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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 4000.5B

1. Purpose. Per reference (a) and (b), this Supply Officer's Internal Controls Handbook (NAVMC 4000.5B) contained in enclosure (1), provides guidance, procedures and methods used for implementing Supply Internal Controls reviews in compliance with the references.

a. The handbook was first published on 9 July 2014. It has been updated, and is being re-issued as the 2016 version.

b. The handbook will be reviewed annually and updated, as required, to reflect changing policy, processes or enhanced controls.

2. Scope. The Deputy Commandant for Installations and Logistics (DC, I&L) is directly responsible for establishing, disciplining and maintaining property control standards in the Marine Corps. The intent and primary goal of the Supply Officer's Internal Controls Handbook is to provide Commanders, Supply Officers, Accountable Property Officers or Personal Property Managers and their staff with a resource to achieve and maintain a strong supply internal controls and audit readiness program.

a. 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

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Subj: SUPPLY OFFICER'S INTERNAL CONTROLS HANDBOOK

internal controls 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 with minimal potential for waste, fraud, and mismanagement. Effective internal controls provide for reasonable assurance that significant weaknesses in the program or system processes that might adversely affect the Marine Corps' ability to meet its objective, can be prevented or detected in a timely manner. This handbook provides the tools necessary to maintain effective internal controls.

b. Supply Officers, Accountable Property Officers, and Personal Property Managers will use references (a), (b) and this NAVMC to ensure that proper implementation of semi-annual internal controls reviews are being administered and properly documented. These reviews will provide reasonable assurance that effective and efficient supply internal controls are in place for the command or activity.

c. Questions concerning this handbook should be directed to Headquarters, U.S. Marine Corps, Assistant Deputy Commandant for Installations and Logistics (LP), Enterprise Ground Equipment Manager.

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

4. Certification. Review and approved this date.



M. G. DANA
Deputy Commandant for
Installations and Logistics

Distribution: PCN 10040000400

Supply Officer's Internal Controls Handbook

2016



For Equipment, Operating Materials and Supplies
and MILSTRIP TAR



Commander's Message



Focus on Audit Readiness

One of the Marine Corps' enduring principles is that we are good stewards of the Nation's resources. As Marines, we have an inherent duty to account for and properly manage the resources allocated to us. This principle applies from the smallest of operating budgets to the millions of dollars spent on programs and from the repair parts sitting on the maintenance bench to the brand new MRAP being delivered by the contractor. To ensure we are sticking to our promise, we must be able to prove we are accountable at any time. This is known as audit readiness. Equipment accountability and visibility are crucial to sustaining audit and operational readiness. It is our shared responsibility to ensure we maintain the public's trust by managing our resources according to existing policy, good order and discipline.

Disciplined asset accountability is critical to accurate financial reporting, which results in effective resource allocation. Without strong internal controls over processes and procedures, it is almost impossible to ensure we are consistent in meeting that goal and positively influencing Commanders' equipment readiness. Some of our processes are spot-on while others require improvement. Some will need refinement in order for us to provide more expedient and precise information, which is essential to the effective management of warfighting resources. As such, we continue to comprehensively review, examine and update policies and procedures (acquisition, inventory management and reporting) related to the accountability of mission critical assets. Our efforts include an assessment of our internal controls, source documentation, data reconciliation and data validity.

Commanders need to be diligent in their approach to assessing, testing, and applying internal controls. No one should wait for process control testing by this Headquarters (the Field Supply and Maintenance Analysis Office (FSMAO) or the Internal Controls and Audit Readiness Team (ICART)) to determine if the appropriate internal controls are in place. Instead, Commanders and Supply Officers must be proactive in preparing their command's audit readiness posture and ultimately sustaining a compliant audit readiness state. This can be accomplished through internal control self-assessments conducted by the command on a quarterly, semi-annual or annual basis.

This Supply Officer's Internal Controls Handbook is a tool designed to assist the Fleet Marine Forces and Supporting Establishments. The handbook provides Commanders and Supply Officers an additional resource to achieve the responsibility of sustaining audit readiness through equipment accountability and visibility.

A handwritten signature in black ink, appearing to read "M. G. Dana".

M. G. DANA
Lieutenant General, U.S. Marine Corps
Deputy Commandant
Installations and Logistics

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

1.0 Executive Summary

Commanders, heads of staff agencies, and managers at all levels of the Marine Corps have a fundamental responsibility to develop and maintain effective internal controls over their processes to ensure that programs operate – and resources are used – efficiently and effectively to achieve desired objectives. Resources must be used in a

way consistent with unit missions, in compliance with laws and regulations, and with minimal potential for waste, fraud, and mismanagement. Effective internal controls provide reasonable assurance that any significant weaknesses in the design of program processes which might adversely affect the Marine Corps' ability to meet its



objectives, can be prevented or detected in a timely manner. They also ensure the proper stewardship of government resources. The safeguarding of assets is a subset of these objectives.

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

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

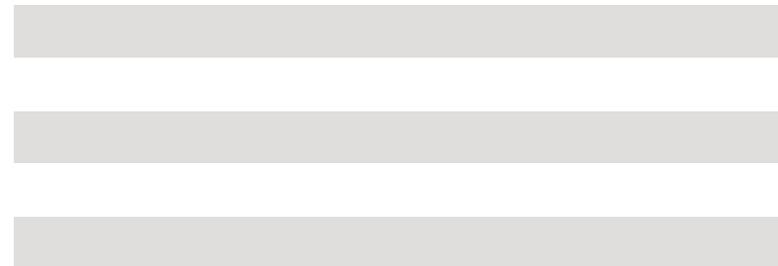
- (1) obligations and costs are in compliance with applicable law;
- (2) funds, property, and other assets are safeguarded against waste, loss, unauthorized use or misappropriation; and
- (3) revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the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

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

Instead of considering internal controls as isolated management tools, organizations should integrate

their efforts to meet the requirements of the FMFIA with other efforts to improve overall effectiveness and accountability. Thus internal 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 used properly and safely guarded. As stewards of American tax dollars, Commanders, heads of staff agencies, and managers at all levels of the Marine Corps have a fundamental responsibility to develop and maintain effective internal controls and processes to ensure that programs (property control, fiscal resource management, logistics systems access) operate well and resources are used efficiently and effectively to achieve desired objectives. Programs must operate and resources must be used in compliance with laws and regulations, and with minimal potential for waste, fraud, and mismanagement. Effective internal controls provide reasonable 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?

While not all encompassing, this handbook can assist Commanders, Supply Officers and their Marines in achieving and sustaining audit readiness for their commands.

How do I use the handbook?

Since FSMAO or the ICART team cannot analyze or conduct audit readiness testing on every unit or command in the Marine Corps during each fiscal year, 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 to help execute policy prescribed in MCO 4400.150 and MCO 5200.24D. It includes additional information and training guidance for unit supply personnel pertaining to:

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

To meet and maintain audit readiness, Commanders and their Supply Officer should review the Internal Control Checklists within this handbook semi-annually, and conduct inventories in accordance with MCO 4400.150 and MCO 5400.24D. Results should be documented and corrective action plans developed. This will enable units to strengthen their internal controls, address gaps in processes and procedures, and ensure command-wide involvement.

You are not alone: questions can be answered by your local FSMAO or ICART Point of Contacts (POCs).

How does this handbook differ from the FSMAO checklist?

This handbook is provided to compliment the FSMAO Checklist. It focuses primarily on supply internal controls. Specifically, internal controls that focus on property control, process control Key Supporting Documentation (KSD) retention and logistics system access. It also provides a tool to help Commands 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) DoD 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 Supply Officer's Internal Control Program Checklist

Overarching Supply Officer's Internal Control Program (SOICP) Management			
General Information		Select Yes/No	Date Complete
1. Have all KSDs noted in the processes below been maintained for a period of 10 years (three years active and seven years archived) to satisfy record retention requirements? (MARADMIN 417/15)		Yes	No
2. Is the outgoing Commanding Officer's (CO's) /Accountable Officer's (AO's) Certificate of Relief retained in the supply files? (OMB A-123, Appendix A; MCO 4400.150 Chap 1 Para 7.a, Chap 2, Para 11.i, Appendix L; CMC MSG 111130Z Oct 12; CMC MSG 141733Z Jun 12)		Yes	No
3. Is the Accountable Property Officer (APO)/Supply Officer appointed in writing by the CO/AO and is the appointment letter and DD Form 577 Appointment/Termination Record-Authorized Signature Form retained in the supply files? (OMB A-123, Appendix A; MCO 4400.150 Chap 1 Para 5.c(2)(c), Chap 2, Para 11.i, Appendices D and J; CAP ME-OMS-EC-6; CMC MSG 152105Z Sep 15)		Yes	No
4. Is the outgoing APO's/Supply Officer's Certificate of Relief with the incoming APO's/Supply Officer's endorsement retained in the supply files? (OMB A-123, Appendix A; MCO 4400.150 Chap 1 Para 7.b, Chap 2, Para 11.i, Appendices N and M; MARADMIN 417/15)		Yes	No
5. Are Property Custodians/Responsible Officers (ROs) appointed in writing by the CO/AO and are the appointment letters retained in the supply files? (OMB A-123, Appendix A; MCO 4400.150 Chap 1 Para 7.c, Chap 2, Para 11.i, Appendices E and J; CAP ME-OMS-EC-6; CMC MSG 152105Z Sep 15; CMC MSG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
6. Are there Delegation of Authority Forms (NAVMC 11869 Notice of Delegation of Authority) for personnel to receipt for, issue, and turn in government property? (OMB A-123, Appendix A; MCO 4400.150 Chap 1 Para 5.f, Chap 3 Para 7.f, Chap 2, Para 11.i, Appendix k; CAP ME-OMS-EC-6; CMC MSG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
7. 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 Chap 1 Para 12)		Yes	No
a. Are desktop update/change procedures in place, to include endorsements and date updated?		Yes	No

Overarching Supply Officer's Internal Control Program (SOICP) Management			
General Information	Select Yes/No		Date Complete
8. Has the organization published local instructions (Standard Operating Procedures (SOPs)) regarding the execution of the SOICP? (DoDI 5010.40) *Note: The SOICP is a subcategory or assessable unit of the command's overarching Managers' Internal Control (MIC) Program.	Yes	No	
9. Has the organization conducted a self-assessment/risk assessment during the last semi-annual period (Jan-Jun, Jul-Dec)? (MARADMIN 435-14)	Yes	No	
a. Was the self-assessment reviewed and endorsed by the CO/AO?	Yes	No	
10. As a result of the previous self-assessment, was a Corrective Action Plan (CAP) and Plan of Action and Milestones (POAM) created for all identified internal control deficiencies or process weaknesses? (MCO 5200.24D Para 4.a.1.e)	Yes	No	
11. Were the SOICP self-assessment results included in the organization's MIC Program Annual Statement of Assurance (SOA) and reported to higher headquarters? (SECNAVINST 5200.35E, MCO 5200.24D)	Yes	No	
12. Has the Supply Officer/SOICP Coordinator completed the MIC Program online training available through Navy Knowledge Online (NKO)? (MCO 5200.24D)	Yes	No	
13. Did the CO/AO appoint a Fund Manager in writing? (MCO 7300.21B Chap 2, Para 2005.1)	Yes	No	
a. Does the Fund Manager appointment letter contain, at a minimum, all applicable duties? (MCO 7300.21B Chap 2, Para 2005.1)	Yes	No	
14. Have the following personnel, who are appointed to approve or certify the expenditure of funds, completed the Fiscal Law Course and Budget Execution Course? (MCO 4400.150; CAP ME-OMS-EC-6; DoD 7000.14-R; MARADMIN 350/11 Fund Control Personnel Training Requirement; CMC MSG 141835Z Nov 14 (UM 4000.125 usage))	Yes	No	
a. Supply Officer	Yes	No	
b. Fiscal, Budget and Accounting Officer	Yes	No	
c. Government Commercial Purchase Card (GCPC) Program Approving Official	Yes	No	
d. Supply Chief	Yes	No	
e. Supply Resource Manager	Yes	No	
f. Certifying Officer	Yes	No	



5.0 Military Equipment Checklist

Military Equipment			
Receipt Procedures		Select Yes/No	Date Complete
1. Are all KSDs used to receipt for property (e.g., DD Form 1348-1A, Carrier Bill of Lading (CBL), Manifest, DD Form 1149) signed, dated, and applicable data elements captured (e.g., serial number, National Stock Number (NSN), Table of Authorize Materiel Control Number (TAMCN), SDN, Quantity (QTY))? (OMB A-123, Appendix A; DoD FMR 7000.14-R, Volume 6A: MCO 4400.150 Chap 2 Para 11(a) (1); CAP ME-OMS-EC-6); DoDI 5000.64;)		Yes	No
2. Are serially managed items accurately recorded (i.e., correct TAMCN, NSN and serial number) and updated in the Accountable Property System of Record (APSR)? (DoDI 5000.64 Encl 2 pg 7; OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 6. and 11)		Yes	No
Inventory Management		Select Yes/No	Date Complete
3. During annual/cyclical physical inventories, are serial numbers and NSNs listed on the property records reconciled against the serial number and NSN identified on the equipment identification plate (i.e., data plate), and are the results submitted to the CO/AO for certification? (DoDI 5000.64 Encl 3 pg 13; OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 9.c)		Yes	No
4. Are annual/cyclical physical inventory voucherable gain or loss transactions pre-approved by the appropriate authority based on his/her approval dollar thresholds and filed in the voucher file? (DoDI 5000.64; OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.b.c.f.g.h. and i; CAP ME-OMS-EC-5)		Yes	No
5. Were all required adjustments, resulting from the annual/cyclical inventory processed to correct the property records (accountable balances)? (DoDI 5000.64 Encl 2 pg 7; OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11; CMC MSG 171419Z Jun 11)		Yes	No
6. Are all Money Value Gain/Loss (MVGL) Notices resulting from an annual/cyclical physical inventory certified by the CO/AO and are they maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.h. and I; MARADMIN 417/15)		Yes	No
7. Are the results of the annual/cyclical inventory documented and maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 9.a.6; MARADMIN 417/15)		Yes	No
8. 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 Chap 2 Para 9; MCO 4400.150 Chap 2 Para 6.c.(6) and 11.b.(2); CMC MSG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No

Military Equipment			
Inventory Management		Select Yes/No	Date Complete
9. Do Property Custodians indicate they are physically reconciling serial numbers and NSNs listed on the property records against the serial number and NSN identified on the equipment identification plate (i.e., data plate)? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.b (2))		Yes	No
10. Is a copy of the previous quarter's Consolidated Memorandum of Receipt (CMR)/sub-account on hand, including; the date, RO's signature, and RO's initials on the bottom of each page? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.b (2))		Yes	No
11. Has causative research been conducted and documented for unresolved sub-custody (i.e., CMR, Defense Property Accountability System (DPAS)) discrepancies and have appropriate Request for Investigation letters been submitted to the CO/AO, via the Supply Officer, within five calendar days? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 6.c.(5), 11.b.(3)(d), and Chap 5 Para 4.b.(1); CMC MSG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
12. Has the CO/AO 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 Chap 2 Para 6.c.(5), 11.b.(3)(d), and Chap 5 Para 4.b.(1); CMC MSG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
13. Are Quarterly CMR/sub-account voucherable gain or loss transactions pre-approved 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 Chap 2 Para 11.b.c.f.g.h and i; CAP ME-OMS-EC-5)		Yes	No
14. Are Quarterly CMR/sub-account MVGL Notices certified by the CO/AO and are they maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.h. and i)		Yes	No
15. Are inventories of small arms/light weapons being conducted monthly including reconciling serial numbers and NSNs listed on the property records against the serial number and NSN identified on the equipment identification plate (i.e., data plate)? (OMB A-123, Appendix A; MCO 5530.14A Para 8003.4.b(4); MCO 4400.150 Chap 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; DoDI 5000.64; DoDM 4140.01)		Yes	No
16. Are discrepancies noted during monthly serialized small arms/light weapons inventories reconciled thoroughly 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 Chap 2 Para 6.b.(3); and CMC MSG 301412Z Jan 14 Para 4.B.4)		Yes	No
17. Is the unit completing the annual reconciliation and verification of small arms/light weapons with the Naval Surface Warfare Center (NSWC), Crane, Indiana within the required time frame? (OMB A-123, Appendix A; MCO 8300.1D Encl (1) Para 11.c. and 19.d)		Yes	No
18. Are signed copies of all receipts, issues, and documentation to support property losses (to include combat losses) and property gains for small arms/light weapons submitted to NSWC, Crane, Indiana via the Crane Small Arms Web Portal within 48 hours? (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
19. Does the unit have appropriate personnel assigned to make 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 061923Z May 13; CMC MSG 251855Z Feb 15)		Yes	No

Military Equipment			
Issue Procedures		Select Yes/No	Date Complete
20. Is all KSD for property issues/shipments (e.g., Document Identifier Code (DICs) A5A, A5J transactions, DD Form 1348-1s, CBL, DD Form 1149, etc.) signed and dated with applicable data elements captured (e.g., NSN, SDN, Department of Defense Activity Address Code (DoDAAC)) and filed in the voucher file? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.(a) (1); CMC MSG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
Property Control		Select Yes/No	Date Complete
21. Is the Supply Officer/APO maintaining for each Property Custodian/RO, all supporting documentation (e.g., receipts, issues and adjustments) that affect the property records for all sub-accounts? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 6.c.(4), 11.a. and i; CMC MSG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
22. Are items on temporary loan reconciled and properly managed? (OMB A-123, Appendix A; MCO 4400.150 Chap 6 Para 9 and CMC MSG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
23. Are all authorized allowances for the command accurately reflected on the unit's APSR (Mechanized Allowance List (MAL)) to include approved Type II Allowances, Special Allowances, Command Adjustments, and Training Allowances (T/A)? (DoDI 5000.64 Encl 2 pg 7; OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 5 and 7)		Yes	No
Disposition Procedures		Select Yes/No	Date Complete
24. Is excess equipment identified and reported with a request for disposition instructions to higher headquarters and/or other appropriate activity? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 15; MCO P4400.82F Para 1002.7, 1010, 5001, and 5005; CMC MSG 042121Z Sep 15; CMC MSG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
25. Can the command certify that transferred or disposed assets were removed from the APSR? (DoDI 5000.64 Encl 2 pg 7; CMC MSG 042121Z Sep 15; OMB A-123, Appendix A)		Yes	No
Electronic Key Management System (EKMS) Regt/Group level Parent Account		Select Yes/No	Date Complete
26. Does the command have an EKMS Manager and Alternate appointed in writing? (EKMS-1B, Para 412; MCO 2281.1A Chap1, Para 10)		Yes	No
27. Has the command received a "Satisfactory" evaluation as the result of a Communications Security (COMSEC) Material System (CMS) Central Office of Record (COR) Audit within the past two years? (EKMS-3D, Chap 2, Para 205)		Yes	No
28. Does the command have a NAVMC 11121 "USMC Physical Security Crime Prevention Survey" on hand indicating successful completion of a Physical Security Survey (PSS) on the COMSEC facility within the past 730 days? (MCO 5530.14A, Chap 3, Para 5.b; MCO 2281.1A Chap 2, Para 2)		Yes	No
29. Are semi-annual self-assessments conducted by the EKMS Manager and/or Alternates and are the results on file and retained as required? (EKMS-1B Para 315.b, 450.i, 455.y, 1005.a; Annex T Paragraph 2)		Yes	No
30. Prior to the transfer of COMSEC equipment, was transfer authority provided via naval message by the appropriate Commanding General (CG) level for the gaining and losing commands? (MCO 2281.1A Chap 4, Para 3.c)		Yes	No

Military Equipment		
Electronic Key Management System (EKMS) Regt/Group level Parent Account	Select Yes/No	Date Complete
a. Is the Global Combat Support System-Marine Corps (GCSS-MC) Service Request (SR) number annotated in the remarks column on all COMSEC Material Reports (SF-153) supporting transfers and disposals? (MCO 2281.1A Chap 4, Para 5.a)	Yes No	
31. Does the EKMS Manager reconcile on hand quantities with the supply section, on an as occurring basis, to ensure that the APSR GCSS-MC accurately reflects on-hand and in-service quantities? (MCO 2281.1A Chap 4, Para 2.b)	Yes No	
a. Is correct KSD provided to support all receipts, transfers, and disposals (e.g. DD Form 1149, DD Form 1348, or SF-153)? (MCO 2281.1A Chap 4, Para 2.b)	Yes No	
EKMS Local Element (LE) Issuing Procedures	Select Yes/No	Date Complete
32. Do the LE issuing personnel conduct monthly training with all personnel handling COMSEC material to ensure they are adhering to proper EKMS procedures? Is all training documented in accordance with command directives? (EKMS-1B, Para 465.c; Annex T Para 2)	Yes No	
33. Has a formal Letter/Memorandum of Appointment (LOA/MOA) been completed and signed by the CO for the Primary Issuing Manager and Alternate(s)? (EKMS-1B, Para 418; Annex J, MCO 2281.1A Chap 1, Para 13)	Yes No	
34. Does the LE Issuing Manager maintain an up to date Accountable Item (A/I) Summary provided by the parent account COMSEC Manager? (EKMS-1B, Para 763.c)	Yes No	

6.0 Operating Materials & Supplies Checklist

6.1 Repairables and Consumables

Operating Materials & Supplies: Repairables and Consumables		
General Information	Select Yes/No	Date Complete
1. Are APOs/Supply Officers (e.g., Supply Management Unit (SMU)/ Repairable Issue Point (RIP) OICs) appointed in writing by the Battalion CO, and are all appointment letters and DD Form 577 Appointment/Termination Record-Authorized Signature Forms retained in the supply files? (OMB A-123, Appendix A; MCO 4400.150 Chap 1 Para 5.c(2)(c), Chap 2, Para 11.i, Appendices D and J; CAP ME-OMS-EC-6; MCO P4400.151B; DoDI 5000.64; DoDM 4140.01; CMC MSG 152105Z Sep 15)	Yes No	
Requisitioning and Receipt Procedures	Select Yes/No	Date Complete
2. Have requirements for requisitions been validated and have the requirements passed a funds check with the accounting system (i.e. Standard, Accounting, Budgeting and Reporting System (SABRS))? (OMB A-123, Appendix A)	Yes No	
3. Are requisitions approved within the APSR by an authorized official with a corresponding DD Form 577? (OMB A-123, Appendix A; MCO 4400.150 Chap 1 Para 5.c(2)(c), Chap 2, Para 11.i, Appendices D and J; CMC MSG 152105Z Sep 15)	Yes No	
4. Does a proper segregation of duties exist between the requisition requestor and the requisition approver? (OMB A-123, Appendix A)	Yes No	
5. Does the organization process receipts in a timely and accurate manner (within two business days)? (MCO 4400.16H Para 9)	Yes No	
6. Are all KSDs used to receipt for property (i.e. DD Form 1348-1A, CBL Manifest, DD Form 1149) signed, dated, and applicable data elements captured (e.g., Serial Number, NSN, Document Number, Quantity, DoDAAC, Condition code)? (OMB A-123, Appendix A; DoD FMR 7000.14-R, Volume 6A; MCO 4400.150 Chap 2 Para 11(a) (1); CAP ME-OMS-EC-6; DoDI 5000.64; DoDM 4140.01)	Yes No	
a. Has a Supply Discrepancy Report (SDR) been initiated for any missing/incorrect supporting documentation? (MCO 4400.150, Chap 3 Para 14)	Yes No	
Inventory Management	Select Yes/No	Date Complete
7. Has the APO/Supply Officer been appointed in writing via an appointment letter and DD Form 577, and is the dollar value and types of adjustments that the designated representatives are authorized to approve indicated? (MCO 4400.150, Para 5.c.2; MCO P4400.151, Para 3010.1.a; CMC MSG 152105Z Sep 15)	Yes No	
8. Was an annual physical inventory conducted for 100% of inventory within the past year and approved by the CO/AO for certification? (DoDM 4140.01 Chap 5.7; DoD 4000.25-2-M Chap 7; MCO 4400.151B, Para 3006; MCO 4400.150 Chap 2 Para 9.b.1; DoDI 5000.64)	Yes No	
9. Have annual/cyclical physical inventory voucherable gain or loss transactions received approval by the appropriate authority? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.b.c.f.g.h. and I; CAP ME-OMS-EC-5; DoDI 5000.64; DoDM 4140.01)	Yes No	
10. Were all required inventory adjustments resulting from the annual/cyclical inventory processed within the proper timeframes to correct the property records? (OMB A-123, Appendix A; MCO 4400.151B Chap 3 Para 3007 – 3008; MCO 4400.150 Chap 2 Para 11; CMC MSG 171419Z Jun 11; DoDI 5000.64; DoDM 4140.01)	Yes No	

Operating Materials & Supplies: Reparables and Consumables			
Inventory Management		Select Yes/No	Date Complete
11. Are all MVGL Notices certified by the CO/AO and are they maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.h. and i; DoDI 5000.64; DoDM 4140.01; MARAD-MIN 417/15)		Yes	No
a. Can all MVGL Notice adjustment transactions be reconciled to the APSR and physical inventory results package(s)?		Yes	No
12. Are daily reconciliations between the warehouse management system and the APSR (e.g. Storage Retrieval Automated Tracking Integrated System (STRATIS) and GCSS-MC) being formally completed to identify inventory imbalances? (OMB A-123, Appendix A; DoDI 5000.64; DoDM 4140.01) * Note: Reconciliation documentation must be maintained in accordance with MARADMIN 417/15.		Yes	No
13. Are procedures established to manage excesses and are those excesses reported via the Material Returns Program? (OMB A-123, Appendix A; DoDI 5000.64 Encl 3; MCO 4400.150 Chap 2; DoDM 4140.01)		Yes	No
14. Is the APO/Supply Officer ensuring Property Custodians (SMU/RIP personnel) are physically reconciling serial numbers and NSNs listed on the property records against the serial number and NSN identified on the asset identification plate (data plates)? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.b (2); DoDI 5000.64; DoDM 4140.01)		Yes	No
Electronic Key Management System Secondary Reparables (RIP Only)		Select Yes/No	Date Complete
15. If applicable, does the RIP have an EKMS Manager appointed in writing? (EKMS-1B, Para 412; MCO 2281.1A Chap 1 Para 10)		Yes	No
16. Does the APSR/GCSS-MC accurately reflect current on-hand quantities? (MCO 2281.1A Chap 4 Para 2.b)		Yes	No
Issues, Transfers and Disposition		Select Yes/No	Date Complete
17. Are all KSDs (e.g., DD Form 1348-1As, DD Form 1149s, Shipping Manifests, etc.) for property issues/shipments/disposals (i.e., DICs A5A, and A5J transactions) signed and dated, and are applicable data elements captured (i.e., Serial #, NSN, Document Number, Quantity, DoDAAC)? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.(a) (1); CMC MSG 111316Z Feb 13; CAP ME-OMS-EC-6; DoDI 5000.64; DoDM 4140.01)		Yes	No
a. Are materiel receipt acknowledgements substantiated by appropriate supporting documentation? (i.e., FedEx Receipt, Commercial Bill of Lading, DD Form 1348-1A, DD Form 1149, etc.)		Yes	No
18. Can the APO/Supply Officer certify that transferred or disposed of assets were removed from the APSR in a timely manner? Are transfers or disposals supported by key supporting documentation? (OMB A-123, Appendix A; MCO 4400.150 Chap 3 Para 7.b.(3); DoDI 5000.64; DoDM 4140.01; CMC MSG 152105Z Sep 15)		Yes	No
OM&S Financial Reporting		Select Yes/No	Date Complete
19. Have required OM&S financial reporting workbooks, certification letters, and applicable endorsements been provided to Headquarters Marine Corp (HQMC) Installation and Logistics (I&L) (LP) and maintained on file? (OMB A-136; MCBul 4440)		Yes	No
20. Is the OM&S financial reporting source data retained and available for review? (OMB A-136; MCBul 4440)		Yes	No

