR Format.**

(1) Header Information:

(a) Date and Time Report Printed. Shows the date and time that the report was generated.

(b) Subordinate Unit Code (SUC). A Subordinate/Responsible Unit (SU/RU) is defined as a customer of the using unit. They should represent a specific area of operation within the organization and should be established based on the mission of the unit. These units will be identified by up to a five-digit alpha-numeric Subordinate Unit Code (e.g., YMotor, YEng, YComm).

(c) Name. This field will be populated with the name of the Responsible Officer assigned to that specific CMR. The Responsible Officer (RO)is an individual within the organization appointed, in writing, by the Commanding Officer (CO) to exercise custody, care, and safekeeping of all property entrusted to the RO's possession or supervision. Each Subordinate Unit will have an RO appointed to oversee its CMR.

(d) EXP DT DEP. This is the expected departure date that the RO will be relieved of his/her duties.

(e) DATE LAST INV. This is the date the last inventory was conducted on that account.

(f) LOCAL TEL. This is the telephone number where the RO can be reached.

(g) AUTOVON TEL. This is the Defense Switched Network (DSN) number that is used in the military telephone system where the RO can be reached.

(h) TAMCN. TAMCN of the specific item.

(i) RNSN. Record NSN for that particular TAMCN.

(j) NOMENCLATURE. Provides a description of the item.

(k) U/I CD. Unit of Issue.

(l) O/H. Total on-hand quantity for the TAMCN.

Instructions: Consolidated Memorandum of Receipt (CMR)

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(m) ALW. Allowance quantity by NSN for this specific CMR account.

(n) UNIT PRICE. Provides the unit price for the item listed.

(o) SAC. Stores Account Code.

(p) CIC. Controlled Item Code (if applicable).

(q) Serial Number(s) Found. Number of serial numbers and the actual serial number(s) for that item.

(r) TAM TOTAL. Relists the applicable TAMCN.

(s) OH TOT. Total quantity on-hand for that particular TAMCN.

(t) ALW TOT. Total allowance quantity for that particular TAMCN.

2. **RESPONSIBLE OFFICER (RO)**.

a. The CO will appoint in writing an RO to assume responsibility for assets within each SU/RU. The RO should be an individual having administrative command and/or control over all personnel who will use the assigned equipment. ROs will not be assigned equipment or supplies used outside their span of control. If an RO is to be separated from the assets for 60 days or more, another RO must be appointed in writing for that account.

b. **Responsibilities**. ROs are custody holders of accountable assets. They are formally charged with the duty to care for and control all assets within their custody. ROs will ensure the following supply management principles are applied:

(1) Receipt for all on hand equipment.

(2) Maintain assigned equipment in a ready-for-use and serviceable condition.

(3) Account for equipment issued or sub-custodial and maintain a record of custody for such equipment.

Instructions: Consolidated Memorandum of Receipt (CMR)

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(4) Report changes to the supply officer within 15 calendar days. Additionally, a new RO will be appointed, in writing, by the CO when the RO is separated from assets for more than 60 days.

(5) Request necessary investigative action in writing, for equipment abuse, gains, or losses, via the supply officer, to the Commander. (Additional guidance on investigations is provided in chapter 6 of MCO P4400.150_).

(6) Conduct quarterly CMR reconciliations with the supply section. This requirement may be semi-annual if approved in writing by the unit CO.

(7) Conduct periodic inventories, at least annually, for all equipment assigned to the account. The annual inventory should coincide with one of the quarterly CMR reconciliations.

(8) In those cases where an RO uses CMRs to sub-custodial equipment for which the RO is responsible, the RO will appoint in writing a Responsible Individual (RI). CMRs and CMR records will be maintained per guidance contained in the UM 4400-124.

c. **Appointment Letter**. RO appointment letters and endorsements (RO acceptance letter) will be maintained by the supply office for one year after the RO ceases to serve and then destroyed.

(1) There is no format provided in creating an appointment letter; however, at a minimum, the guidelines contained in UM 4400-124, pages 3-2-8 (para. 2.5.b), should be incorporated. The Battalion Supply Officer is responsible for creating the appointment letter for the CO's signature. **The appointment letter cannot be signed "By direction".**

(2) Endorsement. The RO is required to formally accept the account by endorsing the appointment letter from the CO within 15 calendar days after being appointed.