6.2 Ammunition

6.2.a Supporting Command - Ammunition Supply Point

Operating Materials & Supplies: Ammunition - Supporting Command - Ammunition Supply Point (ASP)			
General Information		Select Yes/No	Date Complete
1. Is the APO (Ammunition Officer) appointed in writing by the CO/AO and is the appointment letter and DD Form 577 Appointment/Termination Record-Authorized Signature Form retained in the supply files? (OMB A-123, Appendix A; MCO 4400.150 Chap 1 Para 5.c(2)(c), Chap 2, Para 11.i, Appendices D and J; CAP ME-OMS-EC-6; CMC MSG 152105Z Sep 15)		Yes	No
2. Are there Delegation of Authority Forms (NAVMC 11869 or NAVMC 11797) for personnel to receipt for, issue, and turn in government property? (OMB A-123, Appendix A; MCO 4400.150 Chap 1 Para 5.f, Chap 3 Para 7.f, Chap 2, Para 11.i, Appendix k; CAP ME-OMS-EC-6; CMC MSG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
3. Does the command maintain Delegation of Authority (NAVMC 11869 or NAVMC 11797) Forms on file that designate individuals of receiving organizations to request, approve, and receive Class V(W) assets, and does the command ensure that the requester and approver are different individuals (i.e., adequate separation of duties)? (MCO 4400.150; CAP ME-OMS-EC-6; MCO 8010.13; CMC MSG 152105Z Sep 15)		Yes	No
Requisitioning and Receipt Procedures		Select Yes/No	Date Complete
4. Are all receipt KSDs (e.g., DD Form 1348-1A, CBL Manifest, DD Form 1149) signed and dated with the correct data attributes (e.g., Serial #, DoDIC, Document Number, Quantity, DoDAAC)? (OMB A-123, Appendix A; DoD FMR 7000.14-R, Volume 6A; MCO 4400.150 Chap 2 Para 11(a))		Yes	No
5. Does the organization process receipts in a correct and timely manner (48 hours)? (MCO 4400.16H Para 9)		Yes	No
Inventory Management		Select Yes/No	Date Complete
6. Is there a Physical Inventory Plan on file? (MCO 8015.3A Chap 1 Para 6)		Yes	No
7. Does the RO (i.e., Ammunition Officer) perform regular physical inventory counts (e.g., monthly, quarterly, random sampling) and maintain the inventory results on file? (MCO P4400.151B; MCO 8015.3A; MCO 8010.13)		Yes	No
8. Are random sample inventories being conducted on a weekly/bi-weekly basis using the AMAR selection process in the APSR? (MCO 8015.3A; MCO 8010.13)		Yes	No
9. Does the CO review and sign all inventory gain and loss adjustments? (MCO 8015.3A; MCO 8010.13)		Yes	No
10. Are all Certificate of Inventory Completion Worksheets (NAVMC 11846) signed and verified by the Quality Assurance (QA) Team Leader, Records Supervisor, and RO? (MCO 8015.3A; MCO 8010.13)		Yes	No
11. Are Location Surveys of all line item locations conducted at least once during the fiscal year? (MCO 8015.3A; MCO 8010.13)		Yes	No
12. Was the Location Survey Process Data Collection Worksheet (NAVMC 11845) verified by the Records Supervisor? (MCO 8015.3A Chap 3; MCO 8010.13)		Yes	No
13. Does the command maintain all Certificates of Fiscal Year Inventory Completion (NAVMC 11848) to verify that 100% of NSNs were physically inventoried at least once during the fiscal year and semi-annually for Security Risk Category I and II missiles and rockets? (MCO 8015.3A Chap 1 Para 6.b; MCO 8010.13)		Yes	No
14. Has causative research been conducted to resolve all inventory discrepancies? (MCO 8015.3A Chap 5 Para 6)		Yes	No

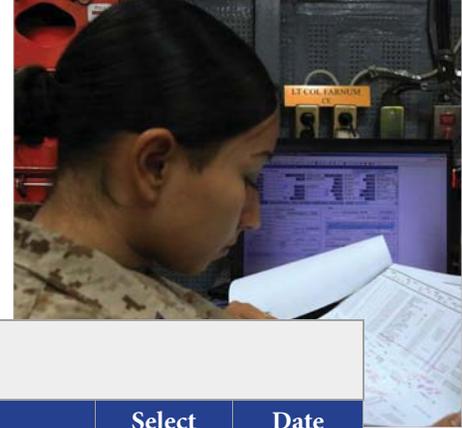
Operating Materials & Supplies: Ammunition - Supporting Command - Ammunition Supply Point (ASP)			
Inventory Management		Select Yes/No	Date Complete
15. Does the CO/Ammunition Officer retain all applicable Missing, Lost, Stolen or Recovered (MLSR) Reports within the inventory adjustment voucher file? (MCO 5530.14A Chap 10 Para 10001; MCO 8015.3A Chap 5 Para.9.c.)		Yes	No
a. Can all MLSR adjustment transactions be reconciled to the APSR?		Yes	No
Issues, Transfers and Disposition		Select Yes/No	Date Complete
16. Are all KSDs (DD Form 1348-1As, DD Form 1149s, Shipping Manifests, etc.) for property issues/shipments (i.e., DICs A5A, and A5J transactions) signed and dated, and are applicable data elements captured (i.e., Serial #, NSN, Document Number, Quantity, DoDAAC)? (OMB A-123, Appendix A; MCO 4400.150 Chap 2 Para 11.(a) (1); CMC MSG 111316Z Feb 13; CAP ME-OMS-EC-6; DoDI 5000.64; DoDM 4140.01)		Yes	No
a. Are all material receipt acknowledgements substantiated by appropriate supporting documentation? (e.g., FedEx Receipt, Commercial Bill of Lading, DD Form 1348-1A, DD Form 1149, etc.)		Yes	No
17. Can the command certify that transferred or disposed of assets were removed from the APSR in a timely manner? Are transfers or disposals supported by key supporting documentation? (OMB A-123, Appendix A; MCO 4400.150 Chap 3 Para 7.b.(3); DoDI 5000.64; DoDM 4140.01; CMC MSG 152105Z Sep 15)		Yes	No

6.2.b Supported Commands

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

7.0 MILSTRIP Checklist

7.1 MILSTRIP Tri-Annual Review



MILSTRIP Tri-Annual Review			
Certification & Report		Select Yes/No	Date Complete
1. Has the MILSTRIP TAR been completed for the period of performance (31 January, 31 May, and 30 Sept)? (DoD FMR 7000.14-R Vol. 3, Chap 8, 080401; MCO 7300.21B, Chap 10; MCO 4400.150; DLM 4000.25-1; DLM 4000.25-2)		Yes	No
a. Has the NAVMC 11675 been certified by the CO/AO? (DoD FMR 7000.14-R Vol. 3, Chap 8, 080401)		Yes	No
b. Has the MILSTRIP TAR Report been annotated with the appropriate status codes to describe the condition of the open requisitions? (DoD FMR 7000.14-R Vol. 3, Chap 8, 080401)		Yes	No
2. Are KSDs being maintained for a period of 10 years (three years active and seven years archived) to show that the review has been completed and is it readily available for audit? (MCO 4400.150, Para 11.i.(2), pg. 2-22, MARADMIN 331/15)		Yes	No
a. Are DD Form 577s and Appointment Letters maintained and on hand for the MILSTRIP requisitioning unit? (MCO 4400.150; DoD FMR, 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; DoD FMR, 7000.14-R, Vol. 5)		Yes	No
3. Have all open requisitions been validated and required adjustments processed in SABRS within 10 working days of review to ensure that the appropriate condition of the transactions are reflected? (DoD FMR 7000.14-R Vol. 3, Chap 8, 081611) *Note: Coordination with Comptroller may be necessary.		Yes	No
4. Does a review of KSDs demonstrate that approval for purchases were provided prior to procurement by an authorized official? (MCO 4400.150; MCO 7300.21B)		Yes	No
Transactional Details		Select Yes/No	Date Complete
5. Is there documented evidence to indicate that due diligence is being performed on open requisitions by the supply activity to ensure that funds appropriated are being managed in accordance with guidance? (DoD FMR 7000.14-R Vol. 3, Chap 8, 081606)		Yes	No
Transaction Condition - Undelivered Order (UDO) & Unliquidated Obligation (ULO)		Select Yes/No	Date Complete
6. Can the fiscal clerk list open requisitions that were incorrectly annotated on the TAR Report and provide a detailed explanation as to why?		Yes	No
7. Can the fiscal clerk list the steps being taken to mitigate the reoccurrence of erroneous annotations on the TAR Report?		Yes	No
8. If any requisition status was incorrectly annotated on the current or previous TAR Report submissions, did any of those documents result in prior year ULO reversions?		Yes	No
a. Can the fiscal clerk list by FY the percentage of the command's prior year ULO reversions that resulted from inaccurate annotations on TAR Report submissions?		Yes	No
b. Can the fiscal clerk describe in detail how increased emphasis for accuracy in TAR Report annotations is being accomplished to mitigate reversions?		Yes	No
9. Have TAR Report certifications that contained inaccuracies been presented to the CO/AO for re-certification? Is documentation on hand to prove re-certifications by the CO?		Yes	No

MILSTRIP Tri-Annual Review			
Key Supporting Documents (KSDs)		Select Yes/No	Date Complete
10. Can the fiscal clerk identify requisitions that do not have all required KSDs for each phase of the procurement cycle? Can the fiscal clerk describe in detail how the KSDs were misplaced, lost or do not contain all required signatures/annotations?		Yes	No
a. Can the Supply Officer/APO describe in a Letter of Explanation (LOE), detailed steps that are being implemented to mitigate the loss or inaccuracy of KSDs.		Yes	No

7.2 Other

MILSTRIP Other			
Fuel/ServMart Procurement Instrument Management		Select Yes/No	Date Complete
1. Does the command maintain accountability of all fuel keys, commercial fuel cards and ServMart cards by key/card number? (MCO 4400.150; MCO 5200.24D)		Yes	No
2. Are individuals authorized usage and individuals responsible for management of the command's fuel keys/cards and ServMart cards appointed in writing by the CO/RO via NAVMC 11869 Notice of Delegation of Authority? (MCO 5530.14A; MCO 5200.24D; MCO 4400.150)		Yes	No
3. When not in use, are fuel keys/cards and ServMart cards stored in a safe or other secured storage container? (MCO 4400.150; MCO 5200.24D; MCO 5530.14A)		Yes	No
4. When in use, is fuel key/card and ServMart card issuance maintained via a logbook that captures, at a minimum, the authorized user the key/card is issued to, when the key/card was issued (date/time), the section/shop the key/card was issued to, the time/date of return, the section/shop phone number; optionally, the amount of fuel purchased (if no receipt is available upon return)? (MCO 4400.150; MCO 5200.24D)		Yes	No
5. Does the command perform daily and random inventories of fuel keys/cards and ServMart cards in order to verify accountability? Is it documented? (MCO 4400.150; MCO 5200.24D; MCO 5530.14A)		Yes	No
Fuel		Select Yes/No	Date Complete
6. Are individuals checking out fuel keys/cards being screened to ensure they are authorized users?		Yes	No
7. If the command has both fuel keys and commercial fuel cards, is a review of fuel card purchases being conducted to ensure that fuel cards are only being used when no base fuel farm is available? Is the review documented? (MCO 5200.24D; MCO 7300.21B)		Yes	No
8. If the use of commercial fuel cards in and around base fuel facilities has been identified, has the user provided credible justification and is it documented? Does the command have documented steps to prohibit/limit the use of commercial fuel cards in and around base fuel facilities? (MCO 5200.24D; MCO 7300.21B)		Yes	No
9. Has a method of accounting for fuel key purchases been established to capture pending charges to the unit? (MCO 7300.21B)		Yes	No
10. Does the fiscal clerk reconcile pending fuel charges with the SABRS Daily Transaction Report (DTR)? (MCO 7300.21B)		Yes	No

MILSTRIP Other			
Fuel		Select Yes/No	Date Complete
a. Are steps taken to resolve MILSTRIP document numbers for pending fuel charges that have not posted to the unit's SABRS DTR? (MCO 7300.21B)		Yes	No
11. Can the fiscal clerk describe the steps to identify the source of a fuel charge on the SABRS DTR? (MCO 7300.21B)		Yes	No
a. Does the fiscal clerk have access to the Defense Logistics Agency's Enterprise External Business Portal (DLA EEBS)? (MCO 7300.21B)		Yes	No
b. Can the fiscal clerk log into DLA EEBS and demonstrate researching a fuel charge (i.e. seller's DoDAAC to identify the location of purchase and the fuel key/card number used for the purchase)? (MCO 7300.21B)		Yes	No
12. Have fuel charges posted to the SABRS DTR where there was no receipt (commercial fuel cards) or logbook entry of an expected fuel key charge? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)		Yes	No
a. Can the fiscal clerk provide a narrative for any unexpected fuel charges, by document number, and the root cause analysis steps taken to identify the source of the charge and the steps taken to prevent reoccurrence? (MCO 7300.21B)		Yes	No
13. Can the fiscal clerk state the steps needed to resolve fuel charges over 45 days old that have not liquidated/completed the accounting transaction cycle? (MCO 7300.21B)		Yes	No
14. Does the command have an SOP for fuel key/card management? Does the command have an SOP for the management of all fuel charges posted to their account in SABRS? (MCO 7300.21B)		Yes	No
ServMart Stores and Internet Ordering		Select Yes/No	Date Complete
15. Are individual section purchase requests being approved by a RO? (MCO 4400.150)		Yes	No
a. Are purchase requests being routed to the Supply Officer from the RO, via Purchase Request Builder (PR-Builder) or GCSS-MC? (MARADMIN 331/15)		Yes	No
16. Are purchase requests being screened for controlled, sensitive or other unauthorized items prior to purchases being made? (MCO 4400.150; MCO 5200.24D; MCO 7300.21; MCO 4450.12A)		Yes	No
a. Does the command maintain end to end accountability of controlled, sensitive or other pilferable items purchased? Is the control documented and can it be demonstrated? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B; MCO 4450.12A)		Yes	No
17. Are purchase requests being reviewed to ensure proposed total purchase amounts are within the section's available balance and that the purchases to be made are the most appropriate use of funding resources? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)		Yes	No
18. Are purchase requests being approved and signed by the Supply Officer? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B; MARADMIN 331/15)		Yes	No
19. Are individuals checking out the ServMart card or requesting an internet order being screened to ensure they are authorized shoppers for the section whose card/account they are checking out/charging? (MCO 4400.150; MCO 5200.24D; MCO 7300.21)		Yes	No
20. Upon return from ServMart Stores, are receipts screened for items not previously approved on the purchase request? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)		Yes	No

MILSTRIP Other			
ServMart Stores and Internet Ordering		Select Yes/No	Date Complete
a. Have any unauthorized purchases been identified? Can the fiscal clerk provide a narrative of unauthorized purchases identified, the resolution, and the steps taken to prevent reoccurrence? (MCO 4400.150; MCO 5200.24D; MCO 7300.21)		Yes	No
21. Are ServMart Store receipts screened to ensure that the purchases were made by the authorized shopper and that the authorized shopper has legibly printed his/her name, signed and dated the receipt? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)		Yes	No
22. Are ServMart Store and internet order receipts entered into the unit's pending file? (MCO 7300.21B)		Yes	No
a. Can the fiscal clerk identify any pending ServMart Store receipts by document number that have not posted to the unit's SABRS DTR and explain the steps taken for resolution? (MCO 7300.21B)		Yes	No
b. Are internet orders from procurement platforms that do not interface with the SABRS accounting system being manually obligated within three days of the order being placed (e.g., GSA Advantage, DoD Email, DLA Prime Vendor)? (MCO 7300.21B)		Yes	No
23. When ServMart and internet order transactions post to the unit's SABRS DTR, is the fiscal clerk reconciling the transaction posting to the receipt in the unit's pending file for accuracy/validity? (MCO 7300.21B)		Yes	No
a. Can the fiscal clerk list all occurrences, by document number, of ServMart Store or internet order purchases posting to the unit's SABRS DTR where a receipt was not available? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)		Yes	No
b. For any occurrences of missing receipts, was the receipt obtained either from the shopper or from the store? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)		Yes	No
c. For any occurrences of missing receipts, was the receipt tied back to a previously approved purchase request? If not, can the fiscal clerk provide a narrative of corrective actions taken to resolve the issue and to prevent future occurrences? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)		Yes	No
24. Can the fiscal clerk state the steps needed to resolve ServMart Store obligations over 45 days old that have not liquidated/completed the accounting transaction cycle? (MCO 7300.21B)		Yes	No
25. Does the command have an SOP for ServMart Store card management? Does the command have an SOP for the management of all ServMart Store and internet order charges posted to their account in SABRS? (MCO 7300.21B; MARADMIN 331/15)		Yes	No
GCSS-MC		Select Yes/No	Date Complete
26. Is the Unit User Account Manager (UUAM) appointed in writing by the CO? (UM 4000-125 Part 5, Section 2, Paragraph 3.d (2), Section 3, Paragraph 1.a and Appendix F)		Yes	No
27. Are required documents (e.g., NAVMC 11869 Delegation of Authority Forms, Appointment Letters, System Authorization Access Request (SAAR) Forms) maintained on file for the UUAM, Users, and Financial Approvers? (MCO 4400.150, Chap 1, Paragraph 11.i(2)(d) and 5; UM 4000-125 Part 5, Chap 2, Paragraph 3. a.(2).(h) and Appendix F)		Yes	No
28. Is the UUAM assigning users only those roles, approver groups, resource groups, and sub-inventories within GCSS-MC that were properly approved? (UM 4000-125 Part 5, Section 2, Paragraph 2 & 3 and Section 3 Paragraph 1.c)		Yes	No

MILSTRIP Other			
GCSS-MC	Select Yes/No		Date Complete
	29. Are effective check-in and check-out procedures/controls in place? (UM 4000-125 Part 5, Section 2, Paragraph 3 and Section 3 Paragraph 2 & 3)	Yes	No
30. Is the UUAM maintaining a turnover folder? (MCO P4790.2C Paragraph 1005, MCO 4400.150 Chap 1, Paragraph 12 and UM 4000-125 Part 5, Chap 2, Section 3, Paragraph 3.a(2)(g))	Yes	No	
31. Is the command supported by a SMU? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)	Yes	No	
a. If SMU supported, can the Supply Officer explain the reimbursement process for purchases from the SMU and its impact on the command's operating budget? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)	Yes	No	
b. If SMU supported, does the approver perform a GCSS-MC funds availability check using the Internal Budget Execution Report (IBER) prior to approving requisitions? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)	Yes	No	
c. If SMU supported, does the approver review GCSS-MC workflow notifications daily for rejects due to lack of funds? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)	Yes	No	
32. Does the fiscal clerk record GCSS-MC purchases within a pending file? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)	Yes	No	
a. If SMU supported, does the fiscal clerk reconcile pending GCSS-MC purchases with the DASF clerk to determine if the requirement will be filled by the SMU or passed to an external source of supply? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)	Yes	No	
b. If SMU supported, does the fiscal clerk maintain a list of all document numbers that are filled by the SMU, to validate the Reimbursement (off the shelf issues report) Report from the SMU? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)	Yes	No	
33. Does the fiscal clerk reconcile pending GCSS-MC purchases with the SABRS DTR for requisitions that pass to an external source of supply? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)	Yes	No	
a. Can the DASF or fiscal clerk identify the root cause of a requisition identified as being passed to an external source of supply, not posting on the SABRS DTR within three days of BM status? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)	Yes	No	
34. Does the fiscal clerk reconcile outstanding GCSS-MC requisitions with the DASF clerk on a periodic basis, greater than what is required by the TAR? (MCO 4400.150; MCO 5200.24D; MCO 7300.21B)	Yes	No	

8.0 Procurement from Commercial Vendors Checklist

8.1 Purchase Request Builder, Government Commercial Purchase Card and iRAPT (WAWF)

Procurement from Commercial Vendors: PR Builder, GCPC and WAWF			
Administration		Select Yes/No	Date Complete
1. Does the command have a UUAM/ User Administrator for PR Builder appointed in writing by the CO? (CMC MSG 031431Z Feb 16)		Yes	No
2. Has the PR Builder UUAM/ User Administrator completed all available training and are copies of training certificates available?		Yes	No
3. Can the PR Builder UUAM/ User Administrator demonstrate compliance with the requirement to upload and maintain KSDs for each PR Builder user within the command (e.g., SAAR Forms and role appointments via DD Form 577 or NAVMC 11869)? (CMC MSG 031431Z Feb 16)		Yes	No
4. Has the GCPC Certifying Officer completed the Certifying Officer Legislation (COL) Training Course within two weeks of their appointment?		Yes	No
5. Are appointment and termination documents (DD Form 577s) for Certifying Officers or applicable Department Accountable Officials on file for the GCPC Program? (CMC MSG 152105Z Sep 15)		Yes	No
6. Do all GCPC cardholders and approving/certifying officials have their web based training certificates on file? (MCO 7300.21B Chap 4, Para 4003)		Yes	No
Requirements Generation		Select Yes/No	Date Complete
7. Are requests for materials or services reviewed and approved by the RO for the section/commodity submitting the request, prior to submission? (MCO 4400.150 Chap 3 Para 6 & 10)		Yes	No
a. Does the RO ensure funds availability for the requesting section/commodity, prior to forwarding the request to the Supply Officer? (MCO 7300.21B)		Yes	No
8. Is technical research performed on all purchase requests by the supply activity to ensure compliance with requirements outlined within the reference? (MCO 4400.150 Chap 3)		Yes	No
a. Does the Supply Officer ensure the materials or services to be purchased fall within the purpose, time and amount statutes of the appropriation to be cited? (MCO 7300.21B Chap 1 Para 1005)		Yes	No
9. Prior to approval of purchase requests, does the Supply Officer ensure funds availability? (MCO 7300.21B)		Yes	No

Procurement from Commercial Vendors: PR Builder, GCPC and WAWF			
Requirements Approval and Procurement Method	Select Yes/No		Date Complete
	10. Is the PR Builder work flow correctly set up to ensure proper routing of the requirement from the section/commodity RO to the Supply Officer (MCO 4400.150 Para 10.d.2; MARADMIN 331/15)	Yes	No
11. Does the Supply Officer review and approve all purchases made via GCPC prior to the purchase being physically made or placed on order? (MARADMIN 331/15)	Yes	No	
12. If the purchase is to be made via PR Builder, does the Supply Officer ensure the correctness and accuracy of the line of accounting and financial information pointer data cited on the PR, prior to systemic approval? (MCO 7300.21B)	Yes	No	
13. Has a Service Requirement Review Board (SRRB) been established at the General Officer level? (MARADMIN 441/15)	Yes	No	
14. Are all contract service requirements (base year and all options) that exceed the simplified acquisition threshold (\$150,000) validated by the SRRB prior to contract execution? (MARADMIN 441/15)	Yes	No	
Receipt and Acceptance – iRAPT (WAWF)	Select Yes/No		Date Complete
15. Are controls established to ensure all materials procured via PR Builder or GCPC are accounted for on property records as required? (MCO 4400.150 Chap 3 Para 6.c; MARADMIN 331/15)	Yes	No	
16. Are controls established to ensure that the receipt, inspection and acceptance of materials requisitioned via PR Builder or GCPC have a formal separation of duties established from the requirement generator/approver? (MCO 4400.150 Chap 3 Para 6.c; MCO 7300.21B)	Yes	No	
17. Are legible signatures, printed names, and contact information available on all proof of delivery documents from initial receipt by the supply activity and the sub-issuance to the original requesting section/commodity? (MCO 4400.150 Chap 3 Para 6; MCO 7300.21B Chap4 Para 6.c)	Yes	No	
18. Are controls in place to ensure that only authorized individuals are allowed to sign/receive government property? (MCO 4400.150 Chap 3 Para 7)	Yes	No	
19. Are controls in place to ensure that inspection/receipt and acceptance of materials and services is complete and in accordance with contract guidelines, prior to the processing of any invoices in iRapt (WAWF)? (MCO 4400.150 Chap 3 Para 10)	Yes	No	
20. When the receipt/acceptor of materials is not the supply activity, are procedures in place to screen property received by non-supply activity personnel to ensure accountable property is entered into an APSR within 2 days of receipt? (MCO 4400.150 Chap 3, Para 10.e.1.d; MARADMIN 331)	Yes	No	
21. Does the GCPC Approving Official/Certifying Officer ensure that all property is accounted for in the APSR and that property chain of custody is legibly documented on the receipt/acceptance documentation prior to certification of the monthly bank statement? (MCO 4400.150)	Yes	No	

Procurement from Commercial Vendors: PR Builder, GCPC and WAWF			
Receipt and Acceptance – iRAPT (WAWF)		Select Yes/No	Date Complete
22. Are procedures in place to ensure the procurement, receipt/acceptance, distribution or consumption of any material that can be categorized as “pilferable” is strictly managed? (MCO 4400.150; MCO 7300.21; MCO 5200.24D)	Yes	No	
23. Are procedures in place to ensure that any miscellaneous payments via iRAPT (WAWF) follow all of the same purchase request requirements outlined in the reference? (MCO 4400.150 Chap 3 Para 12.n)	Yes	No	
24. Does the supply activity ensure that pending invoices or receiving reports in iRAPT (WAWF) are reviewed and/or processed on a daily basis? (MCO 4400.150 Chap 3 Para 10.g)	Yes	No	
Financial Management		Select Yes/No	Date Complete
25. Does the fiscal clerk maintain a pending file of every anticipated purchase request transaction to post in SABRS? (MCO 4400.150 Chap 1 Para 5.c.2; MCO 7300.21B)	Yes	No	
a. Are follow-up actions conducted on pending purchase request transactions that do not post to the SABRS DTR in a timely manner? (MCO 4400.150 Chap 1 Para 5.c.2; MCO 7300.21B)	Yes	No	
26. Does the fiscal clerk reconcile purchase request transaction postings on the SABRS DTR against the source documents? (MCO 4400.150 Chap 1 Para 5.c.2; MCO 7300.21B)	Yes	No	
a. Does the fiscal clerk track and maintain the current status of unliquidated orders (ULOs) throughout the accounting transaction life cycle, to completion? (MCO 4400.150 Chap 1 Para 5.c.1; MCO 7300.21B)	Yes	No	
27. Does the fiscal clerk track available amounts on contracts to be recouped, and are requests for modification to contracts submitted to the Contracting Officer to recoup any excess funding prior to the end of the applicable fiscal year? (MCO 7300.21B Chap 10, Para 1010)	Yes	No	
28. Can the fiscal clerk state the phases of the accounting transaction cycle and their corresponding procurement phases, by form of procurement? (MCO 7300.21B Chap 10, Para 1002; MCO 4400.150 Chap 1 Para 5.c.1)	Yes	No	

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9.0 Supply Automated Information Systems Checklist

Supply Automated Information Systems Checklists			
General Information	Select Yes/No		Date Complete
	1. Is the Supply Automated Information System (AIS) Administrator (e.g. UUAM) appointed in writing by the CO/AO? (OMB A-123, Appendix A; MCO 4400.150 Para 5 (4); CMC MSG 141835Z Nov 14 (UM 4000.125 usage))	Yes	No
2. Does the Supply AIS Administrator meet the basic prerequisites and appropriate training for assignment? (OMB A-123, Appendix A; CMC MSG 141835Z Nov 14 (UM 4000.125 usage))	Yes	No	
3. Are required documents (e.g. Appointment Letters, SAAR Forms, Letters for Roles & Responsibilities, DD Form 577s, and Training Certificates) maintained on file by the Supply AIS Administrator for all Users and Financial Approvers? (OMB A-123, Appendix A; CMC MSG 141835Z Nov 14 (UM 4000.125 usage))	Yes	No	
4. Is the Supply AIS Administrator properly assigning system users only those roles and responsibilities authorized by direct supervisor appointment letters? (OMB A-123, Appendix A; CMC MSG 141835Z Nov 14 (UM 4000.125 usage))	Yes	No	
5. Are effective check-in and check-out procedures/controls in place to manage the addition and removal of system access as users are joined and detached from the organization? (OMB A-123, Appendix A; CMC MSG 141835Z Nov 14 (UM 4000.125 usage))	Yes	No	