(3) Delegation of Authority Letter. The RO may designate individuals to sign for equipment and supplies in his/her absence. This is done in writing with the original letter provided to the Supply Officer. This letter should be updated quarterly or each time the RO conducts his/her CMR reconciliation. **Reference UM 4400-15 pg. 3-26.**

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3. **RECONCILIATION OF AUTHORIZED QUANTITIES**.

a. **General**. Authorized quantities specified on the T/E and the MAL are mandatory allowances. Therefore, it is essential that the authorized quantities on all CMRs are equal to the authorized quantities on the T/E and MAL. The CO has the prerogative to authorize realignment of assets based on mission requirements.

b. **Procedures**. Local SOP will dictate the procedures to reconcile authorized quantities. It is important to know that to verify authorized quantities you will need the T/E (for the individual companies) and the MAL.

4. **INTERIM RECEIPT**.

a. **General**. Any item that is issued or received by a RO will have an effect on his/her CMR. Therefore, it is important to have an audit trail. This audit trail is accomplished by the use of an interim receipt (DD Form 1348-1a). When the RO orders a piece of equipment and supply receives it, arrangements will be made for delivery or pick up. The RO may designate one or more individuals as authorized representatives; however, a delegation of authority letter will be made in writing and signed by the RO concerned. The original copy of the letter delegating this authority will be given to the unit Supply Officer. A signature must be obtained on the DD Form 1348-1a before the item can change hands. This covers both an issue to the RO or a turn-in from the RO.

b. **Necessary Information**. There is mandatory information that must be listed on the interim receipt for processing.

(1) From. The issuing unit. (Battalion Supply or the Subordinate Unit Code)

(2) To. Who the gear is going to. (Subordinate Unit Code or Battalion Supply)

(3) National Stock Number. NSN of the item being received, turned in, or transferred.

(4) Unit of Issue. Unit of Issue of the item.

(5) Quantity. Quantity being received, turned in, or transferred. You should always check the quantity to ensure it is equal to the quantity you are signing for.

Instructions: Consolidated Memorandum of Receipt (CMR)

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(6) Nomenclature. General description of the item.

(7) Serial Number(s). Serial numbers of the items being received, turned in, or transferred. You should always visually check the serial number(s) on the equipment for correctness.

(8) Signature. You **MUST** ensure you get the receiving person's signature. Have the person sign and print their names, rank and receiving date.

c. **Distribution**. The receiving person will keep a copy of the interim receipt, and the original will go to the issuing person. These receipts will be placed in the CMR folder. The RO and supply will both maintain folders for reconciliation purposes, which will be covered later in this class.

5. **RECONCILIATION OF THE CMR**.

a. **General**. Quarterly, or upon change of the RO, reconciliation will be conducted between the RO and the supply office. A semi-annual vice quarterly reconciliation is authorized when approved in writing by the unit CO. **Reference UM 4400-124, pg. 3-2-8. The following information will also be found on this page**.

b. **Quarterly Reconciliation**. Once a quarter, or upon change of RO, the Supply Officer will forward the RO an update cover letter and two copies of the CMR directing the reconciliation. The RO has 15 calendar days from the date of the letter to reconcile the account. The RO will verify all quantities and serial numbers and return the signed copy of the new CMR to the Supply Officer. The bottom of each page will be initialed with the last page signed and dated. ROs must ensure their records are maintained current on a day-to-day basis. The ROs copy of the CMR will be updated in **PENCIL**, when required.

c. **Discrepancies**. If discrepancies are noted by the RO, the differences will be reconciled by the RO providing the Supply Officer with any and all supporting documentation.

(1) If the Supply Officer agrees with the RO, the change will be made to the CMR in **PEN** and initialed by the RO and Supply Officer.

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(2) The RO Will Report all Discrepancies that Exist Between the CMR and what is Actually On-Hand. These discrepancies must be reported in writing to the CO, via the Supply Officer, as a request for investigation as appropriate. Discrepancies reported to the CO will include variances in NSN, quantity, or serial number for items in the following categories:

(a) Controlled items regardless of dollar value.

(b) Nonexpendable un-serialized property with an extended dollar value of $2,500 or more.

(c) Serialized non-controlled property with an extended dollar value of $800 or more.

(3) Items Not Meeting the Criteria Listed Above Will Also be Reported, in Writing, by the RO to the CO Via the Supply Officer for Resolution. The Supply Officer is authorized, unless the CO states otherwise, to approve adjustments without prior approval once all causative research has been completed. The Supply Officer will identify on the endorsement, by TAMCN/NSN, whether an investigation is or is not warranted. For those items in which the Supply Officer has authorized the adjustment to the records, he will identify the corrective action taken on the endorsement. This endorsement will also identify the results of the causative research that was conducted:

(a) The circumstances of the variance must be fully stated by the RO.

(b) When the variance is due to a physical loss, the RO should state whether the individual responsible is willing to reimburse the government for all or part of the loss.

(c) Discrepancies must be reported even though the variance may be clearly administrative in nature.