10.0 Sustainment, Education & Training Checklist

Sustainment, Education & Training			
General Information		Select Yes/No	Date Complete
1. Have the following personnel, who are appointed to approve or certify the expenditure of funds, completed the Fiscal Law Course and Budget Execution Course? (MCO 4400.150; CAP ME-OMS-EC-6; DoD 7000.14-R; MARADMIN 350/11 Fund Control Personnel Training Requirement; UM 4000.125 (Interim))		Yes	No
a. Supply Officer		Yes	No
b. Fiscal, Budget and Accounting Officer		Yes	No
c. Government Commercial Purchase Card Program Approving Official		Yes	No
d. Supply Chief		Yes	No
e. Supply Resource Manager		Yes	No
f. Certifying Officer			
2. Have personnel responsible for property control (e.g. Supply Officer, APO, Supply Chief) completed the following recommended 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 Request (SAAR) (DD Form 2875)	Authorizing Directive(s)
Accountable Officer	Commanding Officer, Director, Officer-in-Charge	Y	Y ¹	N	Y ¹			
Supply Officer, Accountable Property Officer	Supply Officer, Personal Property Manager	N	Y	N	Y	GCSS-MC, SCS, MOWASP, DPAS, PRBuilder, TFSMS, WAWF, DTS, AMS-TAC, OIS, CMOS, EMALL, GSA, Fuel Key, K-LOC, STRA-TIS, 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
Fund Holder	Supply Officer, Fiscal Officer, Supply Chief, Facilities Manager	N	Y	N	Y			
GCPC Card Holder	GCPC	N	Y	Y	N			
Receipt and Acceptor	Warehouse Chief, Receiving Section	N	Y	Y	N			
Fiscal Budget & Accounting Officer	Supply Officer	N	Y	N	Y			
Supply Resource Manager	Supply Officer	N	Y	N	Y			
Certifying Officer	Supply Officer, Purchase Card AO, travel authorizing officials, centrally billed account approving officials	N	Y	N	Y			
Supply AIS Administrator	Supply Officer, Group Administrator, UUAM, workflow manager	N	Y	N	N			
GCPC Approving Official	Supply Officer/Chief	N	Y	N	Y			
Responsible Officer	Company Commander, Platoon Commander, Commodity OIC, Section Head	N	Y	Y	N			
Responsible Individual	Maintenance Section, Platoon Sgt	N	Y ²	N	N			

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 - Delegation of Authority and DD 577 Structures

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

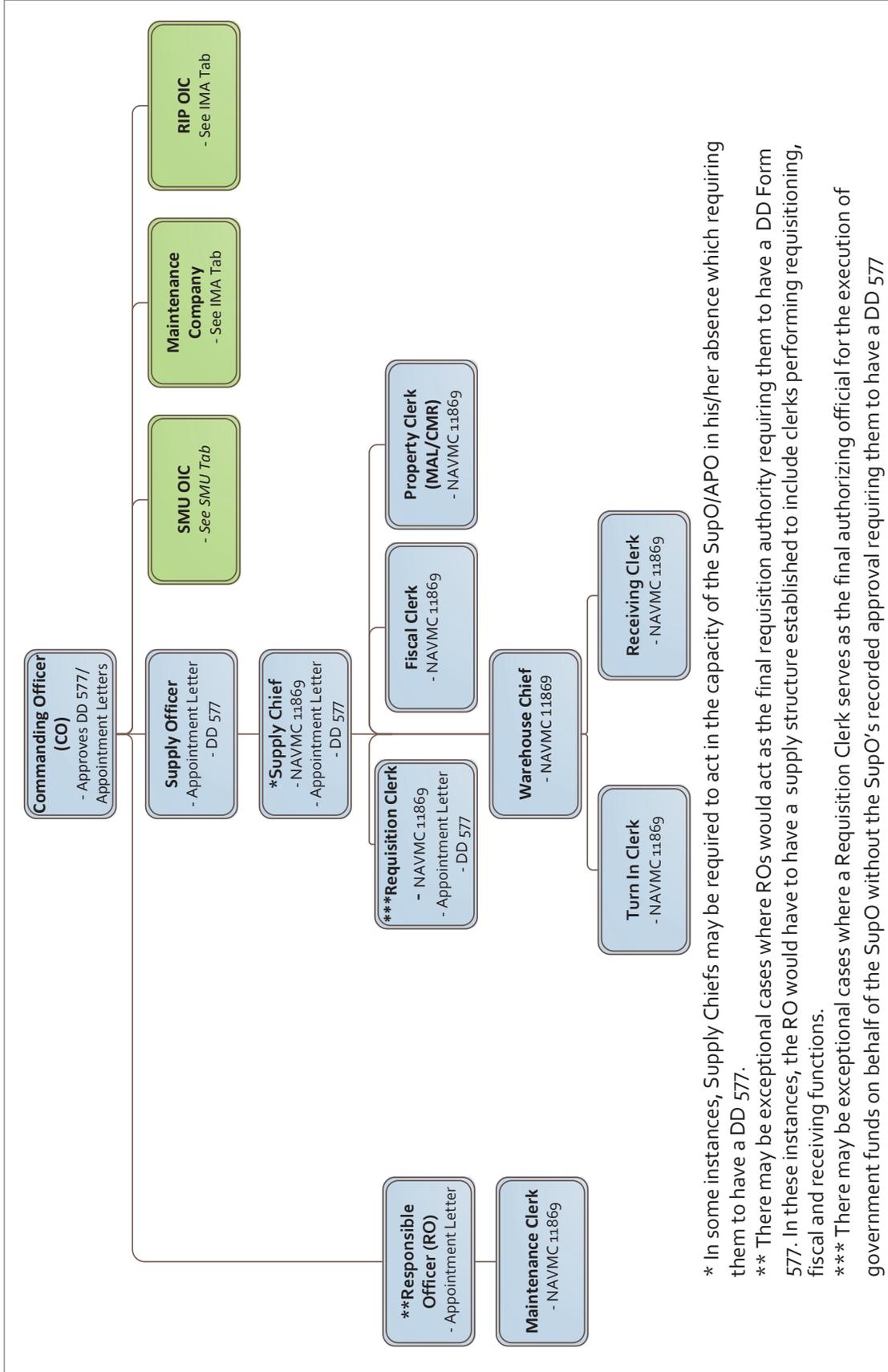
Supply Officer: Receives, manages, and approves the execution of authorized funds on behalf of the organization to accomplish and execute assigned missions. Positions with equivalent responsibilities include APO, Supply Resource Manager, and Personal Property Manager (PPM).

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

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

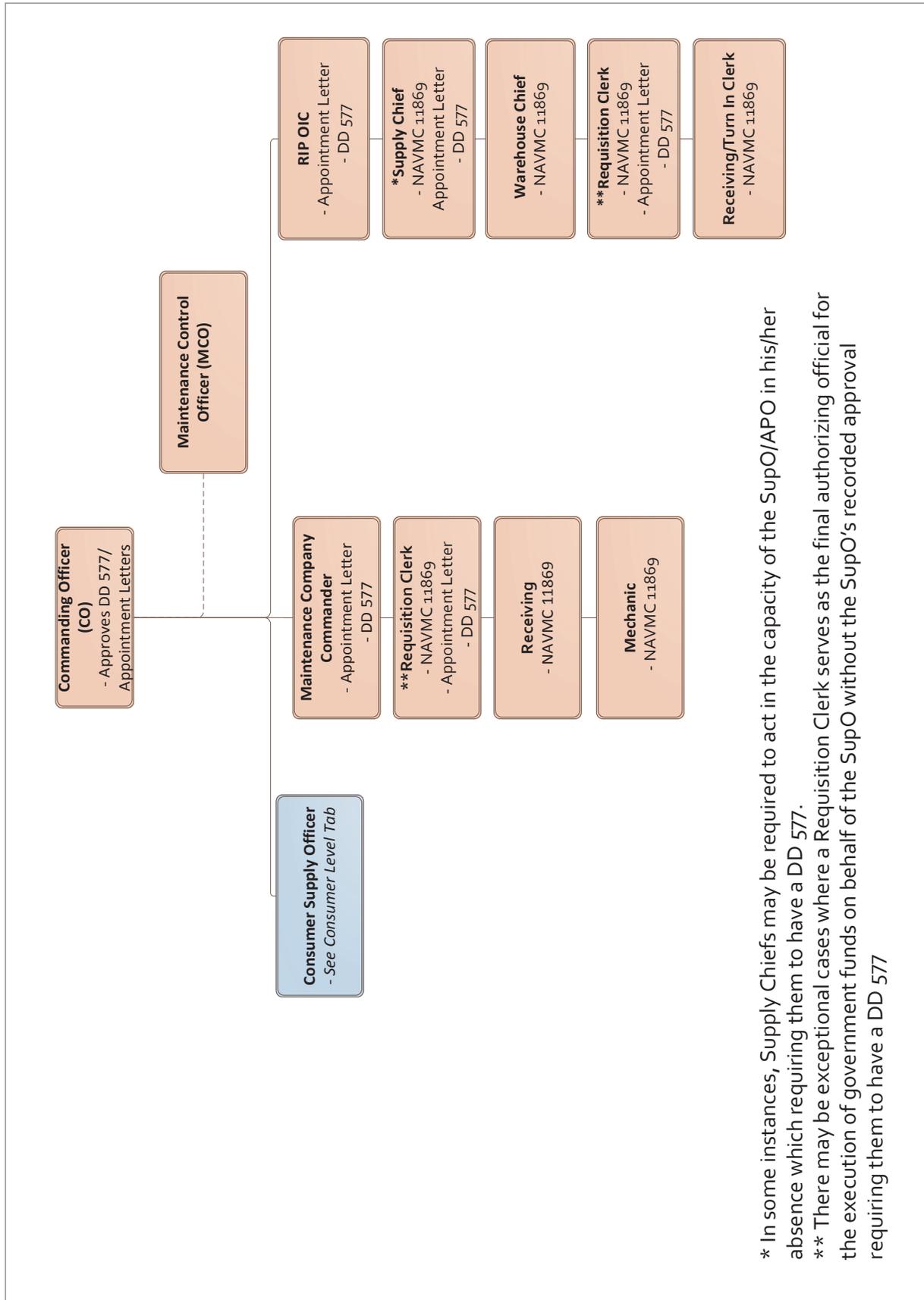


Chart 1 - Consumer Level Account DD 577 & DOA Structure



* In some instances, Supply Chiefs may be required to act in the capacity of the SupO/APO in his/her absence which requiring them to have a DD 577.
 ** There may be exceptional cases where ROs would act as the final requisition authority requiring them to have a DD Form 577. In these instances, the RO would have to have a supply structure established to include clerks performing requisitioning, fiscal and receiving functions.
 *** There may be exceptional cases where a Requisition Clerk serves as the final authorizing official for the execution of government funds on behalf of the SupO without the SupO's recorded approval requiring them to have a DD 577

Chart 2 - IMA DD 577 & DOA Structure



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

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

Enclosure 3 - Corrective Action Plan Instructions

The enclosures in the Supply Officer's Internal Controls Handbook have been designed to be straight forward and to assist the Commander and the Supply Officer in improving the command's audit readiness posture. The Commander and the unit's staff are encouraged to contact the ICART Team (Encl 8) with any questions in completing the checklist or any other document within the handbook.

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

The Corrective Action Plan Certification Letter (Encl 4) will be completed by the Supply Officer and submitted to the Commanding Officer. This action will ensure that the Com-

mander has knowledge and visibility of the command's audit readiness posture.

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

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



Enclosure 4 - Corrective Action Plan Certification

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

Corrective Action Plan Certification		1. Applicable Naval Message:
		2. Date of Naval Message:
3. Unit/DoDAAC:		
4. Deficiency		
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 5 - Corrective Action Plan of Actions and Milestones

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 6 - Corrective Action Completion Certification

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

Corrective Action Completion Certification		1. Applicable Naval Message 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 - Completed Corrective Action Form Examples

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

Corrective Action Plan Certification		1. Applicable Naval Message: DTG 131934Z
		2. Date of Naval Message: December 2013
3. Unit/DoDAAC: USMC-11MARINE107		
4. Deficiency We are unable to positively locate 14 of 15 items on the MSAG CMR. They were created in 2010 prior to GCSS-MC cutover.		
5. Method of Evaluation (Use a or b. If "a" is selected, indicate source of checklist.)		
a. Checklist	b. Alternative Method: (Describe below)	
	Record's causative research.	
6. Evaluation conducted by:		
a. Name (Last, First) MARINE, IAM	b. Date of evaluation: 20 February 2014	
7. Remarks: (Continue on reverse side or additional sheets)		
<p>The proper corrective action is to induct fourteen(14) D9Z transactions for the MSAG 41 CMR to reflect the proper number of items on hand. This transaction will have to be approved by the Accountable Officer for our DODAAC who is currently in Japan. Per MCO 4400.150, all MVGL transactions are to be approved by the CO or the acting CO. In the absence of the AO, these transactions will need to be executed upon her return on or about 1 March 2014.</p>		
8. CERTIFICATION		
I certify that the attached CAP has been reviewed and approved, and will be implemented to resolve the deficiencies noted above. In addition, internal reviews are in place to monitor its implementation. This certification statement, CAP and any supporting documentation will be retained on file subject to audit/inspection until implementation of corrective actions have been verified.		
a. Commanding Officer/Accountable Officer		b. Date certified 3 March 2014
(1) Name and title John Doe, by direction		
(2) Signature 		

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

Detailed Corrective Action Plan Timeline:

Completed milestones:

Date	Description of actions completed
2014 Mar 1	Causative research conducted. Issuing DD 3346-1A unavailable due to the 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 from 2010.

Planned milestones:

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

Point of Contact: IAM MARINE

Approver: John Doe

Unit/DoI

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

Corrective Action Completion Certification		1. Applicable Naval Message DTG: DTG 131934Z
		2. Date of Naval Message: December 2013
3. Unit/DoDAAC: USMC-11MARINE107		
4. Deficiency We couldn't locate 14 of 15 items on the MSAG CMR.		
5. Method of Evaluation (Use a or b. If "a" is selected, indicate source of checklist.)		
a. Checklist	b. Alternative Method: (Describe below)	
	Record's causative research.	
6. Evaluation conducted by:		
a. Name (Last, First) FIGHT, FIRST	b. Date of evaluation: 28 Apr 2014	
7. Remarks: (Continue on reverse side or additional sheets) Please see next page for comments.		
8. CERTIFICATION		
I certify that corrective action has been completed to resolve the deficiencies noted above. I also certify that the key management controls of this function have been evaluated and are in place and operating effectively. The corrective actions taken are described above and supporting documents are attached. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. Commanding Officer/Accountable Officer		b. Date certified 29 Apr 2014
(1) Name and title Doe, Jane		
(2) Signature 		

Enclosure 8 - References

Reference		Link
DLM 4000.25	Defense Logistics Management System (DLMS) Manual	http://www2.dla.mil/j-6/dlms/elibrary/manuals/dlm/dlm_pubs.asp
DLM 4000.25-1	DLMS Manual Volume 1, Concepts and Procedures	http://www2.dla.mil/j-6/dlms/elibrary/manuals/dlm/dlm_pubs.asp
DLM 4000.25-2	DLMS Manual Volume 2, Supply Standards and Procedures	http://www2.dla.mil/j-6/dlms/elibrary/manuals/dlm/dlm_pubs.asp
DoD FMR 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 (MC-MIC) 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 Class 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 9 - Internal Controls & Audit Readiness Points of Contact

Billet	Name	Phone	Email
Head	Mr. Samuel Perez	571-256-7113	samuel.perez1@usmc.mil
Deputy	Mr. Gregory Walker	252-876-1972	gregory.s.walker1@usmc.mil
SNCOIC	MGySgt Demond Wilson	571-256-7185	demond.a.wilson@usmc.mil
OpsSo	Mr. Chris Grooms	540-645-7828	chris.grooms.ctr@usmc.mil
Audit Lead	Mr. Joseph Nave	843-343-6366	joseph.d.nave.ctr@usmc.mil
Policy Lead	Mr. Brad McNamara	540-760-2131	brad.mcnamara1.ctr@usmc.mil

Enclosure 10 - FSMAO Points of Contact

Billet	Phone	Email
HQMC		
FSMAO Coordinator	571-256-7185	
FSMAO East		
OIC	910-450-1201	
AOIC	910-450-1207	
Operations Officer	910-450-0382	
FIAR POC	910-450-0531	
FSMAO West		
OIC	760-763-9879	
AOIC	760-763-9877	
Operations Officer	760-763-9876	
FIAR POC	760-763-9885	
FSMAO Pac		
OIC	DSN 315-645-7267	
AOIC	DSN 315-645-7262	
Operations Officer	DSN 315-645-0155	
FIAR POC	DSN 315-645-9226	

Enclosure 11 - Sustainment, Education and Training Links

Course	Category	Link
PR Builder Computer Based Training (CBT)	Procurement	https://www.prbuilder.usmc.mil/
Fiscal Law	Fiscal	https://fmbweb1.nmci.navy.mil/pbis/training/PBISweb_Training.cfm
Budget Execution	Fiscal	https://fmbweb1.nmci.navy.mil/pbis/training/PBISweb_Training.cfm
Foundations of Government Property (CLM039) Course	Property Control	http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx?tab=CLM
Fiscal and Physical Accountability 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 12 - Audit Support Handbook (ME & OMS) - Key Supporting Documentation



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Background and Purpose

BACKGROUND

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

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

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

Procurement, Receipt and Acceptance

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

Continual Management

Periodic physical inventory counts along with inventory count sheets support the Existence and

Completeness (E&C) of assets during the Continual Management phase.

Issuance, Transfers and Disposals

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

PURPOSE

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

The handbook is a tool for Marine Corps organizational units and activities to evaluate KSDs to ensure key attributes are recorded on the supporting documentation. In addition, its use will help ensure necessary procedures are performed through all phases of the ME and OM&S life cycle (i.e., contract award, receipt, acceptance, maintenance, transfer, disposal), in order to strengthen internal controls around ME and OM&S accountability. As the Corps' 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 134.

12.1 - 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 Government Bill of Lading (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: SF26s: Award Contract

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES		
2. CONTRACT (Proc. Inst. Ident.) NO. A1.		3. EFFECTIVE DATE E1.		4. REQUISITION/PURCHASE REQUEST/PROJECT NO. C1.			
5. ISSUED BY CODE		6. ADMINISTERED BY (If other than Item 5) CODE					
D1.							
7. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) E1.				8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER (See below)			
				9. DISCOUNT FOR PROMPT PAYMENT			
CODE		FACILITY CODE		10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN			
11. SHIP TO/MARK FOR CODE		12. PAYMENT WILL BE MADE BY CODE					
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 3304(a)()		14. ACCOUNTING AND APPROPRIATION DATA F1.					
15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT		
G1.	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			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
	H	SPECIAL CONTRACT REQUIREMENTS					
<small>CONTRACTING OFFICER WILL COMPLETE ITEM 17 (SEALED-BID OR NEGOTIATED PROCUREMENT) OR 18 (SEALED-BID PROCUREMENT) AS APPLICABLE</small>							
17. <input type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> SEALED-BID AWARD (Contractor is not required to sign this document.) Your bid on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the terms listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your bid, and (b) this award/contract. No further contractual document is necessary. (Block 18 should be checked only when awarding a sealed-bid contract.)			
19A. NAME AND TITLE OF SIGNER (Type or Print) H1.				20A. NAME OF CONTRACTING OFFICER I1.			
19B. NAME OF CONTRACTOR H1.		19C. DATE SIGNED H1.		20B. UNITED STATES OF AMERICA I1.		20C. DATE SIGNED I1.	
BY _____ <small>(Signature of person authorized to sign)</small>				BY _____ <small>(Signature of Contracting Officer)</small>			
AUTHORIZED FOR LOCAL REPRODUCTION Previous edition is NOT usable				STANDARD FORM 26 (REV. 3/2013) Prescribed by GSA - FAR (48 CFR) 53.214(a)			

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

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

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

2. KSD: Contracting Officer 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 Officer's immediate supervisor?				
D2. Are the appropriate fields marked on the Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request to identify the type of designation requested?				
E2. Is the Contracting Officer's 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.	
<p><i>PRIVACY ACT STATEMENT: Title 10 USC 8013; Title 10 USC, Subtitle A, Chapter 87; FAR 1.602.</i> <i>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.</i> <i>ROUTINE USES: None.</i> <i>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.</i></p>						
TO (APPOINTING AUTHORITY) B2.			FROM (CANDIDATE'S IMMEDIATE SUPERVISOR) C1.			
TYPE DESIGNATION REQUESTED						
<input type="checkbox"/> D2. UNLIMITED		<input type="checkbox"/> D2. LIMITED (Specify all limitations in Justification for Warrant block on page 2)		CHECK ALL THAT APPLY: <input type="checkbox"/> New appointment; <input type="checkbox"/> Warrant Reinstatement; D2. <input type="checkbox"/> Warrant Eligibility Transfer; <input type="checkbox"/> Warrant Termination; <input type="checkbox"/> Procuring Contracting Officer (PCO); <input type="checkbox"/> Termination Contracting Officer (TCO); <input type="checkbox"/> Administrative Contracting Officer (ACO)		
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? <input type="checkbox"/> YES <input type="checkbox"/> NO (Specify exception)		IF YES, YEAR OF GRADUATION	COMPLETED AT LEAST 24 SEMESTER HOURS IN BUSINESS? <input type="checkbox"/> YES <input type="checkbox"/> NO (Not applicable if warrant for less than Simplified Acquisition Threshold)
NAME OF SCHOOL		SUBJECT MAJORED IN	DEGREE EARNED, IF ANY
DATE	TYPED NAME OF CANDIDATE	SIGNATURE OF CANDIDATE	
E2.	E2.	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	TYPED NAME, RANK, TITLE OF REQUESTING OFFICIAL (e.g., CANDIDATE'S SPONSOR, IMMEDIATE SUPERVISOR)	SIGNATURE OF REQUESTING OFFICIAL	
F2.	F2.	F2.	
DATE	TYPED NAME, RANK, TITLE OF REVIEWING OFFICIAL (DESIGNATED FOCAL POINT)	SIGNATURE OF REVIEWING OFFICIAL	
F2.	F2.	F2.	
DATE	TYPED NAME, RANK, TITLE OF ADDITIONAL REVIEWING/ENDORISING OFFICIAL (IF USED BY MAJCOM/DRU)	SIGNATURE OF REVIEWING/ENDORISING OFFICIAL	
F2.	F2.	F2.	
DATE CANDIDATE PASSED CO WARRANT TEST		DATE OF WARRANT BOARD (if applicable)	
F2.		F2.	
<input type="checkbox"/> APPROVED FOR APPOINTMENT Remarks, if any:		<input type="checkbox"/> DISAPPROVED Remarks:	
DATE	TYPED NAME, RANK, TITLE OF APPOINTING OFFICIAL	SIGNATURE OF APPOINTING OFFICIAL	
F2.	F2.	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
<input type="checkbox"/> APPROVED Remarks, if any: <input type="checkbox"/> 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
<input type="checkbox"/> APPROVED Remarks, if any: <input type="checkbox"/> 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 135.

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

3. KSD: DD Form 448: Military Interdepartmental Purchase Request (MIPR)	Yes	No	N/A	Comments
A3. Is the date the form is 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 (i.e., requesting agency name, address) recorded on the MIPR DD Form 448?				
D3. Is the "From" field (i.e., 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: _____

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 138.

12.4 - 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" (i.e., USMC name, address) recorded on the GBL SF1103?				
D4. Is the "Origin" (i.e., contractor/vendor name, address) 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 on the GBL SF1103 agree to the contract number 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 date on the GBL SF1103 agree to the date listed on the Contract SF26?				
N4. Is the Freight on Board (FOB) point of contact recorded on the GBL SF1103?				

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

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 INTERNATIONAL AND DOMESTIC OVERSEAS SHIPMENTS						B/L NUMBER A4	
TRANSPORTATION COMPANY TENDERED TO				SCAC	DATE B/L PREPARED B4		
DESTINATION NAME AND ADDRESS C4			SPLC (Dest.)	ORIGIN NAME AND ADDRESS D4			
			SPLC (Orig.)				
CONSIGNEE (Name and full address of installation)			GBLOC (Cons.)	SHIPPER NAME AND ADDRESS			
APPROPRIATION CHARGEABLE			BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP code)			AGENCY LOC CCDE E4	
VIA (Route shipment when advantageous to the Government)							
MARKS AND ANNOTATIONS							
PACKAGES		HM	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)	19. WEIGHTS* (Pounds only)	FOR USE OF BILLING CARRIER ONLY		
NO.	KIND				Services	Rate	Charges
F4	F4		F4				
			CLASSIFICATION ITEM NO.	TOTAL CHARGES			
TARIFF/SPECIAL RATE AUTHORITY				CARRIER WAY/FREIGHT BILL NO. AND DATE G4			
STOP THIS SHIPMENT AT		FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS					
FOR	SEAL NUMBERS		LENGTH/CUBE		MARKED CAPACITY		DATE FURNISHED
			ORDERED	FURNISHED	ORDERED	FURNISHED	
CARRIER'S PICKUP DATE (Year, month, and day) I4		APPLIED BY: H4					
MODE	ESTIMATE	NO. OF CLS/TLS	TYPE RATE	PSC	REASON		
This U.S. Government shipment is subject to terms and conditions of 41 CFR 102-117 and CFR 102-118.				CERTIFICATE OF CARRIER BILLING – CONSIGNEE MUST NOT PAY ANY CHARGES			
				DELIVERED ON (Year, month, and day)			
FOR USE OF ISSUING OFFICE							
ISSUING OFFICE (Name and complete address) K4			GBLOC	ISSUING OFFICER L4			
			CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY J4			DATED M4	
FOB POINT NAMED IN CONTRACT N4							

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

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STANDARD FORM 1103 (REV. 9/2003)
Prescribed by GSA/FMR 102-118

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 charges at time of delivery.

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

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

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

2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof in the "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

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 154.

12.5 - 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. Are the invoice number and date recorded on the DD Form 250?				
C5. Is the date of shipment recorded on the DD Form 250?				
D5. Does the Bill of Lading number on the DD Form 250 match the Bill of Lading number on the GBL SF1103?				
E5. Is the Tracking Control Number (TCN) recorded on the DD Form 250?				
F5. Are 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. Are the "Shipped From" name and address (if other than Prime Contractor/Vendor) recorded on the DD Form 250?				
I5. Are 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 "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	
<p>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.</p> <p>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.</p>											
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO. A5.				ORDER NO.		6. INVOICE NO. DATE B5.		7. PAGE OF		8. ACCEPTANCE POINT	
2. SHIPMENT NO.		3. DATE SHIPPED C5.		4. P1 D5.		5. DISCOUNT TERMS					
9. PRIME CONTRACTOR F5. CODE P5.				10. ADMINISTERED BY G5. CODE							
11. SHIPPED FROM (If other than 9) CODE H5.				FOB:		12. PAYMENT WILL BE MADE BY CODE					
13. SHIPPED TO CODE I5.				14. MARKED FOR CODE							
15. J5.	16. STOCK/PART NO. K5.	DESCRIPTION L5.			17. QUANTITY M5.	18. N5.	19. O5.	20. P5.			
ITEM NO.	(Indicate number of shipping containers - type of container - container number.)				SHIP/REC'D	UNIT	UNIT PRICE	AMOUNT			
<p>21. CONTRACT QUALITY ASSURANCE</p> <p>a. ORIGIN Q5. <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> <p>b. DESTINATION S5. <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> <p>DATE RECEIVED R5. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE R5.</p> <p>TYPED NAME R5.</p> <p>TITLE R5.</p> <p>MAILING ADDRESS R5.</p> <p>COMMERCIAL TELEPHONE NUMBER: R5.</p>											
<p>22. RECEIVER'S USE</p> <p>Quantities shown in column 17 were received in apparent good condition except as noted. U5.</p> <p>DATE RECEIVED: _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: _____</p> <p>TYPED NAME: U5.</p> <p>TITLE: U5.</p> <p>MAILING ADDRESS: U5.</p> <p>COMMERCIAL TELEPHONE NUMBER: U5.</p> <p><i>* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.</i></p>											
23. CONTRACTOR USE ONLY											

DD FORM 250, AUG 2000

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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 162.