(d) The Supply Officer's endorsement should clarify any ambiguities in the RO's original Request for Investigation. This endorsement is also an opportunity for the Supply Officer to make recommendations to the CO.

(4) Even though the RO disputes the quantities on the CMR, he/she will still sign the CMR certifying it to be correct.

Instructions: Consolidated Memorandum of Receipt (CMR)

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7. **CMR INVENTORIES**.

a. Physical inventory of all assets on a RO's CMR is required annually or upon a change of RO. The physical inventory should be directed by the Supply Officer to coincide with an annual (wall-to-wall) inventory of the Battalion account.

b. **Serial Number Reconciliation**. For serialized items, the TOTAL SERIAL #S quantity should match the CMR OH quantity and the MAL O/H quantity unless there is an on-hand quantity being maintained in the supply warehouse or section.

c. In order to perpetuate a smooth and efficient accounting system for our allowance items, daily maintenance of the CMR and maintaining required files, listings, and supporting documentation is imperative.

d. The Manufacturer/USMC serial numbers, for which the RO is responsible, will be recorded on all copies of the CMR's.

e. **CMR Pending File**. This file is maintained and contains all adjustment transactions, which have not yet processed. Every change must have supporting documentation.

f. **Delegation of Authority Letters**. Responsible Officers may designate one or more individuals as their authorized representatives to receipt for and requisition supplies; however, Delegation of Authority letters will be made, in writing, and signed by the RO concerned. The original delegation of authority letter will be held by the Supply Officer, and maintained on file for a period of one year after the relief of the RO, or until a new delegation of authority letter is submitted.

Instructions: Consolidated Memorandum of Receipt (CMR)

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REFERENCES:	REFERENCE#
Consumer-Level Supply Policy Manual (Jun 99)	MCO P4400.150E
MIMMS Field Procedures Manual (Jul 94)	MCO P4790.2C
SASSY Using Unit Procedures	UM 4400-124
Unit's Standing Operating Procedures	UNIT SOP
Unit's Table of Organization and Equipment	UNIT T/O&E

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

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.
PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.
ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.
DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.

SECTION I - FROM: APPOINTING AUTHORITY

1. NAME *(First, Middle Initial, Last)*	2. TITLE	3. DOD COMPONENT/ORGANIZATION

4. DATE *(YYYYMMDD)*	5. SIGNATURE

SECTION II - TO: APPOINTEE

6. NAME *(First, Middle Initial, Last)*		8. TITLE

9. DOD COMPONENT/ORGANIZATION	10. ADDRESS *(Include ZIP Code)*
11. TELEPHONE NUMBER *(Include Area Code)*	12. EFFECTIVE DATE OF APPOINTMENT *(YYYYMMDD)*

13. POSITION TO WHICH APPOINTED *(X as applicable (one only))*

- [ ] DISBURSING OFFICER
- [ ] PAYING AGENT
- [ ] CHANGE FUND CUSTODIAN
- [ ] DEPARTMENTAL ACCOUNTABLE OFFICIAL
- [ ] DEPUTY DISBURSING OFFICER
- [ ] CASHIER
- [ ] IMPREST FUND CASHIER
- [ ] DISBURSING AGENT
- [ ] COLLECTION AGENT
- [ ] CERTIFYING OFFICER

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.

16. PRINTED NAME *(First, Middle Initial, Last)*	17. SIGNATURE

SECTION IV - TERMINATION OF APPOINTMENT

	18. DATE *(YYYYMMDD)*	19. APPOINTEE INITIALS
The appointment of the individual named above is hereby revoked.		

20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

DD FORM 577, FEB 2011 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

Appendix C - Tier 2 KSDs

The following are examples of alternative supporting documentation that may fulfill financial statement assertions:

- Contract modifications, or change orders
- Approved work order
- Approved last invoice
- Signed lease for leased property
- Transfer letter and documents for transferred assets
- DoD Property in the Custody of Contractors (DD Form 1662)
- Selected Acquisition Report (SAR)
- Valuation Data Report with Program Listing
- Budget Item Justification Sheet (Exhibit P-40, DD Form 2454, Exhibit R-2)
- Production Schedule (Exhibit P-21, DD Form 2445)
- Cost Analysis Worksheet (P-5)
- Budget Procurement History and Planning (Exhibit P-5a, DD Form 2446)
- Procurement Program (Exhibit P-1)
- Appropriation Bill Report
- Extracts from Accounting Systems Supporting Data

Tier 2 KSDs are expected to be maintained just as Tier 1 KSDs to support a Financial statement audit.

NAVMC 4000.5
PCN 10040000400

For more information, visit: il.usmc.mil/ORG/IL/LP/LPC2/Pages/default.aspx