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

6. KSD: DD Form 1348-1A: Issue Release/ Receipt Document	Yes	No	N/A	Comments
A6. Is the Document Identifier recorded on the DD Form 1348?				
B6. Is the Unit of Issue 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), Unit of Issue (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 1348-1A: Issue Release/Receipt Document continued

6. KSD: DD Form 1348-1A: Issue Release/ Receipt Document	Yes	No	N/A	Comments
Q6. If applicable, is the Order Number provided?				
R6. If applicable, is the Contract Line Item Number (CLIN) provided?				
S6. Is the condition code of the item(s) received annotated?				
T6. If applicable, have the serial numbers been added?				

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

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

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100																																																																																																																																												
COI T I Z M D										R I M S F R O M & S										U I T S N I S S										Q U A N T I T Y										S U P P L I E R M E N T A R Y A D D R E S S										F U N D										D I S T R I B U T I O N										P R O J E C T										P R I										R E Q D										D E A L E										A D V										R I										O / P N D										C M G T										U N I T P R I C E										D O L L A R S										C T S										D O L L A R S										C T S										M A R K F O R										T O T A L P R I C E										S H I P F R O M										S H I P T O									
A6.										B6.										C6.										D6.										E6.										F6.										G6.																																																																																																																																																																																			
24. DOCUMENT NUMBER & SUFFIX (30-44)										N6.										25. NATIONAL STOCK NO. & ADD (8-22)										M6.										26. RIC (4-6) UJ (32-24) OJ (28-27) OJ (28-27) DIST (55-58) UJ (74-80)										L6.										27. ADDITIONAL DATA										O6.										P6.										Q6.										R6.																																																																																																																																											
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 CUBE										14. UFC										15. SL																																																																																																																																																																																			
16. FREIGHT CLASSIFICATION NOMENCLATURE																																																																																																																																																																																																																																															
17. ITEM NOMENCLATURE																																																																																																																																																																																																																																															
J6.																																																																																																																																																																																																																																															
18. TYCONT										19. NO. CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																																																																																																																																																																																																																	
22. RECEIVED BY										K6.										23. DATE RECEIVED										K6.																																																																																																																																																																																																																	

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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 166.

12.7 - 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 does it 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 #, Federal Stock Number/NSN, Description, and Coding of Materiel 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 these 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

DMB No. 0704-0246
DMB 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 THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

<p>1. FROM: (Include ZIP Code) President, Marine Corps University 2076 South Street Quantico, VA 22134-5067</p> <p>2. TO: (Include ZIP Code) Head, Regional Contracting Office, Northeast (RCO-NE) 2010 Henderson Road, Suite 206 Quantico, VA 22134</p> <p>3. SHIP TO - MARK FOR: Marine Corps University ATTN: Lejeune Leadership Institute 2076 South Street, Room 032 Quantico, VA 22134-5067</p> <p>4. APPROPRIATIONS DATA LOA: FIP:</p>	<p>5. REQUISITION DATE</p> <p>6. REQUISITION NUMBER</p> <p>7. DATE MATERIAL REQUIRED (YYYYMMDD)</p> <p>8. PRIORITY</p> <p>9. AUTHORITY OR PURPOSE Deputy Director, Lejeune Leadership Institute</p> <p>10. SIGNATURE</p> <p>11a. VOUCHER NUMBER & DATE (YYYYMMDD)</p> <p>12. DATE SHIPPED (YYYYMMDD)</p> <p>13. MODE OF SHIPMENT</p> <p>14. BILL OF LADING NUMBER</p> <p>15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.</p>
---	---

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 CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								0.00
								0.00
								0.00
								0.00
								0.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO				17. SPECIAL HANDLING					
18. ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL
CHECKED BY						EXCEPT AS NOTED			0.00
PACKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED			GRAND TOTAL
						POSTED			20. RECEIVER'S VOUCHER NO.
			TOTAL						

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.

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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 170.

12.8 - 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 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

DOD PROPERTY IN THE CUSTODY OF CONTRACTORS (DFARS 245.505-14) <i>(See Instructions on back before completing this form.)</i>		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 <i>(Enter name and address of property administrator)</i>		2. FROM <i>(Enter full name, address and CAGE code of contractor)</i>				
B8.		B8.				
3. IF GOVERNMENT-OWNED, CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT						
4. CONTRACT NO. <i>(PIN)</i>	5. CONTRACT PURPOSE	6. BUSINESS TYPE <i>(Enter L, S, or N)</i>	7. OFFICIAL NAME OF PARENT COMPANY			
C8.	D8.		E8.			
8. PROPERTY LOCATION(S)		9. PLANT EQUIPMENT PACKAGE <i>(PEP No. and use)</i>				
F8.						
a. PROPERTY <i>(Type or Account)</i>	b. BALANCE START OF PERIOD		c. ADDITIONS <i>(in dollars)</i>	d. DELETIONS <i>(in dollars)</i>	e. BALANCE END OF PERIOD	
	(1) ACQUISITION COST <i>(in dollars)</i>	(2) QUANTITY <i>(in units or acres)</i>			(1) ACQUISITION COST <i>(in dollars)</i>	(2) QUANTITY <i>(in units or acres)</i>
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 <i>(Government Title Only)</i>						
16. MILITARY PROPERTY <i>(Agency-Peculiar)</i>						
17. GOVERNMENT MATERIAL <i>(Government-Furnished)</i>						
18. GOVERNMENT MATERIAL <i>(Contractor-Acquired)</i>						
19. CONTRACTOR REPRESENTATIVE						
a. TYPED NAME <i>(Last, First, Middle Initial)</i>		b. SIGNATURE		c. DATE SIGNED <i>(YYYYMMDD)</i>		
I8.		I8.		I8.		
20. DOD PROPERTY REPRESENTATIVE						
a. TYPED NAME <i>(Last, First, Middle Initial)</i>		c. SIGNATURE		d. DATE SIGNED <i>(YYYYMMDD)</i>		
J8.		J8.		J8.		
b. TELEPHONE NUMBERS <i>(Commercial and DSN)</i>						
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.

12.9 - Mechanized Allowance List (MAL)

9. KSD: Mechanized Allowance List (MAL)	Yes	No	N/A	Comments
A9. Is the TAMCN and item description of all T/E assets recorded on the MAL?				
B9. Is the proper Activity Address Code (AAC) recorded on the MAL?				
C9. Is the Unit Identifier Code (UIC) recorded on the MAL, and does it match the organization's UIC?				
D9. Does the NIN (NIIN) for each TAMCN item recorded on MAL agree with the NSN (NIIN) recorded on the supporting documents?				
E9. Is the Unit Table of Equipment Requirement (T/E RQMT) for all TAMCN items recorded on the MAL?				
F9. Are all current CMD adjustments recorded on the MAL and supported by KSDs?				
G9. Does the "Total RQMT" quantity agree with the "T/E RQMT" quantity plus/ minus adjustments?				
H9. Does the "Over (+)/Short (-)" field correctly represent the status of each TAMCN item recorded on the MAL?				

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Mechanized Allowance List (MAL)

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

A9 . TAMCN - Item Description	B9 . AAC	C9 . UIC	D9 . NSN	EOI	CIC	RQMT	E9 .	F9 .	G9 .	G9 .	Due On Hand	Over (+) Short (-)
							Unit T/E	SP Allow	CMD Adjust	Total RQMT		
D01987K - TRUCK, DFCS, CARGO, 7 TON, W/O WINCH	M1	UIC-M1	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-M1	2320015987736	EA		6	0	0	6	0	C	-6
		UIC-M1	2320015987736	EA		2	0	0	2	0	C	-2
		UIC-M1	2320015987736	EA		40	0	0	40	0	C	-40
		UIC-M1	2320015987736	EA		2	0	0	2	0	C	-2
		UIC-M1	2320015987736	EA		40	0	0	40	0	C	-40
		UIC-M1	2320015987736	EA		1	0	0	1	0	C	-1
		Total AAC M1				91	0	0	91	0	99	8
		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 171.

12.10 - Consolidated Memorandum of Receipt (CMR)

10. KSD: Consolidated Memorandum of Receipt (CMR)	Yes	No	N/A	Comments
A10. Is the date on the CMR recorded?				
B10. Is the AAC recorded on the CMR and does it agree with unit's AAC?				
C10. Does the CMR clearly indicate the Transportation Account Code (TAC)-2 location?				
D10. Does the CMR clearly identify AO, RO and the Subordinate Unit Code?				
E10. Is the TAMCN clearly identified on the CMR?				
F10. Does Total On-Hand (TAMCN) on the CMR agree with the Total On-Hand recorded on the CMR for this location?				
G10. Does the Total Price (TAMCN) on the CMR agree with the Extended Price on the CMR?				
H10. Does the CMR NSN & nomenclature agree with the item's NSN & nomenclature?				
I10. Does the NSN Total On-hand agree with the NSN On-hand at the location?				
J10. Does the CMR clearly represent the item's unit price and the NSN's total price?				
K10. Do the serial numbers found at this location agree to the item serial numbers on the CMR?				
L10. Is the total on-hand at this location and the extended price correct?				
M10. Is the CMR initialed by the RO on each page (in the bottom right hand corner)?				
N10. Is the CMR signed by the 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 A10



GCSS-MC
For Official Use Only

C10 AAC: B10
 TAC-2 Location:

D10 Accountable Officer:
D10 Subordinate Unit Code:

E10 TAMCN: F10 Total On-Hand: G10 Total Price:

JP 901 2100

Responsible Officer:

	Total On-Hand:	Total Price:	
H10 NSN:	Nomenclature: NSN Total On-Hand: 36	UI: EA SAC: 1 CIC: Unit Price: NSN Total Price:	J10
Serial Numbers Found at:	P1-UNIT TOECR Change Required		
K10 L10	Total On-Hand at this Location:	L10 Extended Price:	
NSN:	Nomenclature: NSN Total On-Hand: 1	UI: EA SAC: 1 CIC: Unit Price: NSN Total Price:	
Serial Numbers Found at:	P1-UNIT 36070 TOECR Change Required		
	Total On-Hand at this Location:	Extended Price:	
TAMCN:	Total On-Hand:	Total Price:	
NSN:	Nomenclature: NSN Total On-Hand:	UI: EA SAC: 3 CIC: A Unit Price: NSN Total Price:	
Serial Numbers Found at:	P1-UNIT 001 TOECR Change Required		
	Total On-Hand at this Location:	Extended Price:	
TAMCN:	Total On-Hand:	Total Price:	

1 of 5 Last page has space for final signature. N10

M10 *YD 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.

12.11 - Physical Inventory Count Report/Sheet (MARCORLOGCOM)

11. KSD: Physical Inventory Count Report/Sheet (MARCORLOGCOM)	Yes	No	N/A	Comments
A11. Does the "Inventory Count Sheet Originator" field agree with the item's Originator?				
B11. Does the DOC Identifier agree with the item's Identifier Code?				
C11. Is the date recorded on the physical inventory count sheet?				
D11. Do the NSN and nomenclature agree with the item's NSN and Nomenclature?				
E11. Does the owner code reflect the correct owner?				
F11. Does the condition code reflect the correct condition of the item?				
G11. Is the location of the item in the place the item is located?				
H11. Does the Inventory Count Sheet QTY agree with actual On-Hand inventory?				
I11. Does the Inventory Count Sheet Lot # agree with the item's actual Lot Number (Lot No)?				
J11. Does the Freeze Code on the Inventory Count Sheet agree with the Freeze Code on the Inventory Count Report?				
K11. Is the "Inventory Count Report Suspense-Control-Number" field recorded and does it agree with the item Inventory-Control-Number?				
L11. Is the Inventory Count Report Cutoff Date (CUTOFF-DT) and Report Date (REPORT-DT) information recorded?				
M11. Does the "Inventory Count Report & Sheet NSN" field agree to the item's NSN?				
N11. Does the "Inventory Count Report & Sheet Nomenclature" field agree to the item's nomenclatures?				
O11. Do the OTC, SEC and Type Inventory Code (TIC) amounts properly reflect the item's OTC, SEC and TIC?				

Physical Inventory Count Report/Sheet (MARCORLOGCOM) continued

11. KSD: Physical Inventory Count Report/Sheet (MARCORLOGCOM)	Yes	No	N/A	Comments
P11. Do the Inventory Count Report/Sheet OC and Owner Code agree with the item's OC and Owner Code?				
Q11. Does the "Inventory Count Report/Sheet Location" field agree with the item's location field?				
R11. Does the Inventory Count Report/Sheet CC agree with the item's CC?				
S11. 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

A11	ORIGINATOR YKA	DOC IDENT XAA	B11	REFERENCE INDIC E136112	DATE 05/15/12															
C11	NSN 98 01 440 13	C11	NOMENCLATURE	RITQ 0000000	UI EA	STK LEV 0000001	FREQ 00017	GROSS QTY 0000034	ISS 9	SECU RITY 0	SHLF LIFE 0	OTC	NO REC	PHY CAT	DEMIL CODE D	D11	D11	NMFC 061700J	UFC 34580W	MOD
WT	CU	CARGO CODE	AIR COM	WATER COMM	AIR DIM	REA	SL3-PLF	COM MAN	ECH	BIN ROP	BIN LEVEL	ORIG	COMP CODE	SPC REQ	SAC	NO	TRLR	STANDARD UNIT PRICE		
0000000	0000000		HZ	65829	A			4	2	00000	00000				2	002				
OWNER CODE	COND CODE	LOCATION	INV SEG	H11	QTY	I11	LOT NO	INSP DATE	FREQ CODE	TYPE PACK	DISCRETE PRICE	TYPE ENVIRON	SIZE LOC1	SIZE LOC2	REMARKS					
E11	F11	G11																		
4	F	M131	Y1		0000008		2136													
4	F	M132	Y1		0000001		2136	505	F											

Example Only

page 2

K11	PHYSICAL INVENTORY COUNT REPORT		PAGE	8
SUSPENSE-CONTROL-NUMBER	CUTOFF-DT	L11	REPORT-DT	L11
213600074	136		2136	
NATIONAL-STOCK-NUMBER	UI	NOMENCLATURE	OTC	SEC
98-01-440-13	EA		9	E
OC	LOCATION	R11	TPC	LOT-CONTR-NR
P11	Q11	S11	S11	S11
4	M1316	F		
	COUNT-QTY	COUNT-DT	ORIG	ECC
S11	FIRST COUNT:	8	2137	224
S11	SECOND COUNT:			
S11	THIRD COUNT:			

Example Only

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

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

12.12 - Responsible Officer (RO) Appointment Letter

12. KSD: Responsible Officer (RO) Appointment Letter	Yes	No	N/A	Comments
A12. Does the Appointment Letter identify the USMC unit/activity?				
B12. Is the date recorded on the Appointment Letter?				
C12. Does the "From" field identify the AO/CO for the unit/activity?				
D12. Does the "To" field identify the RO for the unit/activity?				
E12. Does the "Subject" field clearly state the appointment/assignment of the RO and the unit/activity?				
F12. Does the Appointment Letter clearly identify the RO's duties and responsibilities?				
G12. Is the AO's/CO's signature recorded on the Appointment Letter?				
H12. If the RO will act as the final requisition authority, does the appointment letter include a DD Form 577 as an enclosure?				

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Responsible Officer (RO) Appointment Letter

page 1

A12. [Unit Letterhead]4400
(Code)
B12 (Date)

C12. From: Commanding Officer
D12. To: (Rank First Name MI. Last Name)
E12. Subj: APPOINTMENT AS RESPONSIBLE OFFICER

Ref: (a) DoD 7000.14-R
 (b) MCO 4400.150

H12. Encl: (1) DD Form 577
 (2) Consolidated Memorandum Receipt

A DD Form 577 is only necessary if the RO will act as the final requisition authority in the performance of his or her duties.

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

F12. 2. You will receive allocated funds in the Standard Accounting Budgeting and Reporting System (SABRS) under Work Center Identification (WCI): *(enter applicable WCI)*, Budget Execution Activity (BEA): *(enter applicable BEA(s))*, Budget Execution Sub-Activity (BESA): *(enter applicable BESA(s))* as a resource to accomplish and execute your mission.

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

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

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

b. Serve as a Departmental Accountable Official (DAO), providing information, data, or services to certifying officers upon which the latter rely to certify vouchers for payment. This includes serving as your commodity representative for coordinating with the supply officer for the proper execution of allocated financial resources (i.e., requisitioning process).

c. Receipt for all equipment on-hand, ensuring the CMR identifies equipment by Marine Corps or manufacturer's serial number, when applicable, and ensure parent-child relationships are maintained within the Installed Base.

Example: Responsible Officer (RO) Appointment Letter

page 2

d. Maintain assigned equipment in a ready-for-use and serviceable condition in accordance with the applicable equipment's supporting technical manuals and Stock List publications.

e. Enforce a clear chain of custody for all equipment and always sub-custody equipment to others before allowing it to leave your area of responsibility. Any temporary loans outside of the command must be authorized by S-3, coordinated by S-4 and executed via Supply.

f. Report all changes of the accounting records to the Supply as they occur.

g. Report all discrepancies to the supply officer in writing that exist between the CMR and what is actually on hand, and fully state the circumstances of each discrepancy.

h. Request necessary investigative action in writing, for CMR discrepancies resulting from a known loss, damage, or destruction of government property, to me via the Supply Officer in accordance with the references.

i. Conduct inventories of all assigned equipment and reconcile the account with the Supply Officer on a quarterly basis.

j. Delegate in writing, via a NAVMC 11869, the individuals who will perform the following duties:

- (1) Receipt for Equipment, Supplies and/or Service
- (2) Submit/Sign Purchase Request
- (3) Turn-in excess or damaged government property

k. You may and are encouraged to appoint Responsible Individuals (RI) to assist in your property accountability responsibilities. RIs are subcustody holders of accountable supplies, originally signed for by you. They are appointed by you in writing and will sign for all supplies within their possession. Delegation of accounting responsibilities to a RI does not relieve the RO of accountability.

5. Prior to being relieved as the RO, you must request a change of RO from the Supply Officer and conduct a joint inventory no less than 30 calendar days prior to your date of relief. The account must be transferred prior to your transfer from the command. Additionally, if you anticipate being separated from your property in excess of 60 calendar days, a new RO will be appointed and a joint inventory conducted.

G12.

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

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

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

12.13 - Responsible Officer (RO) Appointment Acceptance Letter

13. KSD: Responsible Officer (RO) Appointment Acceptance Letter	Yes	No	N/A	Comments
A13. Does the Appointment Acceptance Letter identify the USMC unit/activity?				
B13. Is the date recorded on the Appointment Acceptance Letter?				
C13. Does the "From" field identify the RO for the unit/activity?				
D13. Does the "To" field identify the AO/CO 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 Acceptance Letter clearly identify that the RO accepts his duties and responsibilities?				
G13. 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

(A13) [Insert Unit Letterhead]

4400
(Code)

(B13) (Date)

FIRST ENDORSEMENT on CO ltr 4400 Sup dated (date)

(C13) From: (Rank First Name MI. Last Name)

(D13) To: Commanding Officer

(E13) Subj: APPOINTMENT AS RESPONSIBLE OFFICER, ACCOUNT (account number)

Ref: (a) DoD 7000.14-R
(b) MCO 4400.150

Encl: (a) Relieved Supply officer Certificate of Relief
(b) Accepting Supply Officer Certificate of Acceptance

(F13) 1. I have read and familiarized myself with the duties and responsibilities as a Responsible Officer as outlined in the reference and the appointment order. I accept these duties and responsibilities as the Responsible Officer for this account.

(G13)

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

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

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

12.14 - Supply Officer (SupO) Appointment Letter **

14. KSD: Supply Officer (SupO) Appointment Letter **	Yes	No	N/A	Comments
A14. Does the Appointment Letter identify the USMC unit/activity?				
B14. Is the date recorded on the Appointment Letter?				
C14. Does the "From" field identify the AO/CO for the unit/activity?				
D14. Does the "To" field identify the SupO for the unit/activity?				
E14. Does the "Subject" field clearly state the appointment/assignment of the SupO/Fiscal Officer (FO) and the unit/activity?				
F14. Does the Appointment Letter clearly identify the SupO's duties and responsibilities? (May differ from the example on next page if the duties are different.)				
G14. Is the AO's/CO's signature recorded on the Appointment Letter?				

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

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

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

Example: Supply Officer (SupO) Appointment Letter **

page 1

A14. [Insert Unit Letterhead]4400
(Code)
B14. (Date)**C14.** From: Commanding Officer
D14. To: (Rank First Name MI. Last Name)**E14.** Subj: APPOINTMENT AS SUPPLY OFFICERRef: (a) DoD 7000.14-R
(b) NAVSUP 4200.99
(c) DON EBUSOPSOFFINST 4200.1A
(d) MCO 4400.150
(e) Local GCPC guidance

Encl: (1) DD Form 577

- F14.** 1. Per the references, you are appointed as the unit Supply Officer for *(add unit name)*, Department of Defense Activity Code (DoDAAC)/Unit Identification Code (UIC): *(add DoDAAC(s))/(add UIC(s))*. You are a special staff officer and are directed to comply with the references and other applicable directions in the performance of your duties and responsibilities.
2. Prior to your acceptance of this account, but no later than *(enter date)*, you must complete an inventory of all property and equipment belonging to your DoDAAC/UIC and report the findings to me with recommendations for any actions that need to be taken to accurately record the inventory results. *(NOTE-this will be as an endorsement to the outgoing Supply Officer Certificate of Relief)*.
3. You are responsible for the property accounting functions for the command and are responsible for ensuring the accounting systems and records are accurate and updated at all times. In addition to properly receiving, accepting, and accounting for all government property received by the command, you will ensure the proper allowance item management principles are applied.
4. Serve as the unit Fiscal/Budget & Accounting Officer for DODAAC/UIC *(add DoDAAC(s)/add UIC(s))*. You are responsible for the management of the command's financial resources allocated in the Standard Accounting Budgeting and Reporting System (SABRS) under Work Center Identification (WCI): *(enter applicable WCI)*, Budget Execution Activity (BEA): *(enter applicable BEA(s))*, Budget Execution Sub-Activity (BESA): *(enter applicable BESA(s))*.
5. Serve as the unit Supply Resource Manager for DODAAC/UIC *(add DoDAAC(s)/add UIC(s))*. You will receive allocated funds in SABRS under WCI: *(enter applicable WCI)*, BEA: *(enter applicable BEA(s))*, BESA: *(enter applicable BESA(s))* as a resource to accomplish and execute your mission.
6. Serve as a Certifying Officer for DODAAC/UIC *(add DoDAAC(s)/add UIC(s))*. You will promptly certifying vouchers for payment in SABRS under WCI: *(enter applicable WCI)*, BEA: *(enter applicable BEA(s))*, BESA: *(enter applicable BESA(s))*.
7. Serve as the GCPC Approving Official for DODAAC/UIC *(add DoDAAC(s)/add UIC(s))*. Funding will be allocated to you for execution in the Standard

Example: Supply Officer (SupO) Appointment Letter **

page 2

Accounting Budgeting and Reporting System (SABRS) from WCI: *(enter applicable WCI)*, BEA: *(enter applicable BEA(s))*, BESA: *(enter applicable BESA(s))*.

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

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

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

G14.

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

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

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

12.15 - Supply Officer (SupO) Appointment Acceptance Letter

15. KSD: Supply Officer (SupO) Appointment Acceptance Letter	Yes	No	N/A	Comments
A15. Does the Appointment Acceptance Letter identify the USMC unit/activity?				
B15. Is the date recorded on the Appointment Acceptance Letter?				
C15. Does the "From" field identify the SupO for the unit/activity?				
D15. Does the "To" field identify the AO/CO for the unit/activity?				
E15. Does the "Subject" field clearly state the appointment/assignment of the SupO and the unit/activity?				
F15. Does the Appointment Acceptance Letter clearly identify that the SupO accepts his duties and responsibilities and has performed a review of the supply account?				
G15. Is the SupO's signature recorded on Appointment Acceptance Letter?				

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

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

Example: Supply Officer (SupO) Appointment Acceptance Letter

(A15.) [Insert Unit Letterhead]

4400
(Code)
(Date)

(B15.)

FIRST ENDORSEMENT on CO ltr 4400 Sup dated (date)

(C15.) From: (Rank First Name MI. Last Name)

(D15.) To: Commanding Officer

(E15.) Subj: APPOINTMENT AS SUPPLY, ACCOUNT (account number)

Ref: (a) DoD 7000.14-R
(b) MCO 4400.150

Encl: (a) Relieved Supply officer Certificate of Relief
(b) Accepting Supply Officer Certificate of Acceptance

(F15.) 1. I have read and familiarized myself with the duties and responsibilities as a Supply Officer as outlined in the reference and the appointment order. I have reviewed this account and submit my results in encl (b). I accept these duties and responsibilities as the Responsible Officer for this account.

(G15.)

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

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

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary. For detailed instructions, see page 175.

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

16. KSD: DD Form 577 Appointment/ Termination Record-Authorized Signature	Yes	No	N/A	Comments
A16. Does the Appointment/Termination Record identify the Appointing Authority's printed name?				
B16. Does the Appointment/Termination Record identify the Appointing Authority's title?				
C16. Does the Appointment/Termination Record identify the Appointing Authority's DoD component/organization?				
D16. Is the date recorded on the Appointment/Termination Record?				
E16. Is the Appointing Authority's signature recorded on the Appointment/Termination Record?				
F16. Does the Appointment/Termination Record identify the Appointee's printed name?				
G16. Does the Appointment/Termination Record identify the Appointee's DoD ID number?				
H16. Does the Appointment/Termination Record identify the Appointee's title?				
I16. Does the Appointment/Termination Record identify the Appointee's DoD component/organization?				
J16. Does the Appointment/Termination Record identify the Appointee's address?				
K16. Does the Appointment/Termination Record identify the appointment effective date?				
L16. Does the Appointment/Termination Record identify the type of position?				
M16. Does the Appointment/Termination Record identify the Appointee's responsibilities?				
N16. Does the Appointment/Termination Record identify the regulations the Appointee should abide to?				

DD Form 577 Appointment/ Termination Record-Authorized Signature continued

16. KSD: DD Form 577 Appointment/ Termination Record-Authorized Signature	Yes	No	N/A	Comments
O16. Did the Appointee print their name and sign the Appointment Acknowledge section?				
P16. If applicable, was the date recorded upon termination of the appointment?				
Q16. If applicable, did the Appointee record his initials on the Appointment/Termination Record upon termination of the appointment?				
R16. If applicable, did the Appointing Authority print their name on the Appointment/Termination Record upon termination of the appointment?				
S16. If applicable, did the Appointing Authority record their title on the Appointment/Termination Record upon termination of the appointment?				
T16. If applicable, did the Appointing Authority record their signature on the Appointment/Termination Record upon 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 <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpcl.o.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpcl.o.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx. DISCLOSURE Voluntary; however, failure to provide the requested information may preclude appointments.</p>		
SECTION I - APPOINTEE		
1. NAME <i>(First, Middle Initial, Last and Rank or Grade)</i> F16	2. DoD ID NUMBER G16	3. TITLE H16
4. DOD COMPONENT/ORGANIZATION I16	5. ADDRESS <i>(Include ZIP Code, email address, and telephone number with area code and DSN)</i> J16	
6. POSITION TO WHICH APPOINTED <i>(X appropriate box - one only. Checking more than one invalidates the appointment.)</i> <input type="checkbox"/> DISBURSING OFFICER: DSSN _____ <input type="checkbox"/> CASHIER <input type="checkbox"/> CHANGE FUND CUSTODIAN <input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____ <input type="checkbox"/> PAYING AGENT <input type="checkbox"/> IMPREST FUND CASHIER L16 <input type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> COLLECTIONS AGENT <input type="checkbox"/> SAFEKEEPING CUSTODIAN <input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL <input type="checkbox"/> DISBURSING AGENT <input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN		
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: M16		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: N16		
SECTION II - APPOINTING AUTHORITY		
9. NAME <i>(First, Middle Initial, Last)</i> A16	10. TITLE B16	11. DOD COMPONENT/ORGANIZATION C16
12. DATE <i>(YYYYMMDD)</i> D16	13. SIGNATURE E16	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME <i>(First, Middle Initial, Last)</i> O16	15. DATE <i>(YYYYMMDD) (Not earlier than date in Item 12 or 13)</i> K16	
16.a. DIGITAL SIGNATURE O16	16.b. MANUAL SIGNATURE O16	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.	17. DATE <i>(YYYYMMDD)</i> P16	18. APPOINTEE INITIALS Q16
19. NAME OF APPOINTING AUTHORITY R16	20. TITLE S16	21. APPOINTING AUTHORITY SIGNATURE T16

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

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

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

12.17 - Annual Physical Inventory Results Certification

17. KSD: Annual Physical Inventory Results Certification	Yes	No	N/A	Comments
A17. Does the certification have the correct date?				
B17. Does the it provide the dollar value of the account prior to inventory?				
C17. Does the it contain the signature of the supply officer?				
D17. Does the certificate state the total dollar value and percentage (compared to initial account value) of net losses/gains?				
E17. Does it include the total dollar value and percentage (compared to initial account value) of net losses/gains attributed to administrative errors based on causative research?				
F17. Does it list the total dollar value and percentage (compared to initial account value) of net losses/gains resulting from recommended adjustments due to non-conclusive causative research?				
G17. Does it include the total dollar value and percentage change (compared to initial account value) of the account after the inventory?				
H17. If applicable, does it provide the Supply Officer's opinion on the cause of variances for which causative research was non-conclusive?				
I17. Does the certification identify what corrective actions are necessary to eliminate future variances?				

Annual Physical Inventory Results Certification ... continued

Preparer

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

Reviewer

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

Example: Annual Physical Inventory Results Certification

page 1

[Unit Letterhead]

4400
(code)
(Date)

A17

From: Supply Officer
To: Commanding Officer, *(add unit name)*Subj: *(insert inventory type)* WALL TO WALL INVENTORY RESULTS FOR *(insert DoDAAC)*Ref: (a) DFMR 7000.14-R
(b) DoDI 5000.64
(c) MCO 4400.150Encl: (1) Wall-to-Wall Inventory Results
(2) Summary of recommended Wall to Wall inventory adjustments
(3) NAVMC 11867

1. Per the references, a physical inventory of all military equipment and accountable materiel for the command was completed on *(insert date)*. Causative research has been conducted for all inventory variances and recommended actions are addressed in paragraph 2. The detailed results of the annual physical inventory are provided in enclosures (1) with the following summary provided.

- B17** a. Dollar value of the account prior to the inventory: *(total dollar value of the account at beginning of inventory)*
- D17** b. Total dollar value/percentage of net losses: *(total dollar amount of all losses)/(total dollar amount of all losses divided by the dollar value of the account at the beginning of inventory)*
- E17** (1) Total dollar value/percentage of net losses attributed to administrative errors as a result of causative research: *(total dollar of administrative losses)/(total dollar of administrative losses divided by the dollar value of the account at the beginning of inventory)*
- F17** (2) Total dollar value/percentage of net losses attributed to inventory losses resulting from recommended adjustments due to non-conclusive causative research: *(total dollar of inventor losses)/(total dollar of inventory losses divided by the dollar value of the account at the beginning of inventory)*
- D17** c. Total dollar value/percentage of net gains: *(total dollar amount of all gains)/(total dollar amount of all gains divided by the dollar value of the account at the beginning of inventory)*
- E17** (1) Total dollar value/percentage of net gains attributed to administrative errors as a result of causative research: *(total dollar of administrative gains)/(total dollar of administrative gains divided by the dollar value of the account at the beginning of inventory)*
- F17** (2) Total dollar value/percentage of net gains attributed to inventory gains resulting from recommended adjustments due to non-conclusive causative research: *(total dollar of inventor gains)/(total dollar of inventory gains divided by the dollar value of the account at the beginning of inventory)*

Example: Annual Physical Inventory Results Certification

page 1

(G17) d. Dollar value/percentage change of the account after the inventory:
(total dollar value of the account after adjustments)/(total dollar value of the account after adjustments minus the total dollar value of the account at the beginning of inventory divided by total dollar value of the account at the beginning of inventory)

2. Administrative adjustments are used to correct inventory discrepancies when causative research has determined within an acceptable level of certainty the cause of the accounting error. It is used when it is ascertained that the accounting error cannot be corrected by reversing the transaction that caused the error. Inventory adjustments are used to correct inventory discrepancies discovered during wall to wall inventories and causative research has proved non-conclusive. A listing of recommended administrative and inventory adjustments, which are reflected in paragraph 1 above, are provided in enclosure (2). (Adjustments may be listed in body of letter as well.)

(H17) 3. (State opinions, if any, as to the cause of variances for which causative research was non-conclusive.)

(I17) 4. (State any corrective action required or initiated to eliminate future variances.)

5. In accordance with reference (c), enclosure (3) is provided to identify the currently appointed individuals for this consumer level supply activity.

6. A copy of the inventory results and your endorsement will be maintained in the active supply file for 2 years with subsequent retention in the archive supply file for 5 years. In addition, a copy will be forwarded to (insert higher headquarters) for trend analysis.

(C17) (Signature)
(FI. MI. LAST Name of Supply 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.

12.18 - Annual Physical Inventory Results Spreadsheet

18. Annual Physical Inventory Results Spreadsheet	Yes	No	N/A	Comments
A18. Have the AAC and unit roll up UICs been provided ?				
B18. Is the inventory completion date provided?				
C18. Is the dollar value prior to inventory provided?				
D18. Have specific gain/loss items been identified by listing the TAMCN, NSN, Nomenclature and Document Number?				
E18. Has the type of adjustment (gain/loss) been properly identified by the DIC Code?				
F18. Have the reported quantity, quantity per inventory, and discrepancy (gain/loss) been accurately identified?				
G18. Have the unit price and extended price of the individual items gained or lost been provided and 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: A18									
UNIT ROLLUP UIC: B18									
DATE OF INVENTORY COMPLETION: C18									
TOTAL VALUE OF THE ACCOUNT PRIOR TO THE INVENTORY: C18									
INVENTORY GAINS/LOSSES									
D18	D18	D18	D18	E18	ACCT BAL/ RPT OH	INV QTY	DISCREPANT QTY (GAIN)	G18	G18
TAMCN	NSN	NOMENCLATURE	DOCUMENT NUMBER	DIC/ADJ TYPE				UNIT PRICE	EXTENDED PRICE
			example	D8A		20	22	\$5.00	\$10.00
									\$0.00
						F18	F18	F18	\$0.00
									\$0.00
									\$0.00
TOTAL VALUE OF INVENTORY GAINS/LOSSES									\$10.00

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

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

12.19 - Commander's Annual Physical Inventory Certification

19. Commander's Annual Physical Inventory Certification	Yes	No	N/A	Comments
A19. Does certification have the correct date?				
B19. Has the date of inventory completion been identified?				
C19. Does the certification state that all discrepancies have been reviewed and gain and loss transactions have been approved?				
D19. Does the certification state that the commander has reviewed internal controls and directed appropriate corrective actions to be taken?				
E19. Does the certification state that the inventory results and endorsement will be maintained for three years (active) and then seven years (archive)?				
F19. Does the certification contain the signature of the Commander?				

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

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

Example: Commander's Annual Physical Inventory Certification

[Insert Unit Letterhead]

4400
(code)
A19. (Date)

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

From: Commanding Officer
To: Supply Officer

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

- B19. 1. I certify that I have reviewed your wall to wall inventory results which was completed on (date) and concur with your recommendations.
- C19. 2. I have reviewed all inventory discrepancies and have approved all validated gain and loss transactions required to adjust the accountable property records.
3. I direct you to process the transactions required to properly adjust the property records.
- D19. 4. I have reviewed current internal control procedures, and I direct you to take the following corrective actions to strengthen internal control procedures in order to reduce inventory variances in the future (*if applicable*).
 - a. (*Insert corrective action(s)*)
- E19. 5. Upon completion of the approved property transactions identified in paragraph 2, a copy of the inventory results, this endorsement, and all supporting documentation will be maintained in the active supply file for 2 years with subsequent retention in the archive supply file for 5 years. In addition, you will forward a copy of all documentation to (*insert higher headquarters*) for trend analysis.

F19.

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

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

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

12.20 - NAVMC 11869: Notice of Delegation of Authority

20. KSD: NAVMC 11869: Notice of Delegation of Authority	Yes	No	N/A	Comments
A20. Does the notice contain the correct date?				
B20. Has the name of the unit and the installation where the unit is located been identified?				
C20. Has the need to request, receive and turn in supplies been completed as a "yes" or "no" for each authorized representative listed?				
D20. Have signatures and initials been provided for each authorized representative listed?				
E20. Has the appropriate box "Delegates to" or "Withdraws from" been checked and the specific class of supplies been identified?				
F20. Has the UIC and DoDAAC been identified?				
G20. Has the responsible officer been identified along with his rank/grade and telephone number and has the expiration date of card been identified?				
H20. 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 DATE:
 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.

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	
				SIGNATURE

AUTHORIZATIONS BY RESPONSIBLE OFFICER, SUPPLY OFFICER, OR ACCOUNTABLE OFFICER

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

THE AUTHORITY TO: _____

10. REMARKS

I ASSUME FULL RESPONSIBILITY

11. UNIT IDENTIFICATION CODE	12. DODAAC / ACCOUNT NUMBER		
13. LAST NAME, FIRST NAME, MI	14. GRADE	15. PHONE NUMBER	16. EXPIRATION DATE

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.

12.21 - WAWF Receiving/Acceptance Report

21. KSD: WAWF Receiving/Acceptance Report	Yes	No	N/A	Comments
A21. Is the contract number recorded on the report and does it agree to the SF26 contract number?				
B21. Is the Issue Date recorded on the report?				
C21. Are the shipment number and shipment date recorded on the report?				
D21. Is the Freight on Board type (Shipping Point or Destination) recorded on the report?				
E21. Are the dollar amount and total dollar amount recorded on the report?				
F21. Is the prime contractor's information including Cage Code and name recorded on the report?				
G21. Is the "Ship To" information including DoDAAC and name recorded on the report?				
H21. Is the "Administered By" information including Code and name recorded on the report?				
I21. Is the "Payment Official" information including DoDAAC and name recorded on the report?				
J21. Is the Stock Number and Stock Type recorded on the report?				
K21. Is the Quantity Shipped recorded on the report?				
L21. Is the Item Description recorded on the report?				
M21. Is the "Initiator" information including name, phone number and email recorded on the report?				
N21. Are the Initiator Date of Action and type of action recorded on the report?				
O21. Is the "Acceptor" information including name, phone number and email recorded on the report?				
P21. Are the Acceptor Date of Action and type of 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	<input checked="" type="checkbox"/> Supplies <input type="checkbox"/> Services
(A21)		(B21)	

Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point	Estimated Delivery Date		
(C21)	(C21)						
B/L Number	TCN			First Line Haul Mode	Gross Weight	FOB	(D21)

Summary of Detail Level Information	Total	(E21) \$0.00
--	--------------	--------------

Routing Information

(F21) Prime Contractor	Ship To (G21)
-------------------------------	---------------

(H21) Administered By	Payment Official (I21)
------------------------------	------------------------

ACCEPTED IN WAWF
Page 1

Example: WAWF Receiving/Acceptance Report

page 2

RECEIVING REPORT

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

Contract Number	A21	Delivery Order	
Shipment Number	C21	Invoice Number	

Item No	Stock No	Unit Price	Unit of Issue	Qty Shipped	Amount
	J21	D21 \$0.00	EA	K21	D21 \$0.00
	Stock Type	AAA	ACRN	GFE	
L21	Description				

TOTAL: \$0.00 D21

ACCEPTED IN WAWF

Page 2

Example: WAWF Receiving/Acceptance Report

page 3

RECEIVING REPORT

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

Contract Number (A21)	Delivery Order
Shipment Number (A21)	Invoice Number

(M21) **Initiator Information**

(N21) Date of Action:
Action(s): Submitted Web, Stand Alone

Comments:

MarkFor Representative:

MarkFor Secondary:

Attachment(s):

(O21) **Acceptor Information**

(P21) Date of Action:
Action(s): Accepted Processed via EDI

Name:
Title:
Phone #:
DSN:
Email:
Org Email:

Comments:

MarkFor Representative:

MarkFor Secondary:

Attachment(s):

ACCEPTED IN WAWF

Page 3

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

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

12.22 - NAVMC 604/ 604B: Combined Individual Clothing Requisition and Issue Slip

22. NAVMC 604/ 604B: Combined Individual Clothing Requisition and Issue Slip	Yes	No	N/A	Comments
A22. Has the NAVMC 604/ 604B been filled out to accurately reflect the item(s) and person ordering in accordance with MCBul 10120?				
B22. Has the NAVMC 604/ 604B been signed and dated by the orderer's CO? If it is signed by an "acting" CO, is a copy of the delegation of authority letter attached, along with a copy of the DD 577 authorizing the "acting" CO to obligate government funds?				
C22. Has the NAVMC 604/604B been annotated with the Functional Account Number (FAN)?				
D22. Has the Approval Block been completed by the CO to reflect the type of issue/sale (e.g. checkage)?				
E22. Has the NAVMC 604/604B been signed and dated by the appropriate parties (person ordering and witness, when applicable)?				
F22. Has the Supply Officer logged into Wide Area Workflow Miscellaneous Payments (WAWF-MP) as an acceptor to ensure the proper SDN, FY, and Accounting Classification Reference Number (ACRN) are associated to the applicable FAN for each NAVMC 604 form entered on the WAWF-MP Voucher?				
G22. Has the Supply Officer verified that the payment amount in WAWF-MP matches the NAVMC 604 form and the attached sales slip?				
H22. Has the Supply Officer accepted the miscellaneous payment for the NAVMC 604 form in WAWF-MP?				

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

Preparer

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

Reviewer

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

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

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

12.23 - Money Value Gain/Loss (MVGL) Notice

23. KSD: Money Value Gain/Loss (MVGL) Notice	Yes	No	N/A	Comments
A23. Do all gain/loss adjustments listed on the MVGL Notice correspond with pre-approval letters signed by the CO/AO?				
B23. Is the TAMCN and item description for each gain/loss transaction recorded on the MVGL Notice?				
C23. Is the proper AAC/Inventory Organization recorded on the MVGL Notice?				
D23. Do all item serial numbers listed on the MVGL Notice have corresponding supporting documentation?				
E23. Has the MVGL Notice been signed and dated by the CO/AO?				

Preparer

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

Reviewer

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

Example: Money Value Gain/Loss (MVGL) Notice

Global Combat Support System - Marine Corps Money Value Gain/Loss INV. Adjustments Total Price Range: Low Price : '0' High Price : '99999999' 02-APR-2015

Inventory Org.: **C23**
Sub Inventory:01A
SAC:1
Include Rej Items:Yes

Voucher #	Transaction #	Org	Sub Inv	AAC	DIC	TAMCN	NIIN	NIIN Description	Transaction Date	Qty	Unit Price	Total Price	SAC	CEC	CIC	Serial Number	Purp Code	Con Code
-----------	---------------	-----	---------	-----	-----	-------	------	------------------	------------------	-----	------------	-------------	-----	-----	-----	---------------	-----------	----------

A23

B23

D23

Total by Org:
Grand Total:

I have reviewed the documents on this notice and verify that required documents have been properly certified. Signature: _____ Date: _____

E23

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

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

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

24. KSD: Total Life Cycle Management - Operational Support Tool (TLCM-OST) Serial Number Summary	Yes	No	N/A	Comments
A24. Is the DoDACC annotated?				
B24. Is the UIC annotated?				
C24. Is the sub unit code annotated?				
D24. Is the condition code annotated?				
E24. Is the instance usage code annotated?				
F24. Is the service request number annotated?				
G24. Is the status of transaction annotated?				
H24. Is the UIC annotated?				
I24. Is the SR type annotated?				
J24. Is Operational Status annotated?				
K24. Is the asset description annotated?				
L24. Is Days open and date closed annotated?				

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

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

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

TLCM-OST - (UNCLASSIFIED) - Serial Number Summary For PE26231094

Page 1 of 1



Serial# - PE26231094

Serial Number PE26231094
 TAMCN: E00767B
 NIIN: 995933083 UUI: DK0824PE26231PE262310094
 Nomenclature: TANK DOZER BLADE CIIC: U



Identification		Lifecycle		Parts (0 Open)		Total Support Cost							
DoDAAC	UIC	Sub Unit Code	Condition Code	Instance Usage Code	Related NIIN	Related TAMCN	Related Nomenclature	Crane Reportable	Retail	Wholesale	Depot	Crane	
MMV222	M38222	YLOPE	A	OUT_OF_ENTERPRISE				N	Y	N	N	N	
<u>A24</u>	<u>B24</u>	<u>C24</u>	<u>D24</u>	<u>E24</u>									
Service Requests													
Service Request	Status	UIC	SR Type	OP Status	Description			Parts on Order	Days Open	Date Closed			
<u>F24</u> 9675550	Closed	M38222	Maintenance - SL3	Operational-Degraded	<u>K24</u> LOPEZ PERFORM MAINTENANCE IAW SOWTM/SOS			0	<u>L24</u> 25	<u>M24</u> 03-04-2014			
9675608	Closed	M38222	Maintenance - PM	Operational-Degraded	LOPEZ PERFORM MAINTENANCE IAW SOWTM/SOS			0	20	02-27-2014			

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

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

12.25 - Army Teams Vehicle Birth Certificate

25. KSD: Army Teams Vehicle Birth Certificate	Yes	No	N/A	Comments
A25. Is the USMC number annotated?				
B25. Is the Variant annotated?				
C25. Is the GDLS Hull number annotated?				
D25. Is the Hull type annotated?				
E25. Is the original production date annotated?				
F25. Is the original manufacturing age annotated?				
G25. Is the last depot production date annotated?				
H25. Is the last depot production age annotated?				
I25. Is the TAMCN annotated?				
J25. Is the NSN annotated?				
K25. Is the owning unit organization information annotated?				
L25. Is days open and date closed annotated?				
M25. Is the asset location annotated?				
N25. Is the asset condition code annotated?				
O25. Is the asset status annotated?				

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Army Teams Vehicle Birth Certificate

Vehicle Birth Certificate
Page 1 of 1



Session Expires In: 29:54

Close Save

Logged in to TEAMS 

Log out

LAV-EW A2, 569990 - Legacy

Details	Configuration
Usage	History
Notes	
USMC #: 569990 A25	Variant*: LAV-EW A2 B25
GDLS Hull Number*: LAV-786-D88 C25	Hull Type: Legacy D25
Original Production Date: 10/24/1989 E25	Original Manufacturing Age: 25.3 F25
Last Depot Production Date: 10/24/1989 G25	Last Depot Production Age: 25.3 H25
TAMCN: E0133 I25	NSN: 2355-01-598-5731 J25
Owning Unit: 1st Rad Bn K25	ID: 09999A L25
Location: On-Hand M25	Condition Code: A N25
Gun S/N:	Vehicle Status*: Operational O25
Configuration Percentage Complete: 78% (18 modifications installed; 5 modifications available; 0 modifications not applicable)	WIR Date:
Total Hours: 0	WIR Doc #:
Total Kilometers: 1132	Armor Level: (select Armor Level)
Total Rounds: 0	

<https://teams.tacom.army.mil/USMC/FleetMgmt/Vehicle.aspx?cat=USMC&vehicleID=0c1baace-fdf5-433d-957c-e868b1bd733...> 1/28/2015

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

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

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

26. KSD: DD Form 448-2 Acceptance of Military Interdepartmental Purchase Request (MIPR)	Yes	No	N/A	Comments
A26. Is the requiring activity address annotated?				
B26. Is the MIPR number annotated?				
C26. Is the MIPR signature date annotated?				
D26. Is the asset amount listed on the MIPR?				
E26. Is the item number, quantity, estimated price, total estimated price to be provided through reimbursement category I annotated?				
F26. Is the item number, quantity, estimated price, total estimated price to be provided through reimbursement category II annotated?				
G26. Is the accepting activity code address annotated?				
H26. Is the name and title, signature and date annotated?				

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

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

ACCEPTANCE OF MIPR					
1. TO (Requiring Activity Address)(Include ZIP Code) <div style="text-align: center; border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">A26</div>			2. MIPR NUMBER <div style="text-align: center; border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">B26</div>		3. AMENDMENT NO.
			4. DATE (MIPR Signature Date) <div style="text-align: center; border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">C26</div>		5. AMOUNT (As Listed on the MIPR) <div style="text-align: center; border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">D26</div>
6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)					
a. <input type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I) b. <input type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II) c. <input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.					
7. <input type="checkbox"/> MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.					
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. <small>a</small>	QUANTITY <small>b</small>	ESTIMATED PRICE <small>c</small>	ITEM NO. <small>a</small>	QUANTITY <small>b</small>	ESTIMATED PRICE <small>c</small>
<div style="border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">E26</div>	<div style="border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">E26</div>	<div style="border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">E26</div>	<div style="border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">F26</div>	<div style="border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">F26</div>	<div style="border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">F26</div>
d. TOTAL ESTIMATED PRICE		<div style="border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">E26</div>	e. TOTAL ESTIMATED PRICE		<div style="border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">F26</div>
10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS <div style="text-align: center; border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">E26</div>			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS <div style="text-align: center; border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">F26</div>		
12. FUNDS DATA (Check if Applicable)					
a. <input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF \$ _____ ARE REQUIRED (See justification in Block 13) b. <input type="checkbox"/> FUNDS IN THE AMOUNT OF \$ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN					
13. REMARKS					
14. ACCEPTING ACTIVITY (Complete Address) <div style="text-align: center; border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">G26</div>			15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL <div style="text-align: center; border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">H26</div>		
			16. SIGNATURE <div style="text-align: center; border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">H26</div>		17. DATE <div style="text-align: center; border: 1px solid red; border-radius: 50%; width: 30px; margin: 0 auto;">H26</div>

DD FORM 448-2, JUL 71 (EG) PREVIOUS EDITION WILL BE USED UNTIL EXHAUSTED.

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

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

12.27 - TM 11063A–OI Components Inventory List

27. KSD: TM 11063A–OI Components Inventory List	Yes	No	N/A	Comments
A27. Does the inventory list identify the entity?				
B27. Is the TAMCN information available?				
C27. Does the form indicate the source “Extract From”?				
D27. Is the transaction date available?				
E27. Is the serial number annotated?				
F27. Is the item number, reference key, item identification, item model, NSN, U/M, quantity, cage code annotated?				

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: TM 11063A-OI Components Inventory List

Preliminary

TM 11063A-OI

COMPONENTS INVENTORY LIST

*4 records
& water tight case*

D-3. COMPONENTS LIST INVENTORY SHEET

INVENTORY SHEET FOR RREP SS-3 (A27)

TAMCN: A1220VIIGP (B27)

Extract of TM 11063A-OI (C27) Dated MARCH 2009 (D27)

System Serial No. Sys # 38 (E27)

NOTE

This form is designed for monthly inventories, but may be used for all inventory occasions.

ITEM NO.	REF DES FIG/KEY	ITEM IDENTIFICATION	MODEL	NSN	U/M	QTY	DATE				REMARKS	
(F27)	(F27)	(F27)	(F27)	(F27)	(F27)	(F27)						
		SIGINT SUITE - 3 PN (CAGE)		5820-01-524-9479	EA	1						
COLLECTION CASE 1												
1	D-16/2	FOAM INSERT, TOP			EA	1						✓
2	D-13/5	ETHERNET CABLE, CAT 5E, CROSSOVER, 2 METER A3X126-07-BLK-S (68167)			EA	3						✓
3	D-12/13	CABLE, MIL-BATTERY TO CF-19 COMPUTER ST037C102-02-001 (03MT8)			EA	1						✓
4	D-13/12	CABLE, ETHERNET, CAT 5E, 5FT, C5E-4D-BK-05-M (68167)			EA	1						✓
5	D-1	RECEIVER, PORTABLE, XR2000 570400 (61742)		<i>Hand carry</i>	EA	1					<i>s/n 342 107387</i>	
6	D-1/11	CABLE, POWER/GPS 570519 (61742)			EA	1						✓

D-21

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 176.

12.28 - iRAPT Receiving Report

28. KSD: iRAPT Receiving Report	Yes	No	N/A	Comments
A28. Is the contract required type annotated?				
B28. Is the contract number annotated?				
C28. Is the delivery order annotated?				
D28. Is the issue date annotated?				
E28. Is the shipment date annotated?				
F28. Is the item invoice annotated?				
G28. Is the item invoice date annotated?				
H28. Is the total (\$) annotated?				
I28. Is the item number, product service ID , qualifier NSP, quantity shipped, unit of measurement, UofM code, unit price, quantity revied and accepted, total cost (amount), description and line item total (\$) annotated?				
J28. Is the item number, quantity shipped and quantity accepted annotated?				
K28. Is the UII type, enterprise ID, agency code, original part number, warranty information, lot/batch, original manufacture code, original manufacture ID, Special Tooling or Test Equipment Status, UII number, serial number, annotated and acceptance/reject section completed?				
L28. Is the prime contractor cage code, activity name, and address, annotated?				
M28. Is ship from activity name, cage code and address annotated?				
N28. Is the administered by section completed with the following information: DoDAAC, activity name and address?				

iRAPT Receiving Report continued

28. KSD: iRAPT Receiving Report	Yes	No	N/A	Comments
O28. Is the inspected by section completed with the following information: DoDAAC, activity name and address?				
P28. Is the ship to by section completed with the following information: DoDAAC, activity name and address?				
Q28. Is the payment official completed with the following information: DoDAAC, activity name and address?				
R28. Is the issued by completed with the following information: DoDAAC, activity name and address?				
S28. Is the accepted completed with the following information: DoDAAC, activity name and address?				
T28. Is the initiator name, action date, e-mail phone #, DSN and comment section completed?				
U28. Is the inspector name, action date, e-mail phone #, DSN and comment section completed?				
V28. Is the Action by section completed, inspection date annotated and the authorized government representative signature annotated?				

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

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

Example: iRAPT Receiving Report

Pay Official View Only - Receiving Report

[+]Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point
A28	B28	C28		D28		
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service	
	E38			<input type="radio"/>	<input type="radio"/>	
Invoice Number	Invoice Date	Final Invoice				
F28	G28					
Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	Transportation Method/Type	Serial Shipping Container Code
<input type="checkbox"/>						FOB CoC ARP
						S <input type="radio"/> <input type="radio"/> <input type="radio"/>
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type			
Secondary Transportation Tracking Number	Tracking Type	Tracking Description				

Special Package Markings / Special Handling Requirements

Summary of Detail Level Information

H28 Total (\$)

[+]Line Item Information

Item No.	Product/Service ID	Qualifier	NSP	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Qty. Received	Qty. Accepted	Amount (\$)
I28	J28			K28			L28	M28	N28	O28
SDN	ACRN	AAI	GFE	Advice Code	Project Code		Multi-Box Pack Ind.		PR Number	
								N		

Special Package Markings / Special Handling Requirements

Type Designation Method

Type Designation Value

Description

P28

Line Item Total (\$): Q28

[+]UID Information

Item No.	Qty. Shipped	Qty. Accepted
R28	S28	T28
UoI Type	Enterprise ID	Agency Code
U28	V28	W28
Warranty	Lot / Batch	Original Manufacturer Code
		Original Manufacturer ID
		Special Tooling Or Test Equipment Status
	Current Part Number	
	X28	
UoI No.	Serial No.	Accept Reject
Y28	Z28	<input type="radio"/> <input type="radio"/>

[+]Address Information

Prime Contractor				Ship From			
CAGE Code	DUNS	DUNS + 4	Extension	Code	DUNS	DUNS + 4	Extension
Activity Name 1				Activity Name 1			
P28				Q28			

Example: iRAPT Receiving Report

iRAPT - Printer Friendly

Page 2 of 4

Activity Name 3

Address 1
L28

Address 2

Address 3

Address 4

City L28 State L28 Zip L28
Country L28 Military Location Description

Activity Name 3

Address 1
M28

Address 2

Address 3

Address 4

City M28 State M28 Zip M28
Country M28 Military Location Description

Administered By

DoDAAC

Activity Name 1
N28

Activity Name 2

Activity Name 3

Address 1
N28

Address 2

Address 3

Address 4

City N28 State N28 Zip N28
Country N28 Military Location Description

Inspect By

DoDAAC Extension

Activity Name 1
O28

Activity Name 2

Activity Name 3

Address 1
O28

Address 2

Address 3

Address 4

City O28 State O28 Zip O28
Country O28 Military Location Description

Ship To

Code	DUNS	DUNS + 4	Extension
Activity Name 1	P28		
Activity Name 2			
Activity Name 3			
Address 1	P28		
Address 2			
Address 3			
Address 4			
City	P28	P28	P28
Country			

Military Location Description

Payment Official

DoDAAC Extension

Activity Name 1
Q28

Activity Name 2

Activity Name 3

Address 1
Q28

Address 2

Address 3

Address 4

City Q28 State Q28 Zip Q28
Country Q28 Military Location Description

Example: iRAPT Receiving Report

iRAPT - Printer Friendly

Page 3 of 4

Issue By		Accept By	
DoDAAC		DoDAAC	Extension
Activity Name 1		Activity Name 1	
Activity Name 2		Activity Name 2	
Activity Name 3		Activity Name 3	
Address 1		Address 1	
Address 2		Address 2	
Address 3		Address 3	
Address 4		Address 4	
City	State	City	State
	Zip		Zip
Country	Military Location Description	Country	Military Location Description

[Misc Information]

Initiator

Name:	Date of Action:	Phone #:	DSN:
Email:		Title:	Action(s):
Org Email:			[Submitted, Web, Combo]
Attachments:			
Comments:			

Inspector

Name:	Date of Action:	Phone #:	DSN:
Email:		Title:	Action(s):
Org Email:			[Block Accepted, Processed via EDI]
Attachments:			
Comments:			

[Workflow Information]

ACTION BY:

<input checked="" type="checkbox"/> CQA	Inspection Date	Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents
<input checked="" type="checkbox"/> Acceptance		
<input type="checkbox"/> Reject to Initiator		Signature Of Authorized Government Representative

ACTION BY: Payment Official

- Document Reviewed
- Document Processed

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 179.

12.29 - WAWF Invoice

29. KSD: WAWF Invoice	Yes	No	N/A	Comments
A29. Is the contract number type annotated?				
B29. Is the contract number annotated?				
C29. Is the issue date annotated?				
D29. Is the invoice number annotated?				
E29. Is the invoice date annotated?				
F29. Is this the final invoice?				
G29. Is the invoice received date annotated?				
H29. Is the CLIN/SLIN annotated?				
I29. Is the document total (\$) annotated?				
J29. Is the shipment number annotated?				
K29. Is the shipment date annotated?				
L29. Is the final shipment?				
M29. Is the item number, product service ID, qualifier, quantity shipped, unit of measure UofM code, unit cost, quantity accepted, amount, SDN, ACRN, PR number and line item total annotated?				
N29. Is the prime contractor cage code, activity name, and address, annotated?				
O29. Is the administered by section completed with the following information: DoDAAC, activity name and address?				
P29. Is the ship to by section completed with the following information: DoDAAC, activity name and address?				
Q29. Is the payment official completed with the following information: DoDAAC, activity name and address?				

WAWF Invoice continued

29. KSD: WAWF Invoice	Yes	No	N/A	Comments
R29. Is the issued by completed with the following information: DoDAAC, activity name and address?				
S29. Is the accepted completed with the following information: DoDAAC, activity name and address?				
T29. Is the initiator name, action date, e-mail phone #, DSN and comment section completed?				
U29. Is the payment official name, action date, e-mail phone #, DSN, title, action(s), organization e-mail the action date completed?				

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

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

Example: WAWF Invoice

Issue By View Only - Invoice RQ-21A BLACK JACK LRIP 1 BUNO 169175

[-]Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
DoD Contract (FAR)	N0001910C0054			2010/07/29	SPL
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
INV01000	2014/04/15	N	2014/04/15		

Summary of Detail Level Information

	Total (\$)
1 CLIN/SLIN(s)	6,289,104.00
0 Miscellaneous Amount(s)	0.00
Document Total (\$):	6,289,104.00

Shipment Number	Shipment Date	Final Shipment
INS0017	2014/01/03	N

[-]Line Item Information

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)
0201	1510	FT	1	Each	EA	6,289,104.00		6,289,104.00
SDN		ACRN		AAI		PR Number		
1300351535		AV				1300351535		

Description

Land Based LRIP unit. SO-007814. Please see attached pack slips for serial numbers

Line Item Total (\$): 6,289,104.00

[-]Address Information

Prime Contractor			
CAGE Code	DUNS	DUNS + 4	Extension
02FP7	878164086		
Activity Name 1			
INSITU, INC.			
Activity Name 2			
Activity Name 3			
Address 1			
118 E COLUMBIA RIVER WAY			
Address 2			

Administered By
DoDAAC
S4801A
Activity Name 1
DCMA SEATTLE
Activity Name 2
Activity Name 3
Address 1
188 106TH AVE NE
Address 2
SUITE 660

Example: WAWF Invoice

Address 3			Address 3		
Address 4			Address 4		
BINGEN (N29)			BELLEVUE WA 98004-8019 (O29)		
City	State	Zip	City	State	Zip
WA (N29)	986059086 (N29)				
Country			Country		
USA			Military Location Description		
Ship To			Payment Official		
DoDAAC			DoDAAC		
N00019 (P29)			HQ0339 (Q29)		
Activity Name 1			Activity Name 1		
NAVAL AIR SYSTEMS COMMAND (P29)			DFAS - COLUMBUS CENTER (Q29)		
Activity Name 2			Activity Name 2		
Activity Name 3			Activity Name 3		
Address 1			Address 1		
TRANSPORTATION OFFICE (P29)			WEST ENTITLEMENT OPERATIONS (Q29)		
Address 2			Address 2		
47179 VAUGHN RD BLDG 665 (P29)			P O BOX 182381 (Q29)		
Address 3			Address 3		
Address 4			Address 4		
PATUXENT RIVER MD 20670-1547 (P29)			COLUMBUS OH 43218-2381 (Q29)		
City	State	Zip	City	State	Zip
Country			Country		
			Military Location Description		
Issue By			Accept By		
DoDAAC			DoDAAC		
N00019 (R29)			S4801A (S29)		
Activity Name 1			Activity Name 1		
NAVAL AIR SYSTEMS COMMAND (R29)			DCMA SEATTLE (S29)		
Activity Name 2			Activity Name 2		
Activity Name 3			Activity Name 3		

Example: WAWF Invoice

page 3

Address 1			Address 1		
TRANSPORTATION OFFICE (R29)			188 106TH AVE NE (S29)		
Address 2			Address 2		
47179 VAUGHN RD BLDG 665 (R29)			SUITE 660 (S29)		
Address 3			Address 3		
Address 4			Address 4		
PATUXENT RIVER MD 20670-1547 (R29)			BELLEVUE WA 98004-8019 (S29)		
City	State	Zip	City	State	Zip
Country			Country		
Military Location Description			Military Location Description		

[-]Misc Information

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN:
Kari Whitmire (T29)	2014/04/15 0912 MDT / 2014/04/15 0912 MDT (T29)	(509) 493-6499 (T29)	
Email:	Title:	Action(s):	
kari.whitmire@insitu.com (T29)	Manager, CAA (T29)	[Submitted, Web, From Receiving Report, Processed via EDI]	
Org Email:			
kari.whitmire@insitu.com (T29)			
Attachments:			
N0001910C0054DD250INS0012.pdf		View Attachment	
Comments:			

Payment Official

Name:	Date of Action:	Phone #:	DSN:
(U29)	2014/04/16 0028 MDT (U29)	1-800-756-4571 or 216- 522-6998 Option 1 (U29)	
Email:	Title:	Action(s):	
(U29)	(U29)	[Processed via EDI] (U29)	
Org Email:			
cco-wawf-ra-hq0339@dfas.mil (U29)			
Attachments:			
Comments:			

Document was processed by the entitlement system. XACP RECEIVED AT MOCAS DFAS Customer Service
Telephone Number: 1-800-756-4571 or 216-522-6998 Option 1

Example: WAWF Invoice

page 4

Payment Official

Name:	Date of Action:	Phone #:	DSN:
(V29)	2014/04/23 1424 MDT (V29)	(V29)	
Email:	Title:	Action(s):	
(V29)	(V29)	[Paid] (V29)	
Org Email:			
cco-wawf-ra-hq0339@dfas.mil (V29)			
Attachments:			
Comments:			
Paid.			

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

ACTION BY: Payment Official
<input checked="" type="checkbox"/> Document Accepted
<input checked="" type="checkbox"/> Document Processed
<input type="checkbox"/> Document Rejected
<input type="checkbox"/> Document Suspended
<input type="checkbox"/> Document in MyInvoice
<input checked="" type="checkbox"/> Document Paid

Appendix A - List of Acronyms / Abbreviations

List of Acronyms / Abbreviations	
AAC	Activity Address Code
AA&E	Arms, Ammunition, and Explosives
ACRN	Accounting Classification Reference Number
A&E	Ammunition and Explosives
A/I	Accountable Item
AIS	Automated Information System
AO	Accountable Officer
APO	Accountable Property Officer
APSR	Accountable Property System of Record
ASP	Ammunition Supply Point
AVO	Audit and Verification Officer
CAP	Corrective Action Plan
CBL	Carrier Bill of Lading
CG	Commanding General
CLIN	Contract Line Item Number
CMR	Consolidated Memorandum of Receipt
CO	Commanding Officer
CQA	Contract Quality Assurance
COL	Certifying Officer Legislation
COMSEC	Communications Security
COR	Central Office of Record
CMS	Communications Security Material System
CUTOFF-DT	Cutoff Date
DIC	Document Identifier Code
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DPAS	Defense Property Accountability System
DTR	Daily Transaction Report
E&C	Existence and Completeness
EKMS	Electronic Key Management System
FAN	Functional Account Number
FIAR	Financial Improvement and Audit Readiness
FIP	Financial Improvement Plan
FMFIA	Federal Manager's Financial Integrity Act
FO	Fiscal Officer

List of Acronyms / Abbreviations	
FOB	Freight on Board
FSMAO	Field Supply and Maintenance Analysis Office
GBL	Government Bill of Lading
GCPC	Government Commercial Purchase Card
GCSS-MC	Global Combat Support System-Marine Corps
HQMC	Headquarters Marine Corp
IBER	Internal Budget Execution Report
ICART	Internal Controls and Audit Readiness Team
I&L	Installation and Logistics
KSD	Key Supporting Documentation
LE	Local Element
LOA	Letter of Appointment
LOA	Line of Accounting
LOE	Letter of Explanation
Lot No	Lot Number
MAL	Mechanized Allowance List
MARFOR	Marine Forces
ME	Military Equipment
MIC	Managers' Internal Control
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MIRR	Material Inspection and Receiving Report
MLSR	Missing, Lost, Stolen or Recovered
MOA	Memorandum of Appointment
MVGL	Money Value Gain/Loss
NKO	Navy Knowledge Online
NSN	National Stock Number
NSWC	Naval Surface Warfare Center
OIC	Officers in Charge
OM&S	Operating Materials & Supplies
OUSD	Office of the Under Secretary of Defense
OUSD (C	Office of the Under Secretary of Defense Comptroller
POAM	Plan of Action and Milestones
POC	Point of Contact
PPM	Personal Property Manager
PR Builder	Purchase Request Builder
PSS	Physical Security Survey

List of Acronyms / Abbreviations	
QA	Quality Assurance
QTY	Quantity
REPORT-DT	Report Date
RIC	Routing Identifier Code
RIP	Reparable Issue Point
RO	Responsible Officer
SAAR	System Authorization Access Request
SABRS	Standard, Accounting, Budgeting and Reporting System
SDR	Supply Discrepancy Report
SE	Supporting Establishment
SECDEF	Secretary of Defense
SF	Standard Form
SMU	Supply Management Unit
SOA	Statement of Assurance
SOICP	Supply Officer's Internal Control Program
SOP	Standard Operating Procedures
SR	Service Request
SRRB	Service Requirement Review Board
STRATIS	Storage Retrieval Automated Tracking Integrated System
SupO	Supply Officer
T/A	Training Allowances
TAC	Transportation Account Code
TAMCN	Table of Authorize Materiel Control Number
TAR	Tri-Annual Review
TCN	Tracking Control Number
T/E RQMT	Table of Equipment Requirement
TIC	Type Inventory Code
TLCM-OST	Total Life Cycle Management - Operational Support Tool
UDO	Undelivered Order
UIC	Unit Identifier Code
UII	Unique Item Identification
ULO	Unliquidated Obligation
USMC	United States Marine Corps
UUAM	Unit User Account Manager
WAWF	Wide Area Workflow
WAWF MP	Wide Area Workflow Miscellaneous Payments

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.

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

page 1

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Chapter 12
H September 2000

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

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

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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.

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

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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.

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

page 1

1. B/L NUMBER

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

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

2. TRANSPORTATION COMPANY TENDERED TO

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

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

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

3. SCAC

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

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

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

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

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

4. DATE B/L PREPARED

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

5. DESTINATION NAME AND ADDRESS

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

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

page 2

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

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

STANDARD POINT LOCATION CODE:

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

Civilian agencies may disregard these spaces.

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

8. ORIGIN NAME AND ADDRESS

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

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

9. CONSIGNEE (Name and full address of installation)

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

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

10. GBLOC (Cons.)

Civilian agencies may disregard this space.

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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 (PHMSA) is responsible for coordinating a national safety program for the transportation of hazardous materials by air, rail, highway, and water. PHMSA Internet Web site, <http://www.phmsa.dot.gov/hazmat>, is designed to disseminate information about the agency's programs and activities and to assist in complying with the Hazardous Materials Regulations.

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

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

Certifying Official

Shipments via air TSPs require the following certification:

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

Certifying Official

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

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21. WEIGHTS* (POUNDS ONLY)

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

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

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

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

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

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

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

FOR USE OF BILLING ONLY:

22. SERVICES

23. RATE

24. CHARGES

26. TOTAL CHARGES

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

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

25. CLASSIFICATION ITEM NO.

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

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

27. TARIFF/SPECIAL RATE AUTHORITY

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

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

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

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

30. STOP THIS SHIPMENT AT

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

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

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

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

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

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

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

Notification to Consignees

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

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

Reporting Loss & Damage

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

31. FOR

Civilian Agencies Only

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

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

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

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

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

FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS

SEAL NUMBERS:

33. APPLIED BY

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

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

LENGTH/CUBE:

34. ORDERED

35. FURNISHED

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

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

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

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

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When Size Ordered is Not Available

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

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

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

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

MARKED CAPACITY:

36. ORDERED

37. FURNISHED

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

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

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

38. DATE FURNISHED

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

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

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

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

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

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39. MODE

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

For DOD Shipments Only

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

40. ESTIMATE

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

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

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

42. TYPE RATE

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

For DOD Shipments Only

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

43. PSC (Protective Service Code)

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

For DOD Shipments Only

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

44. REASON

For DOD Shipments Only

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

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

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CERTIFICATE OF BILLING – CONSIGNEE MUST NOT PAY ANY CHARGES

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

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

FOR USE OF ISSUING OFFICE

46. ISSUING OFFICE (Name and complete address)

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

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

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

47. GBLOC

For DOD Shipments Only

Enter the GBLOC assigned to the issuing activity.

48. ISSUING OFFICER

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

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

49. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY

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

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

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

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

50. DATED

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

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

51. FOB POINT NAMED IN CONTRACT

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

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DFARS Appendix F

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

F-401 Preparation instructions.

(a) *General.*

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

(b) *Completion instructions.*

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

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

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

(5) Block 5--DISCOUNT TERMS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(C) On the next printing lines enter—

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

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

Example:

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

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

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

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

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Gross Shipping Wt. _____
State weight in pounds only.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The contracting officer will advise—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18. UNIT
LB
(SH)

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

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

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

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

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

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

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

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

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

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

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

(iv) *ORIGIN.*

(A) The authorized Government representative must—

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

(2) Sign and date.

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

(B) When alternative release procedures apply—

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

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

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

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

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

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

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

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

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

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

(v) *DESTINATION.*

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

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

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

(2) Sign and date; and

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

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

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

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

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

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

(ii) Sign; and

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

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

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

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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.

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

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

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

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

FOR OTHER THAN FMS SHIPMENTS

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

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

²See Footnote 1, above.

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

Distribution - Perpetuate from record positions 55 and 56.

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

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

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

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Unit Price - seven positions - the unit price for the NSN/
part number being released.

Supplementary Address - the first position and last three
positions of the supplementary address.

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 MSTTS 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	
<p>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.</p> <p>REPORT AS OF 30 SEP _____. Fill in the appropriate year (for other date).</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>ITEM 5 - CONTRACT PURPOSE. Enter one of the following 1-character alphabetic codes to identify the general purposes of the contract:</p> <ul style="list-style-type: none"> 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 <p>ITEM 6 - BUSINESS TYPE. Enter a 1-character alphabetic code indicating the type of business concern:</p> <p style="padding-left: 40px;">L = Large S = Small N = Non-profit</p> <p><i>(See FAR Part 19 for definition of Small Business and FAR 31.701 for definition of Non-profit Organizations.)</i></p> <p>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.</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>ITEMS 17 and 18 - GOVERNMENT MATERIAL. Report material as reflected on inventory records in accordance with FAR 45.505-3.</p> <p>ITEM 19 - CONTRACTOR REPRESENTATIVE. Type the name of the contractor representative authorized by the property control system to sign this report.</p> <p>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.</p> <p>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.</p>

DD FORM 1662 (BACK), JUN 2003

Instructions: Consolidated Memorandum of Receipt (CMR)

page 1

CMR/Sub-Custody Procedures

1. CONSOLIDATED MEMORANDUM RECEIPT (CMR)/SUB-CUSTODY ACCOUNTS

CMR/sub-custody accounts list all accountable property in the hands of responsible officers (ROs) or responsible individuals (RIs). They are tools used by commanding officers (COs) or accountable officers (AOs) to hold individuals within their organization responsible for property apportioned to them to support mission requirements.

2. RESPONSIBLE OFFICER/PROPERTY CUSTODIAN

A responsible officer (RO)/property custodian is an individual appointed in writing by the CO/AO, who accepts custodial responsibility for property, typically by signing a hand-receipt. The RO is directly responsible for the physical custody of accountable property under their control. COs/AOs appoint ROs via an appointment letter to manage property within the command with specific emphasis on the following responsibilities:

- a. Accounting for property received and maintaining accurate custody records within the supply accountable property system of record (APSR).
- b. Conducting physical inventories of accountable property at required intervals (i.e., quarterly, annually, upon change of RO).
- c. Manual and/or automated tracking and recording of transactions affecting classes of supply under their functional control.
- d. Expeditious reporting of automated and/or manual property record adjustments to the supply officer and CO/AO.
- e. Timely identification, reporting, and disposition of serviceable, unserviceable, reparable, and excess materiel.
- f. Maintenance and security of auditable and/or accountable key supporting documents (KSDs).
- g. Immediately reporting all incidents involving lost, stolen, or damaged government property to the CO/AO.

3. APPOINTMENT LETTERS

RO appointment letters and endorsements (RO acceptance letter) will be maintained by the supply officer for a period of 2 years in the active file and an additional 5 years in the archive files after the RO ceases to serve. A sample RO appointment letter can be found on page 69 of this publication.

- a. Endorsement. The RO is required to formally accept their CMR/sub-custody account by endorsing the appointment letter from the

Instructions: Consolidated Memorandum of Receipt (CMR)

page 2

CO/AO within fifteen (15) calendar days after being appointed. A sample RO Acceptance Endorsement can be found on page 73 of this publication.

b. Delegation of Authority Letter. If an RO elects to delegate their authority for the receipt, request, or turn-in of property affecting their CMR/sub-custody account, a NAVMC 11869 "Notice of Delegation of Authority" must be prepared by the RO and forwarded to the supply officer in accordance with Chapter 1, Paragraph 5f of MCO 4400.150. The NAVMC 11869 must be updated and certified by the RO as changes occur. A sample Delegation of Authority letter can be found on page 75 of this publication.

4. CMR/SUB-ACCOUNT INVENTORIES

A physical inventory of accountable property managed by ROs/property custodians is required on a quarterly basis, or upon change of RO. Semi-annual vice quarterly inventories are authorized when approved in writing by the CO/AO. Physical inventories should be coordinated by the supply officer/accountable property officer. One of the quarterly inventories should coincide with the command-wide annual (wall-to-wall) physical inventory.

a. CMR/Sub-Custody Account Reconciliations. Once an RO receives a copy of the current CMR/sub-custody account from the supply officer, all on hand assets and serial numbers will be physically verified and reconciled against what is listed on the CMR/sub-custody account. The RO will return a copy of the CMR/sub-custody account listing to the supply officer by initially the bottom of each page and signing and dating the last page. This will be accomplished within 15 calendar days from the date of the letter.

b. CMR/Sub-Custody Account Discrepancies. RO's will report all discrepancies, to include variances in NSN, quantity, or serial number, to the supply officer/accountable property officer via a Discrepancy Letter. The RO will attempt to resolve all discrepancies with the supply officer as follows:

(1) If the supply officer and the RO agree that the CMR/sub-custody account is in error based on supporting documentation, the supply officer will make appropriate pen changes (NSN/NIIN, serial number, quantity) to the CMR/sub-custody account listing and both the supply officer and RO will initial the changes. The supply officer will then update the official CMR/sub-account property records accordingly.

(2) If after exhaustive causative research, the supply officer and RO are unable to resolve CMR/sub-custody account errors as identified in the RO Discrepancy Letter, the RO will still sign the CMR/sub-custody account listing. All unresolved discrepancies will then be submitted from the RO to the CO/AO, via the supply officer, as a Request for Investigation.

Instructions: Consolidated Memorandum of Receipt (CMR)

page 3

c. Supply Officer Endorsement/Recommendation. Within five calendar days, the supply officer will complete an endorsement on the RO's Request for Investigation. The supply officer will provide amplifying details and recommend to the CO/AO whether a formal investigation is warranted. (Ref: MCO 4400.150, Chapter 2, Paragraph 11.b.(3)).

d. CO/AO Review of Requests for Investigation. The CO/AO must make a determination concerning the need for further investigation. If the CO/AO feels that an investigation would have little or no chance of recovering missing items, the CO/AO may direct the supply officer to adjust the accountable records accordingly. If negligence or misconduct is involved in the loss or damage of property, the CO/AO may decide to initiate a formal investigation. The CO/AO will notify the supply officer of all required actions via an endorsement to the Request for Investigation. In cases of formal investigations, the completed investigation and all supporting documents will constitute authority for the supply officer to adjust the accountable property records.

5. KEY SUPPORTING DOCUMENTS

ROs/property custodians having custodial responsibility for the management of property must maintain key supporting documents (KSDs) that provide evidence of ongoing management and internal controls to account for property. The following guidance relative to CMR/sub-custody accounts applies:

a. Maintain the signed copy of each CMR/sub-custody account, together with all pending adjustment transactions (receipts, issues and inventory adjustment documents).

b. Once the new CMR/sub-custody account has been reconciled, the old copy with all adjustment transaction documents must be retained on file for 7 years.

c. Manufacturer/USMC serial numbers will be recorded on all copies of the CMR/sub-custody accounts.

d. A CMR/sub-custody account pending file must be maintained that contains all adjustment transactions which have not yet processed. Every change to the accountable records must have supporting documentation.

e. Per chapter 2, paragraph 11i of MCO 4400.150, all original RO Appointment Letters, RO Acceptance Endorsements, Delegation of Authority Letters and NAVMC 11869s, Requests for Investigation with all supporting documents, and all voucher files will be retained on file by the supply officer for a period of 2 years in the active file and additional 5 years in the archive files.

Instructions: Consolidated Memorandum of Receipt (CMR)

page 4

REFERENCES:

DoD Supply Chain Materiel Management Policy	DoDM 4140.01
DoD Financial Management Regulations	DoD 7000.14-R
Consumer-Level Supply Policy Manual	MCO 4400.150
GCSS-Marine Corps User's Manual	UM 4000-125

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

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE		
<i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.</p> <p>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.</p> <p>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.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>		
SECTION I - FROM: APPOINTING AUTHORITY		
1. NAME <i>(First, Middle Initial, Last)</i>	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE <i>(YYYYMMDD)</i>	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME <i>(First, Middle Initial, Last)</i>	7.	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS <i>(Include ZIP Code)</i>	
11. TELEPHONE NUMBER <i>(Include Area Code)</i>	12. EFFECTIVE DATE OF APPOINTMENT <i>(YYYYMMDD)</i>	
13. POSITION TO WHICH APPOINTED <i>(X as applicable (one only))</i>		
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL		
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 <i>(First, Middle Initial, Last)</i>	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. DATE <i>(YYYYMMDD)</i>
		19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

Instructions: iRAPT Receiving Report

page 1

Prescription: Include the following clause in Section G of all solicitations and contracts (both services and supplies) to mandate invoicing in Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT), formally Wide Area Work Flow (WAWF).

252.232-9012 - Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) formally (WAWF) – RECEIPT AND ACCEPTANCE (RA) INSTRUCTIONS (JUN 2015)

(a) As prescribed in DFARS clause 252.232-7003 Electronic Submission of Payment Requests (Jun 2012), Contractors must submit payment requests in electronic form. Paper copies will no longer be accepted or processed for payment unless the conditions of DFARS clause 252.232-7003(c) apply. To facilitate this electronic submission, the Defense Threat Reduction Agency (DTRA) has implemented the DoD sanctioned Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) for contractors to submit electronic payment requests and receiving reports. The contractor shall submit electronic payment requests and receiving reports via (iRAPT). **Vendors shall send an email notification to the Contracting Officer Representative (COR), Program/Project Manager or other government acceptance official identified in the contract by clicking on the Send Additional Email Notifications link upon every submission of an invoice/cost voucher in iRAPT. To access (iRAPT), go to <https://wawf.eb.mil>.**

**** For questions, contact the DTRA iRAPT Team at dtra.belvoir.J4-8C.mbx.dtra-wawf-help@mail.mil.**

(b) Definitions:

Acceptor: Contracting Officer's Representative, Program/Project Manager, or other government acceptance official as identified in the contract/order.

Pay Official: Defense Finance and Accounting Service (DFAS) payment office identified in the contract/order.

SHIP To/Service Acceptor DoDAAC: Acceptor DoDAAC or DCMA DoDAAC (as specified in the contract/order).

DCAA Auditor DoDAAC: Needed when invoicing on cost-reimbursable contracts. (Go to www.dcaa.mil and click on the appropriate link under Locator to search for your DCAA DoDAAC.)

>>>>> **For contracts that are administered by the Office of Naval Research (ONR):** <<<<<<
Enter the ONR DoDAAC in the DCAA Auditor and Service Approver DoDAAC field in iRAPT.

(c) iRAPT Contractor Input Information:

The contractor shall use the following information in creating electronic payment requests in (iRAPT):

Invoice Type in iRAPT:

If billing for Cost Type/Reimbursable contracts (including T&M and LH), select "Cost Voucher"

If billing for Firm-Fixed Price (FFP) Materials Only, select "Combo"

If billing for FFP Materials and Service, select "Combo"

If billing for FFP Services Only, select "2-n-1 (Services Only)"

Instructions: iRAPT Receiving Report

page 2

** If the contract contains both FFP and Cost Type (including T&M and LH) line items, they must be invoiced separately on appropriate types mentioned above. Upon the written approval of the Project Manager or Contracting Officer’s Representative, the contractor may invoice both line items in one type of invoice.

For iRAPT Routing Information, See Table Below:

Description	SF 26	SF 33	SF 1449	DD 1155
	Located in Block/Section			
Contract Number	2	2	2	1
Delivery Order	See Individual Order		4	2
CAGE Code	7	15a	17a	9
Pay DoDAAC	12	25	18a	15
Inspection	Section E (except SF 1449, See Entitled): INSPECTION AND ACCEPTANCE			
Acceptance	Section E (except SF 1449, See Entitled): INSPECTION AND ACCEPTANCE			
Issue Date	3	5	3	3
Issue By DoDAAC	5	7	9	6
Admin DoDAAC	6	24	16	7
Ship To / Service Acceptor DoDAAC	6	24	16	7
Ship to Extension	Do Not Fill In			
Services or Supplies	Based on majority of requirement as determined by monetary value			
Final Invoice?	Do not change “N” (no) to “Y” (yes) unless this is the last invoice and the contract is ready for closeout.			

(d) Final Invoices/Vouchers -Final Payment shall be made in accordance with the Federal Acquisition Regulation (FAR) 52.216-7, entitled “Allowable Cost and Payment.”

Invoices - Invoice 2-n-1 (Services Only) and Invoice and Receiving Report (Combo)
Select the “**Y**” selection from the “**Final Invoice?**” drop-down box when submitting the final invoice for payment for a contract. Upon successful submission of the final invoice, click on the **Send Additional Email Notifications** link to send an additional email notification to the Contracting Officer Representative (COR), Program/Project Manager or other government acceptance official identified in the contract.

Final Cost Vouchers - **Once the final DCAA audit is complete for cost reimbursable contracts and authorization from DCAA is received, submit the final cost voucher to dtra.belvoir.J4-8C.mbx.closeouts@mail.mil.**

****DO NOT SUBMIT FINAL VOUCHERS (ENDING IN “Z”) VIA iRAPT, submit only to the e-mail listed above.**

(e) WAWF e-Business Suite Training may be accessed online at <https://wawftraining.eb.mil/wbt/>. To practice creating documents in iRAPT, visit the practice site at <https://wawftraining.eb.mil>. General DFAS information may be accessed using the DFAS website at <http://www.dfas.mil/>. Payment status information may be accessed using the

Instructions: iRAPT Receiving Report

page 3

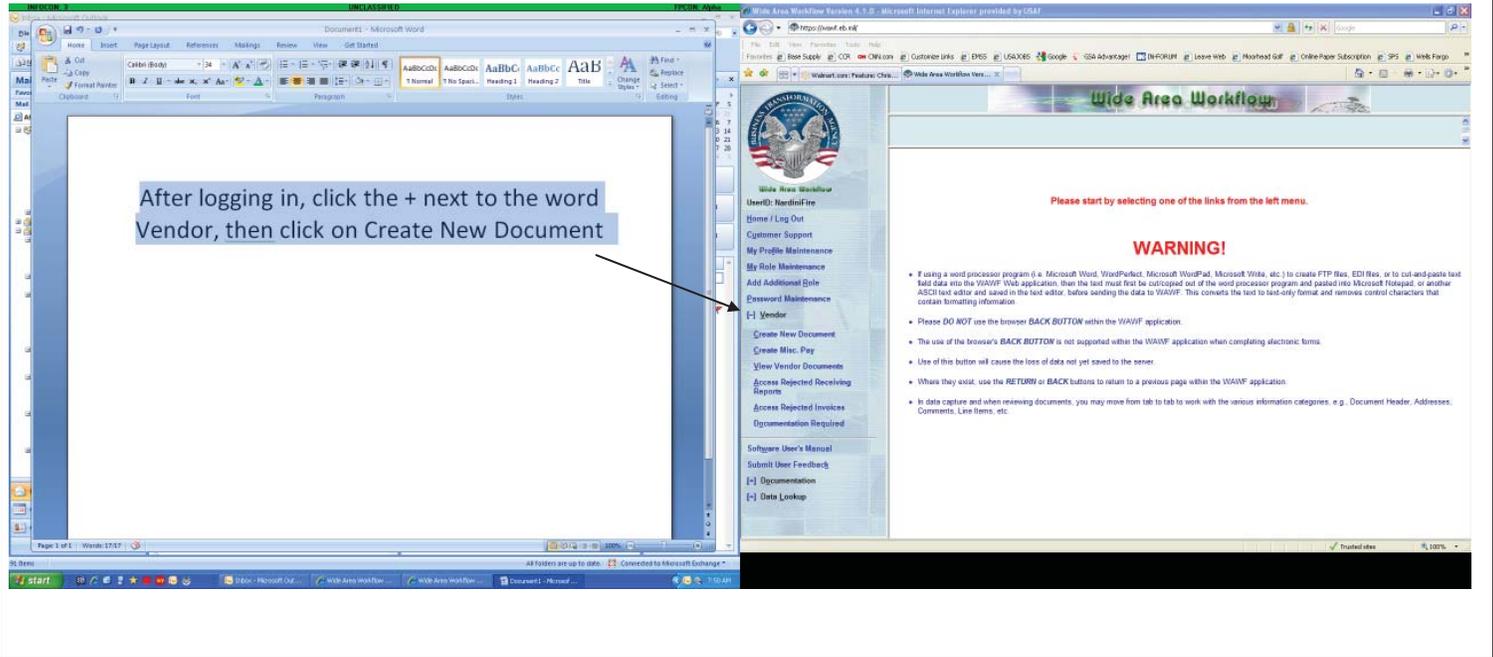
myInvoice system at <https://wawf.eb.mil>. Your contract number and shipment/invoice number will be required to check status of your payment.

Note: For specific invoice related inquiries, email: dtra.belvoir.j4-8c.mbx.vendor-pav@mail.mil. Vendors shall forward any additional DTRA related iRAPT questions to dtra.belvoir.J4-8C.mbx.dtra-wawf-help@mail.mil.

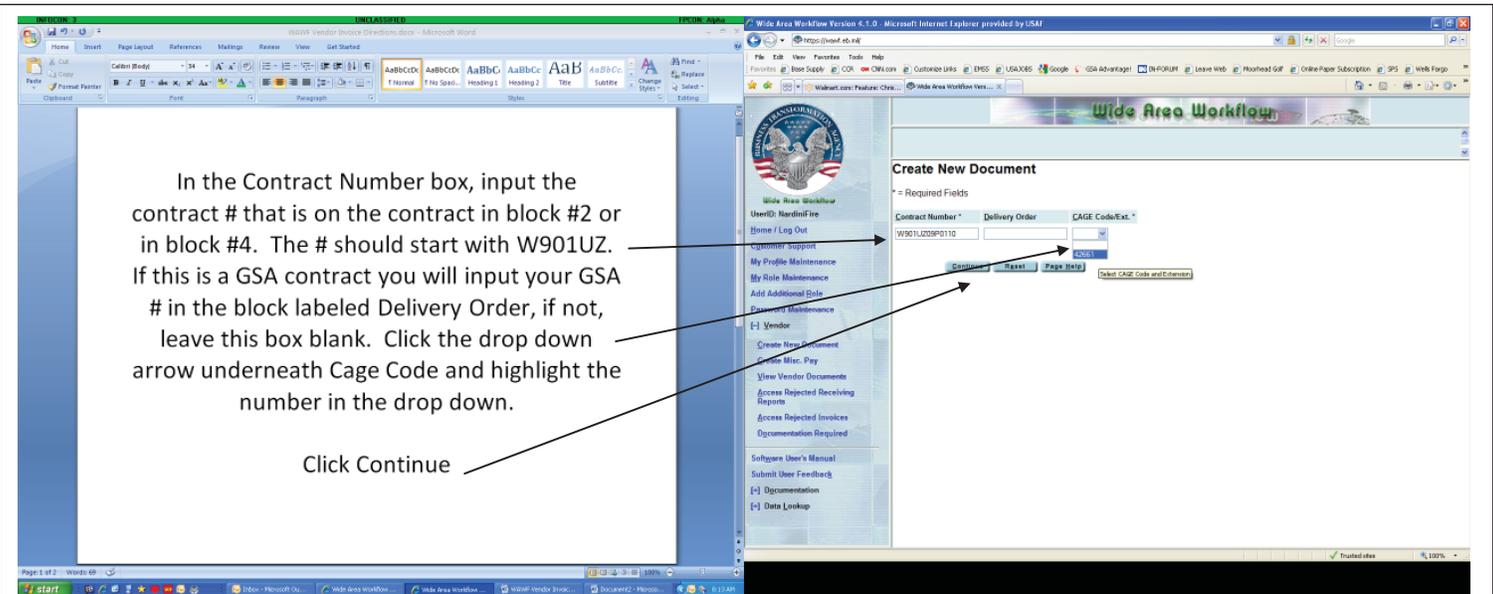
Instructions: WAWF Invoice

page 1

Directions for vendors to create WAWF invoices.



page 2



NOTE: On all the screens from this point forward the only blocks that are required to be filled in are the boxes with an * next to them. Do not put anything in these other boxes unless you are instructed to do so by the contracting office.

Instructions: WAWF Invoice

page 3

This is the next screen that you will see, sometimes it will fill in the Pay DoDAAC box for you and all you have to do is click Continue. If the box is blank, refer to your contract and look in block # 18a, there will be a number in the box next to the word CODE, put this number in the Pay DoDAAC box.

Click Continue

The Pay DoDAAC should be F67100

page 4

If your contract is for a service click in the radio button next to Invoice as 2 in 1. If your contract is for a product, click in the radio button Invoice and Receiving Report (Combo).

Click Continue

NOTE: If you are not sure if your contract is a Service or for a Product, please contact the Contracting Office for further guidance.

Instructions: WAWF Invoice

page 5

On this screen some of the boxes will be filled in, Issue Date, Issue By, and Admin DoDAAC. The only box that is required here is the Service Acceptor. This # can be found on the contract in block # 15. Look for the # next to the word CODE. The # will start with F7B

Click Populate CLINS

The screenshot shows the 'Wide Area Workflow' interface. The 'Create New Document' form includes fields for Contract Number (W9912Z09P110), Delivery Order (42661), CAGE Code (F67100), Issue Date (2009/08/21), Issue By (W991LZ), Admin DoDAAC (FA531), and Service Acceptor (F7B3CE). A 'Populate CLINS' button is visible at the bottom right of the form area.

page 6

By clicking the populate button on the previous screen, the system knows how many CLINS that are on the contract, annotated here by 0001. If you are invoicing for every CLIN on the contract, put a check mark in all the boxes. If this is a partial invoice, DO NOT check the items that you don't want to invoice for, you can do that at later time when those CLINS are complete.

Click Continue

The screenshot shows the 'Wide Area Workflow' interface. The 'Create New Document' form now includes an 'Invoice 2-in-1' section with a 'Select CLIN/SLINE' dropdown menu showing '0001'. A 'Continue' button is visible at the bottom right of the form area.

NOTE: The CLIN # that shows up here corresponds with what is referred to as the ITEM NO in the body of your contract.

Instructions: WAWF Invoice

page 7

A pop up box is going to appear like you see here, just click OK to continue.

The screenshot shows the WAWF Vendor Invoice interface. A 'Line Item Information' section is visible with a message: 'At least one Line Item is required.' Below this, a 'Line Item Details' table shows a single line item with 'Item No.' 0001. A 'Windows Internet Explorer' error dialog box is overlaid on the table, displaying a warning icon and the text: 'Users should Verify and Validate Line Item, Quantity, and All Other Data before Submission.' The dialog has an 'OK' button. A text box on the left points to the 'OK' button with the instruction: 'A pop up box is going to appear like you see here, just click OK to continue.'

page 8

Here you are going to edit the Line Item Detail of the CLINS that you put a check mark in on the previous screen. Click on the red icon that resembles a microphone under Actions.

The screenshot shows the WAWF Vendor Invoice interface. The 'Line Item Details' table now includes columns for 'Qty', 'Shipped', 'Unit', 'Unit Price', and 'Amount'. The first row shows '0001' with '1 EA' and '\$0.995'. Under the 'Actions' column, there is a red icon resembling a microphone and the text 'Invalid'. A text box on the left points to this red icon with the instruction: 'Here you are going to edit the Line Item Detail of the CLINS that you put a check mark in on the previous screen. Click on the red icon that resembles a microphone under Actions.'

Instructions: WAWF Invoice

page 9

Again, some of the boxes are going to be filled in for you, the only additional ones you need to fill in are the Stock Part No and the Type.

You can find this information by looking on your contract under the ITEM # descriptions. You will see some text that says NSN: To the right of this you will see a series of numbers and letters separated by -. This is the number you will put in the Stock Part No box.

Click the drop down box under Type and choose FS-National Stock Number

Click the Save CLIN/SLIN button

NOTE: When inputting the Stock Part No, DO NOT include the – between the numbers like it shows on the contract, just string them all together.

page 10

You will now notice that the text under the Line Item Details heading is no longer red in color like it was before you edited it. If you have more than 1 CLIN to edit, repeat the steps on the previous page until you have completed them all. After you have completed all of the edits, click on the tab across the top that says Discounts.

Instructions: WAWF Invoice

page 11

Look under the heading that says Net Days, click on the icon that looks like a small folder under the word Actions.

The screenshot shows a Microsoft Word document titled "WAWF Vendor Invoice Directions.docx" on the left and the Wide Area Workflow web application on the right. The web application has a navigation menu on the left with a "Net Days" link. An arrow points from the text instruction to a folder icon under the "Net Days" link in the application's "Document Level Discount Terms" section.

page 12

In the box under Net Days, put in the number 30, then click the Save Discount button.

The screenshot shows the "Add Discount" form in the Wide Area Workflow application. The "Net Days" field is highlighted with a text box containing the number "30". An arrow points from the text instruction to this field. Another arrow points from the text instruction to the "Save Discount" button at the bottom of the form.

Instructions: WAWF Invoice

page 13

No click on the word Header at the top of this screen.

Wide Area Workflow Version 4.7.0 - Microsoft Internet Explorer provided by GSAT

Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts

Document Level Discount Terms:

Discount Percentage	Due Days	Actions
Discount Amount	Discount Date	Actions
Net Days	30	Actions

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

page 14

As you can see there are only 2 required box on this screen annotated by the *

In the invoice box, this is where you can input your own companies invoice # that may be created by your own accounting system, or you can just make something up. For the Invoice Date, this should be the date that you are creating this invoice, click the calendar icon and choose the correct date.

Then click Create Document

Wide Area Workflow Version 4.7.0 - Microsoft Internet Explorer provided by GSAT

Data Capture - Invoice 2-in-1 (Services Only)

* = Required Fields, Date = YYYY/MM/DD

Contract Number: W501U209PG110 | Delivery Order: 2009/08/21 | Issue Date: [Calendar Icon]

Shipment No. [Field] | Shipment Date [Field] | Final Shipment? [Field] | Invoice No.* [Field] | Invoice Date* [Field] | Final Invoice? [Field]

Currency Code: USD

Document Total: \$8,995.00

Create Document | Return | Page Help

Instructions: WAWF Invoice

page 15

After you click Create Document you may see a pop up message like the one shown here, just click OK to continue.

page 16

At this screen you will want to verify that everything is correct. Now you will click the button that says Submit at the bottom of the screen. You may have to use your mouse and slide the bar on the far right of the screen so the Submit button shows up for you.

Summary of Detail Level Information	Total
1 CLT/SLR(s)	\$8,995.00
0 Miscellaneous Amount(s)	\$0.00
	\$8,995.00

Shipment Number	Shipment Date	Final Shipment
130433	2009/11/05	Y

Routing Information:

Prime Contractor	Administered By
CAGE Code: 42861 Extension:	DoDAAC: FA8341
Name: NARDINI FIRE EQUIPMENT CO OF NORTH DAKOTA INC	Name: FA8341 119 FG LGC
Service Acceptor:	Payment Official:
Code: F7B3CE Extension:	DoDAAC: F47100
Name: CE	Name: ACCTG DISB STA NR 667100
Issue By:	
DoDAAC: W991UZ	
Name: W7N1 USFPO AMMUNITION DIVISION	

Instructions: WAWF Invoice

page 17

There, you are done, YIPPEE!

This is the screen you will see if you have done everything successfully.

The system sends you an email after you submit the invoice and you will receive another email when the end user does the acceptance of the invoice.

At this point you can click Log Out.

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.

Appendix D - Process Narratives and Process Flows

1.0 Military Equipment: Process Narrative

page 1

Military Equipment

1.0 Overview

Per DoD 7000.14-R "Financial Management Regulation," military equipment (ME) is a type of general equipment and includes weapon systems that can be used directly by the Armed Forces to carry out battlefield missions. The Marine Corps will assign a Table of Authorized Materiel Control Number (TAMCN) to all ME. Marine Corps examples include: combat vehicles, tanks, artillery and crew serve weapons. ME also includes Marine Corps procured research and development equipment (e.g. prototypes, test gear, Engineering Development Models). This narrative addresses ME held at activities using Global Combat Support System – Marine Corps (GCSS-MC) to manage their assets.

Key ME lifecycle events included in this narrative include:

- Receipt
- Placement in Service
- Preservation, Packaging and Packing (P3)
- Inventory Management (Annual Wall-to-Wall Inventory and Quarterly Consolidated Memorandum of Receipt (CMR))
- Maintenance
- Disposal

The objective of this section is to document the business processes and internal controls associated with the key ME lifecycle events noted above. The subsequent narratives provide the business processes and internal controls within II Marine Expeditionary Force (MEF) which shares a similar control environment with other Marine Corps activities utilizing GCSS-MC as their accountable property system of record (APSR).

1.1 Receipt

- 1.1.1 The Defense Logistics Agency (DLA) or a third party transportation company delivers ME to the Distribution Management Office (DMO) location.
- 1.1.2 DLA or the third party transportation company provides the II MEF DMO General Equipment Inspector or Materiel Handler with a Commercial Bill of Lading (CBL) and additional supporting documentation (DD Form 1348, DD Form 1149, etc.) if available.
- 1.1.3 The DMO General Equipment Inspector or Materiel Handler performs an initial verification of the ME (they review the stenciled serial # (s/n) on the exterior of the ME as well as data plate s/n, National Stock Number (NSN), nomenclature, quantity, obvious damage, etc.) to ensure the ME agrees with what is listed on the

1.0 Military Equipment: Process Narrative

page 2

CBL and supporting documentation if available. *Is there a discrepancy or obvious damage to the ME? If yes, proceed to 1.1.4; If no proceed to 1.1.6.*

- 1.1.4 The DMO General Equipment Inspector or Materiel Handler notifies the DMO Receiving Supervisor.
- 1.1.5 The DMO Receiving Supervisor submits a Transportation Discrepancy Report (TDR) to the DoD Service Deployment Distribution Command (SDDC) and DLA/transportation company for remediation. *If no discrepancy or obvious damage is noted, DMO proceeds to step 1.1.6, if discrepancy is noted proceed to 1.1.4.?*
- 1.1.6 The DMO General Equipment Inspector or Materiel Handler signs CBL and Key Supporting documents, acknowledging receipt/acceptance and Proof of Delivery (POD). After verifying the ME received matches the Commercial Bill of Lading (CBL) and supporting documentation (if available); the DMO General Equipment Inspector or Materiel Handler signs the CBL and supporting documentation to release the carrier of liability, acknowledge receipt/acceptance, and provide proof of delivery (**Internal Control**).
- 1.1.7 The DMO General Equipment Inspector or Materiel Handler enters the ME-related information such as CBL #, Transportation Control Number (TCN), date received, s/n, location, destination (Initial Issue Provisioning (IIP)/Equipment Receiving Distribution Team (ERDT), Department of Defense Activity Address Code (DoDAAC) - MML151), etc. into the Automated Manifesting System (AMS) Tactical (TAC) Version, of the DMO receiving/distribution ledger.
- 1.1.8 The input of CBL ME-related information into AMS TAC automatically generates a “Tally Report” that confirms the ME has been recorded in AMS TAC (**Internal Control**).
- 1.1.9 The DMO General Equipment Inspector or Materiel Handler enters in the ME receipt information such as CBL #, date received, s/n, location and destination (IIP/ERDT DoDAAC- MML151), etc. into an excel spreadsheet titled “Daily Lot Report” which tracks all DMO ME receipts, ME needing issuance to IIP/ERDT, and ME that has been issued to IIP/ERDT.

1.0 Military Equipment: Process Narrative

page 3

- 1.1.10 The DMO General Equipment Inspector or Materiel Handler submits the “Daily Lot Report” to IIP/ERDT, II MEF and the G-4 Supply Office via email by noon of each day to provide notification of all ME receipts, ME needing issuance to IIP/ERDT, and ME that has been issued to IIP/ERDT.
- 1.1.11 Within 14 days of initial receipt by DMO, IIP/ERDT personnel meet with the DMO General Equipment Inspector or Materiel Handler to initiate the transfer custody of ME from DMO to IIP/ERDT.
- 1.1.12 IIP/ERDT personnel provide a Notice of Delegation of Authority (DOA): Navy Marine Corps (NAVMC) 11869 Form to DMO that has been reviewed/approved by the IIP/ERDT Supply Officer (SupO)/Officer in Charge (OIC) or DMO verifies IIP/ERDT has a valid NAVMC 11869. *Is a valid NAVMC 11869 submitted or a valid NAVMC 11869 is on file with DMO? If no proceed to 1.1.13; If yes proceed to 1.1.14.*

Note: The responsible officer (RO) delegates Marines with the authority to receipt for ME via a NAVMC 11869. The individual who signs the key supporting documents (KSDs) (i.e. DD Form 1348-1A, DD Form 1149, CBL, etc.) to receipt for the ME must be identified/delegated in writing as a “receiver” on the corresponding NAVMC 11869. NAVMC 11869s must be updated and resubmitted to DMO upon IIP/ERDT personnel changes or at least once a year.

- 1.1.13 DMO rejects the ME transfer and instructs IIP/ERDT to obtain and provide a valid NAVMC 11869. Repeat step 1.1.12.
- 1.1.14 The DMO General Equipment Inspector or Materiel Handler reviews the IIP/ERDT NAVMC 11869 and verifies the IIP/ERDT personnel receiving/accepting custody of the ME are identified on the NAVMC 11869 **(Internal Control)**.
- 1.1.15 IIP/ERDT personnel identified on the NAVMC 11869 sign the DMO tally sheet and CBL to accept custody of the ME from DMO **(Internal Control)**.
- 1.1.16 The DMO General Equipment Inspector or Materiel Handler provides a copy of the signed DMO tally sheet and CBL to IIP/ERDT personnel for document retention purposes.
- 1.1.17 The DMO General Equipment Inspector or Materiel Handler removes the ME from AMS TAC records.

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1.1.18 DMO shipping and receiving documentation are filed in the Proof of Delivery (POD) file and are retained for a period of ten years (three (3) years active, seven (7) years archived) in accordance with MARADMIN 417/15. **(Internal Control)**.
End Process.

1.1.19 The IIP/ERDT Mechanized Allowance List (MAL) clerk receives the item and then processes the ME receipt transaction (D6T) in GCSS-MC which triggers an automated upload of the ME to the IIP/ERDT MAL and completes the transfer of custody from DMO to IIP/ERDT.

Note: GCSS-MC system access is granted by the IIP/ERDT SupO/OIC which is also the Unit User Account Manager (UUAM). IIP/ERDT personnel that require GCSS-MC system access must submit a System Access Authorization Request (SAAR) Form to the UUAM for review and approval. The UUAM reviews the reasonableness of the request based on the personnel's roles and responsibilities and approves the SAAR. The UUAM then submits the approved SAAR to the II MEF S-2 (security) division who perform a final review (verify personnel have a valid background check on file) and approval.

1.1.20 IIP/ERDT personnel initiate the ME transfer process by submitting a Request for Distribution Instructions (RFDI) via email to the II MEF G-4 Supply Office.

1.1.21 The II MEF G-4 Supply Office provides IIP/ERDT with distribution instructions via email which indicate the using unit who will receive the ME.

1.1.22 IIP/ERDT notifies the using unit's supply section that distribution instructions have been received from the II MEF G-4 Supply Office.

1.1.23 Within 30 days of receiving distribution instructions, IIP/ERDT personnel schedules an appointment with the using unit's supply section to pick up the ME.

1.1.24 IIP/ERDT creates a DD Form 1348 for the ME in preparation for the ME pick up appointment.

1.1.25 IIP/ERDT personnel meet with the using unit's supply section personnel at the IIP/ERDT Warehouse at the scheduled time/date.

1.1.26 The using unit's supply section personnel provide a NAVMC 11869 to IIP/ERDT that has been reviewed/approved by the SupO, or IIP/ERDT verifies the using unit's supply section has a valid NAVMC 11869 Form on file. *Did the using unit's supply section personnel submit a valid NAVMC 11869 or do they have a*

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valid NAVMC 11869 on file with IIP/ERDT? If no, proceed to step 1.1.27; If yes proceed to 1.1.28

- 1.1.27 IIP/ERDT rejects the pick-up and instructs the using unit's supply section personnel to obtain and provide a valid NAVMC 11869.

Note: NAVMC 11869s must be updated and resubmitted to DMO upon IIP/ERDT personnel changes or at least once a year.

- 1.1.28 IIP/ERDT personnel review the NAVMC 11869 and verify the using unit's supply section personnel receiving/accepting custody of the ME are identified on the NAVMC 11869 (**Internal Control**).
- 1.1.29 IIP/ERDT personnel, in collaboration with the using unit supply section personnel, perform a limited technical inspection (LTI) of the ME to ensure it is free of obvious defects and to ensure the NSN, s/n, TAMCN, nomenclature, quantity, etc. listed on the ME data plate and DD Form 1348 are correct. *Does the ME have obvious defects? If yes, proceed to 1.1.30; If no proceed to 1.1.32.*
- 1.1.30 IIP/ERDT processes a request for disposition instructions to the Marine Corps Logistics Command (MARCORLOGCOM) Item Manager (IM)/Marine Corps Systems Command (MARCORSYSCOM) Program Manager (PM).
- 1.1.31 The IM/PM responds with disposition instructions back to IIP/ERDT to ship the ME to MARCORLOGCOM or the vendor for remediation.
- 1.1.32 Upon completion of the LTI, the using unit's supply section personnel identified on the NAVMC 11869 sign the DD Form 1348 to receive/accept custody of the ME from IIP/ERDT (**Internal Control**).
- 1.1.33 IIP/ERDT personnel execute a "Mass Edit Process" (D6T) transaction in GCSS-MC which drops the ME off IIP/ERDT custody records, uploads the ME to the using unit's MAL, and transfers custody of the ME to the using unit's CMR.
- 1.1.34 The IIP/ERDT personnel provide a copy of the signed DD Form 1348 to using unit's supply section personnel for document retention purposes and proof of receipt. Additionally The IIP/ERDT personnel provide a copy of the signed DD Form 1348 to the corresponding MARCORSYSCOM PM/MARCORLOGCOM IM via email for notification purposes.

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- 1.1.35 IIP/ERDT personnel file all documentation for ME received and issued by IIP/ERDT in a POD file and maintain at the IIP/ERDT Office for a period of ten years (three (3) years active, seven (7) years archived) in accordance with MARADMIN 417/15. *End Process.*

1.2 Annual 100% Wall-to-Wall Inventory

Note: In accordance with MCO 4400.150, the SupO/OIC is required to complete an annual 100% wall-to-wall inventory.

- 1.2.1 Before relief, the outgoing commanding officer (CO)/accountable officer (AO) provides a Certification of Relief letter to the relieving CO/AO which indicates the status of supply operations within the command including an inventory summary; fiscal overview; status of existing temporary loans; status of pending investigations; Request for Investigations (RFIs); status of garrison property accounts; and NAVMC 11867 - Roles and Responsibilities, identifying the appointed individuals within the command.
- 1.2.2 CO/AO conduct supply inspection within 30 calendar days after assuming the command endorses the outgoing CO's Certification of Relief Letter.
- 1.2.3 In accordance with MCO 4400.150, the CO/AO appoints the SupO/OIC, in writing via a SupO/OIC appointment letter and a DD Form 577 (Appointment/Termination Record - Authorized Signature) (**Internal Control**).
- 1.2.4 The SupO/OIC accepts their appointment via their signature on the SupO/OIC acceptance letter and their signature/date on the DD Form 577.
- 1.2.5 IIP/ERDT personnel maintains and updates an excel spreadsheet titled "Record Locator/Internal Locator Deck" on a daily basis to track all ME that IIP/ERDT has received, issued and currently has on hand per location.
- 1.2.6 Using the record locator/internal locator deck, IIP/ERDT personnel generate inventory count cards that contain the NSN, nomenclature and location of the ME and provide them to the IIP/ERDT SupO/OIC.

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- 1.2.7 The IIP/ERDT SupO/OIC performs the inventory noting the on hand quantity of each NSN/ nomenclature at each location and reports the on hand quantities to IIP/ERDT personnel (**Internal Control**).
- 1.2.8 IIP/ERDT personnel reconciles the IIP/ERDT SupO/OIC inventory counts against the record locator/internal locator deck and MAL quantities (**Internal Control**).
Are there any discrepancies? If yes proceed to 1.2.9; If no proceed to 1.2.18.
- 1.2.9 The IIP/ERDT SupO/OIC re-performs the inventory count to ensure the initial count was accurate.
- 1.2.10 IIP/ERDT personnel perform causative research for any discrepancies still noted after the second inventory count to identify the cause of the discrepancy (**Internal Control**). *Can the discrepancy be explained through causative research? If no proceed to 1.2.11; If yes proceed to 1.2.17 and follow steps 2.1.18 to 1.2.20.*
- 1.2.11 IIP/ERDT submits an RFI to the CO/AO.
- 1.2.12 The CO/AO assigns an investigating officer.
- 1.2.13 The investigating officer performs additional causative research.
- 1.2.14 The investigating officer reports their findings to the CO/AO.
- 1.2.15 The CO/AO reviews the findings and provides the course of action and required adjustments to the SupO. *Is theft/misappropriation of ME is the cause for discrepancies? If yes proceed to 1.2.16; If no proceed to 1.2.17.*
- 1.2.16 CO/AO may decide to take a legal action. Follow 1.2.17 process, regardless of legal action decision.
- 1.2.17 The IIP/ERDT personnel makes the required adjustments to the GCSS-MC records to accurately reflect the ME quantities on hand.
- 1.2.18 Upon completion of the adjustment IIP/ERDT personnel generate Money Value/gain/Loss (MVGL) report from GCSS-MC and submit to CO/AO.
- 1.2.19 The CO/AO reviews MVGL Report for accuracy and approves the report.
Internal Control.

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1.2.20 The IIP/ERDT SupO/OIC submits a signed “Letter of Acceptance” via email to the CO/AO certifying the ME listed on their MAL has been reconciled against on hand quantities, and is accurate (**Internal Control**). *End Process*.

Note: Examples of causative research include verifying if incorrect quantities were entered into GCSS-MC records during the ME receipt process; verifying if ME has been relocated without updating the record locator/internal locator deck; verifying if ME was issued to using units in GCSS-MC correctly; etc.

1.3 Quarterly Consolidated Memorandum of Receipt (CMR) Reconciliation

1.3.1 In accordance with MCO 4400.150, the CO/AO appoints the RO via an RO appointment letter (**Internal Control**).

1.3.2 The RO accepts their appointment via an RO acceptance letter.

Note: ROs may appoint Responsible Individuals (RI) to assist in their property accountability Responsibilities. RIs are appointed in writing by the RO via an RI appointment letter and the RI accepts their appointment via an RI acceptance letter. The RI serves as sub-custody holders of accountable ME, originally signed for by the RO.

1.3.3 Per MCO 4400.150, on a quarterly basis the RO/RI conducts a physical inventory of all ME assets (100%) listed on the RO’s CMR.

1.3.4 The RO/RI verifies equipment identification plate (i.e. data plate) attributes such as s/n, NSN, nomenclature, etc. and compares it to the equipment attributes listed on the CMR to ensure its accuracy (**Internal Control**).

1.3.5 Causative research is performed for any discrepancies noted during the inventory (**Internal Control**). *Can the discrepancy be explained through causative research? If yes proceed to 1.3.6; If no proceed to 3.1.11*

1.3.6 The RO/RI notifies SupO of the discrepancies and provided recommended action/s.

1.3.7 The SupO performs adjustments to reconcile the equipment on hand to the equipment listed on the CMR.

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- 1.3.8 Once all adjustments have been made, the SupO generates a MVGL Report from GCSS-MC that identifies the NSN and the respective value of the ME added (gained) or dropped (loss) off GCSS-MC records as a result of the inventory count.

Note: Examples of causative research include verifying if incorrect quantities were entered into GCSS-MC records during the ME receipt process; verifying if ME has been relocated without updating the record locator/internal locator deck; verifying if ME was issued to using units in GCSS-MC correctly; etc.

- 1.3.9 The CO/AO reviews MVGL report for accuracy and approves the MVGL report with signature and date (**Internal Control**).
- 1.3.10 RO/RI reviews the approved quarterly CMR and initials each page and signs the last page of the CMR. Submits the signed CMR and Updated Letter to SupO (**Internal Control**).
- 1.3.11 The RO/RI submits an RFI and/or a Discrepancy Letter to the SupO who conducts additional causative research. All unresolved discrepancies or known losses of property are submitted to the SupO as an RFI.
- 1.3.12 SupO forwards the information the CO/AO for review within 5 calendar days of receipt.
- 1.3.13 If warranted, the CO/AO assigns an investigating officer.
- 1.3.14 The investigating officer investigates the incident.
- 1.3.15 The investigating officer reports their findings to the CO/AO.
- 1.3.16 The CO/AO reviews the findings and provides the course of action and required adjustments to the SupO. *Is theft/misappropriation of ME is the cause for discrepancies? If yes proceed to 1.3.17; If no proceed to 1.3.18.*
- 1.3.17 CO/AO may decide to take a legal action. Follow 1.2.17 to 1.2.20 processes to end process.
- 1.3.18 The SupO makes the required adjustments to the GCSS-MC records to accurately reflect the ME quantities on hand.

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- 1.3.19 Upon completion of the adjustments SupO generates MVGL report from GCSS-MC. To complete the process please refer to 1.2.17 to 1.2.20 (**Internal Control**).

1.4 Preservation, Packaging and Packing (P3)

- 1.4.1 The using unit calls the P3 team to schedule an appointment to turn in the ME.
- 1.4.2 The using unit accesses the II MEF Marine Logistics Group (MLG) share drive or contacts P3 to obtain a DD Form 1149.
- 1.4.3 The using unit completes the ME-related information on the DD Form 1149.
- 1.4.4 The using unit personnel arrive at P3 with the ME and completed DD 1149 and meets with the P3 receiving section at the scheduled date and time.
- 1.4.5 The using unit personnel provide a NAVMC 11869 to P3 that has been reviewed/approved by the using unit SupO, or P3 verifies the using unit has a valid NAVMC 11869 on file. *Did the using unit submit a valid NAVMC 11869 or do they have a valid NAVMC 11869 on file with P3? If no proceed to 1.4.6; If yes proceed to 1.4.7.*
- 1.4.6 P3 receiving section personnel rejects the ME drop off and instructs the using unit to obtain and provide a valid NAVMC 11869.

Note: NAVMC 11869s must be updated and resubmitted to P3 upon the using unit's personnel changes or at least once a year.

- 1.4.7 The P3 receiving section personnel reviews the using unit's NAVMC 11869 and verifies the using unit's personnel turning in the ME are identified on the NAVMC 11869 (**Internal Control**).
- 1.4.8 The P3 receiving section personnel perform a quality assurance (QA) inspection to verify the ME s/n, NSN, nomenclature, quantity, TAC, etc. on the DD Form 1149 are accurate (**Internal Control**).
- 1.4.9 Upon completion of the QA inspection, the P3 receiving section personnel sign the DD Form 1149 and provide a copy to the using unit personnel (**Internal Control**).
- 1.4.10 The P3 receiving section personnel enter the ME related information into a hard copy "Box Request," or "CIS" Logbook to track ME received.

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- 1.3.8 Once all adjustments have been made, the SupO generates a MVGL Report from GCSS-MC that identifies the NSN and the respective value of the ME added (gained) or dropped (loss) off GCSS-MC records as a result of the inventory count.

Note: Examples of causative research include verifying if incorrect quantities were entered into GCSS-MC records during the ME receipt process; verifying if ME has been relocated without updating the record locator/internal locator deck; verifying if ME was issued to using units in GCSS-MC correctly; etc.

- 1.3.9 The CO/AO reviews MVGL report for accuracy and approves the MVGL report with signature and date (**Internal Control**).
- 1.3.10 RO/RI reviews the approved quarterly CMR and initials each page and signs the last page of the CMR. Submits the signed CMR and Updated Letter to SupO (**Internal Control**).
- 1.3.11 The RO/RI submits an RFI and/or a Discrepancy Letter to the SupO who conducts additional causative research. All unresolved discrepancies or known losses of property are submitted to the SupO as an RFI.
- 1.3.12 SupO forwards the information the CO/AO for review within 5 calendar days of receipt.
- 1.3.13 If warranted, the CO/AO assigns an investigating officer.
- 1.3.14 The investigating officer investigates the incident.
- 1.3.15 The investigating officer reports their findings to the CO/AO.
- 1.3.16 The CO/AO reviews the findings and provides the course of action and required adjustments to the SupO. *Is theft/misappropriation of ME is the cause for discrepancies? If yes proceed to 1.3.17; If no proceed to 1.3.18.*
- 1.3.17 CO/AO may decide to take a legal action. Follow 1.2.17 to 1.2.20 processes to end process.
- 1.3.18 The SupO makes the required adjustments to the GCSS-MC records to accurately reflect the ME quantities on hand.

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submit a valid NAVMC 11869 or do they have a valid NAVMC 11869 on file with the maintenance facility? If no proceed to 1.5.6; If yes proceed to 1.5.7.

- 1.5.6 The maintenance facility personnel reject the ME delivery and instruct the using unit to obtain and provide a valid NAVMC 11869.

Note: NAVMC 11869s must be updated and resubmitted to the maintenance facility upon using unit personnel changes or at least once a year.

- 1.5.7 Maintenance facility personnel review the NAVMC 11869 and verify the using unit's supply section personnel delivering the ME are identified on the NAVMC 11869 (**Internal Control**).
- 1.5.8 Maintenance facility personnel, in collaboration with the using unit supply section personnel, perform a QA inspection of the ME to ensure the TAMCN, NSN, s/n, nomenclature, quantity, etc. listed on the ME data plate and GCSS-MC service request are accurate (**Internal Control**).
- 1.5.9 Maintenance facility personnel access GCSS-MC and generate a "Transfer of Custody Document" which contains the ME TAMCN, NSN, s/n, nomenclature, quantity, status, problem summary, etc.
- 1.5.10 Maintenance facility personnel and the using unit supply section personnel sign and date the transfer of custody document which transfers physical custody and responsibility of the ME to the maintenance facility (**Internal Control**).
- 1.5.11 Maintenance facility personnel provide the using unit supply section personnel a copy of the signed and dated transfer of custody document for record retention purposes.
- 1.5.12 Maintenance facility personnel file the transfer of custody document in their POD file and maintain for a period of ten years (three (3) years active, seven (7) years archived) in accordance with MARADMIN 417/15.
- 1.5.13 Maintenance facility personnel perform all necessary maintenance/repairs. *Is the ME damaged beyond repair or has the ME reached the end of its service life? If yes proceed to 5.1.14; If no proceed to 5.1.15*
- 1.5.14 The IMA initiates the disposal process via Defense Logistics Agency Disposition Service (DLA-DS).

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- 1.5.15 Upon completion of the maintenance/repairs, maintenance facility personnel notify the using unit's supply section personnel via phone call, email, etc.; that the ME is ready for pickup.
- 1.5.16 The using unit's supply section personnel checks the maintenance facility personnel task comments under the GCSS-MC service request to verify the ME is ready for pickup.
- 1.5.17 The using unit's supply section personnel arrive at the maintenance facility to pick up the ME.
- 1.5.18 The using unit's supply section personnel provide a NAVMC 11869 to the maintenance facility personnel that has been reviewed/approved by the SupO; or the maintenance facility personnel verify the using unit's supply section has a valid NAVMC 11869 on file. *Did the using unit's supply section personnel submit a valid NAVMC 11869 or do they have a valid NAVMC 11869 on file with the maintenance facility? If no proceed to 1.5.19; If yes proceed to 1.5.20.*
- 1.5.19 The maintenance facility personnel reject the ME pick up and instruct the using unit's supply section personnel to obtain and provide a valid NAVMC 11869.
- 1.5.20 Maintenance facility personnel review the NAVMC 11869 and verify the using unit's supply section personnel receiving the ME are identified on the NAVMC 11869 (**Internal Control**).
- 1.5.21 Maintenance facility personnel access GCSS-MC and generate a transfer of custody document which contains the ME TAMCN, NSN, s/n, nomenclature, quantity, completed status, etc.
- 1.5.22 Maintenance facility personnel and the using unit supply section personnel sign and date the transfer of custody document as well as the maintenance logbook which transfers physical custody and responsibility of the ME back to the using unit supply section personnel (**Internal Control**).
- 1.5.23 Maintenance facility personnel provide the using unit supply section personnel a copy of the signed and dated transfer of custody document for record retention purposes.

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- 1.5.24 Maintenance facility personnel file the transfer of custody document in their POD file and maintain for a period of ten years (three (3) years active, seven (7) years archived) in accordance with MARADMIN 417/15.
- 1.5.25 Using unit supply section personnel take the ME with them and close the service request in GCSS-MC. *End Process.*

1.6 Disposal

Turn-In of Materiel from Owing Organization to Defense Logistics Agency Disposition Services (DLA-DS).

Per naval message "Turn-In of Materiel to DLA-DS DTG: 042121Z SEP 15, the disposal process is as follows:

- 1.6.1 Owing organization personnel request disposition instructions from MARCORLOGCOM via a GCSS-MC service request.

Note: Secondary Reparable (SECREP) requests for disposition are conducted via GCSS-MC Materiel Return Program (MRP).

- 1.6.2 Owing organization personnel receive disposition instructions from MARCORLOGCOM via the GCSS-MC service request. The disposition instructions will indicate whether the item can be disposed of locally, or if commercial transportation must be arranged for a non-local turn in to DLA-DS.
- 1.6.3 Owing organization personnel prepare the item for disposition (transfer process) per disposition instructions. (**Internal Control**).
- 1.6.4 Owing organization personnel begin the transfer process by utilizing the Materiel Redistribution Form in GCSS-MC.
- 1.6.5 As a result of above action, a DD Form 1348-1A shipping document is generated.
- 1.6.6 Within three days, owing organization personnel must access the Transportation Scheduler application within the DLA-DS website to request a turn in appointment at a local DLA-DS field office, or a pick-up date for deliveries to a non-local site. Is it a local disposition? If no proceed to 1.6.7; If yes *Is the Transportation Scheduler application available? If yes proceed to 1.6.19; If no proceed to 1.6.7*
- 1.6.7 Prior to accessing Transportation Scheduler, the owing organization must contact the local DLA-DS field office for an inspection.

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- 1.6.8 Local DLA-DS representative inspects the asset at the owning organization location.
- 1.6.9 Owing organization Access DLA-DS Transportation scheduler and schedule a commercial pick up.
- 1.6.10 Owing organization personnel receive a Commercial or Government Bill of Lading (CBL/GBL) prior to the pick-up date. **(Internal Control)**.
- 1.6.11 Asset is picked up by the commercial carrier.
- 1.6.12 Owing organization personnel place the Transportation Scheduler print-out, the CBL/GBL, and the DD Form 1348-1A in the DLA-DS pending file.
- 1.6.13 After seven (7) days, owning organization personnel check the Electronic Documents (EDOCS) site on the DLA-DS webpage to see if the CBL/GBL and a signed copy of the DD Form 1348-1A has been posted within EDOCS. *Is it in EDOCS Suite? If yes proceed 1.6.14; If no is the GBL or DD Form 1348-1A located EDOCS? If yes proceed to 1.6.14; If no proceed to 1.6.16.*
- 1.6.14 The owning organization print the GBL and the signed DD Form 1348-1A from the pending file and maintain in the voucher file.
- 1.6.15 The owning organization upload and attach the DD Form 1348-1A and the GBL to the original service request. **(Internal Control)**. *End Process.*
- 1.6.16 The owning organization notify DLA-DS. *Can the GBL or DD Form 1348-1A be located? If yes proceed to 1.6.15; If no proceed to 1.6.7.*
- 1.6.17 Owing organization annotate “Conditional Acceptance” on DD Form 1348-1A and uses the form as the voucherable document. To complete the process, proceed to 1.6.15 and follow to steps to end process.
- 1.6.18 The owning organization contact DLA-DS field office to schedule Turn-In appointment. Upon setting an appointment access DLA-DS Transportation Scheduler (step 1.6.19).
- 1.6.19 The owning unit access DLA-DS Transportation Scheduler and schedule a disposal Turn-In Appointment.
- 1.6.20 The owning organization deliver asset to the local DLA-DS field office.
- 1.6.21 The owning organization obtain a conditional receipt stamp or DLA-DS initials on the DD Form 1348-1A Owing organization personnel maintain the DD Form

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1348-1A and the Transportation Scheduler printout within the DLA-DS pending file.

- 1.6.22 The owning organization maintain DD Form 1348-1A and Transportation Scheduler print-out within DLA-DS pending file.
- 1.6.23 After seven (7) days, owning organization personnel will check the EDOCS Suite to see if a signed DD Form 1348-1A has been uploaded within EDOCS. *Is the information in the EDOCS Suite? If yes proceed to 1.6.24; If no Is the signed DD Form 1348-1A located in EDOCS within 30 days? If yes proceed to 1.6.24; If no proceed to 1.6.27.*
- 1.6.24 The owning organization personnel print the signed DD Form 1348-1A from the EDOCS Suite,
- 1.6.25 The owning organization staple the printed DD Form 1348-1A with the conditional acceptance from the pending file and maintain the document in the voucher file.
- 1.6.26 Upload and attach the signed DD Form 1348-1A to the original service request. **(Internal Control)**. *End Process.*
- 1.6.27 The owning organization notify DLA-DS, The owning organization notify DLA-DS. *Can the GBL or DD Form 1348-1A be located? If yes proceed to 1.6.25; If no proceed to 1.6.28.*
- 1.6.28 Owing organization annotate “Conditional Acceptance” on DD Form 1348-1A and uses the form as the voucherable document. To complete the process, proceed to 1.6.25 and follow to steps to end process.
- 1.6.29 DLA-DS field office personnel perform reconciliation between DD Form 1348-1A and what was delivered. *Is there a discrepancy? If no proceed to 6.1.30; If yes proceed to 6.1.31.*
- 1.6.30 DLA-DS field office personnel upload signed DD Form 1348-1A into EDOCS Suite. *End Process.*
- 1.6.31 *DLA-DS field office personnel provide a Supply Discrepancy Report (SDR) via PDREP to the owning organization. Is there a SDR within PDREP? If yes proceed to 6.1.32; If no No Action is required.*

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- 1.6.32 The owning organization perform causative research and deliver the missing quantities.
- 1.6.33 The owning organization perform disposal transaction in GCSS-MC
- 1.6.34 The owning organization adjust property records and provide KSDs to support the adjustment/s. *End Process.*

1.7 Intermediate Maintenance Activity (IMA) Disposal Process

- 1.7.1 Owning organization personnel initiate a maintenance service request via GCSS-MC.
- 1.7.2 Owning organization personnel deliver item to the IMA. *Is the Class VII item repairable? If yes proceed to 7.1.3; If no proceed to 7.1.4.*
- 1.7.3 IMA personnel repair the item. *End Process.*
- 1.7.4 IMA personnel create a return type service request in GCSS-MC.
- 1.7.5 IMA personnel request disposition instructions from MARCORLOGCOM.
- 1.7.6 MARCORLOGCOM approve and provide disposition instructions to the IMA via GCSS-MC. **(Internal Control)**.
- 1.7.7 IMA personnel prepare the item for disposition.
- 1.7.8 IMA personnel will attach the signed DD Form 1348-1A and CBL/GBL to the original return service request and reassign the item to the owning organization.
- 1.7.9 Owning organization personnel will utilize the Materiel Redistribution Form in GSCC-MC to generate a shipping document.
- 1.7.10 As a result of above action, a DD Form 1348-1A shipping document is generated for disposal. Is the item to be disposed of locally? If no proceed to 1.7.15; If yes is the Transportation Scheduler application available? If yes, proceed to 7.1.11; If no contact local DLA-DS field office to schedule Turn-In appointment, then follow processes 1.7.12 to 1.7.14 to end process.
- 1.7.11 IMA personnel will access DLA-DS Transportation Scheduler and schedule a disposal turn-in appointment.
- 1.7.12 Deliver asset to the local DLA-DS field office.
- 1.7.13 The IMA obtain a conditional acceptance receipt stamp or DLA-DS initials on the DD Form 1348-1A **(Internal Control)**.
- 1.7.14 The IMA attach conditional acceptance receipt to the original service request. **(Internal Control)**. *End Process.*

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- 1.7.15 For Turn-In process that is not local, IMA personnel will contact local DLA-DS for an inspection, prior to accessing the Transportation Scheduler website.
- 1.7.16 Local DLA-DS representative inspects the asset at the IMA location.
- 1.7.17 For commercial transportation, a CBL/GBL will be provided prior to the pickup date.
- 1.7.18 Asset is picked up by the commercial carrier.
- 1.7.19 GBL will be attached to the original service request.
- 1.7.20 The owning organization access service request in GCSS-MC (**Internal Control**).
- 1.7.21 The owning organization print-out conditional acceptance receipt and GBL.
- 1.7.22 The owning organization place the DD Form 1348-1A and/or GBL in the DLA-DS pending file.
- 1.7.23 After seven (7) days, owning organization personnel check to see if the signed DD Form 1348-1A has been posted in EDOCS. *Are the documents in the EDOCS Suite? If no is there signed DD Form 1348-1A located in EDCS within 30 days? If no notify DLA-DS to see if signed DD Form 1348-1A or GBL can be located; If no proceed to process 1.7.24. For situations that documents are in EDCS and signed DD Form 1348-1A or GBL can be located proceed to 1.7.25.*
- 1.7.24 The owning organization use condition acceptance, typically by annotating use "Condition Acceptance" on DD Form 1348-1A
- 1.7.25 The owning organization print the signed DD Form 1348-1A and the GBL from the EDOCS Suite.
- 1.7.26 The owning organization staples the printed DD Form 1348-1A and GBL with the 1348-1A within the pending file and maintain it in the voucher file.
- 1.7.27 The owning organization upload and attaché the signed DD Form 1348-1A and GBL and to the original service request in GCSS-MC.
- 1.7.28 The owning organization assign a disposition task to Marine Corps Logistics Command (LOGCOM) Inventory Manager (IM) and reassign Service Request (SR) to Weapons Systems Management Center (WSMC).
- 1.7.29 MARCORLOGCOM (WSMC) personnel close the return service request in GCSS-MC. (**Internal Control**). *End Process.*
- 1.7.30 DLA-DS field office personnel perform a reconciliation between the original DD Form 1348-1A and what was delivered. (**Internal Control**). *Is there a discrepancy? If no proceed to 1.7.31; If yes proceed to 1.7.32.*
- 1.7.31 DLA-DS personnel will upload the signed DD Form 1348-1A to EDOCS. *End Process.*

1.0 Military Equipment: Process Narrative

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1.7.32 DLA-DS field office personnel will provide an SDR via PDREP. *Is there an SDR within PDREP? If no, **No action is required**; If yes proceed to 1.7.33.*

1.7.33 Owning organization personnel will perform disposal transactions in GCSS-MC.

1.7.34 Owning organization personnel will adjust property records in GCSS-MC and update KSDs. *End Process.*

1.8 MARCORLOGCOM Disposal Process

1.8.1 MARCORLOGCOM IMs, induct transactions within the Stock Control System (SCS) to dispose of an asset.

1.8.2 IMs contact DLA-DS for a receipt-in-place appointment.

1.8.3 IMs obtain a conditional acceptance receipt stamp or DLA-DS initials on the DD Form 1348-1A shipping document. **(Internal Control)**. *End Process.*

1.9 Marine Corps Systems Command (MARCORSYSCOM) Disposal Process

1.9.1 MARCORSYSCOM PMs issue disposal plans for legacy assets.

1.9.2 MARCORSYSCOM PMs ensure to obtain KSDs and GCSS-MC retirement archive confirmation once assets have been disposed of. **(Internal Control)**.

1.9.3 MARCORSYSCOM PMs update the Marine Corps Item Unique Identification (IUID) Registry Temporary Data Storage (TDS). **(Internal Control)**.

1.9.4 MARCORSYSCOM PMs update the IUID Registry with lifecycle event (transfer to DLA-DS). **(Internal Control)**.

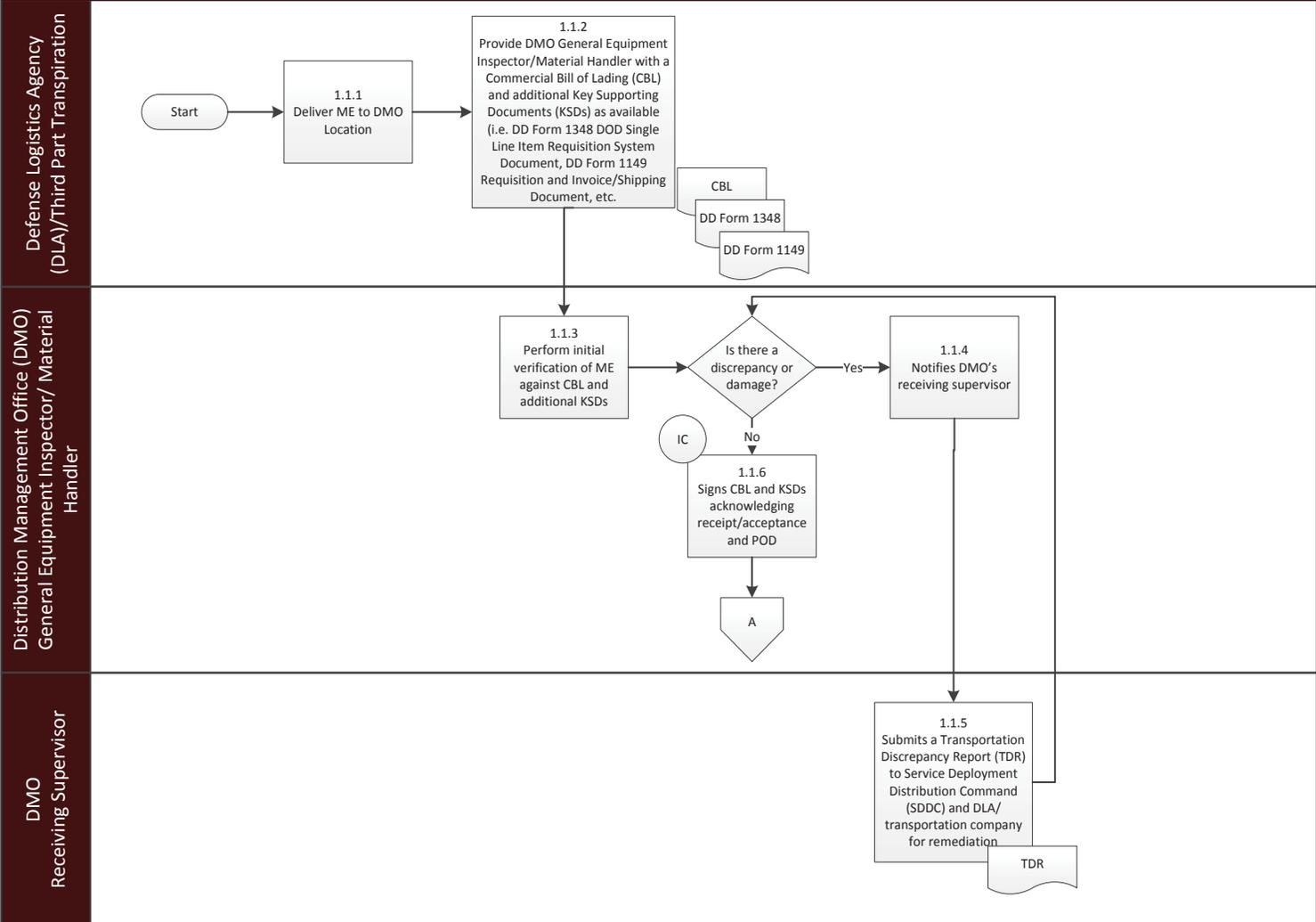
1.9.5 MARCORSYSCOM PMs provide an IUID Registry Update Statement Letter to Acquisition Logistics & Product Support (ALPS) for military equipment valuation (MEV) follow on action. **(Internal Control)**. *End Process.*

1.0 Military Equipment: Process Flow

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1.1 Marine Expeditionary Force (MEF) Military Equipment (ME) Processes and Internal Controls (IC) Draft ME Receipt Process

IC

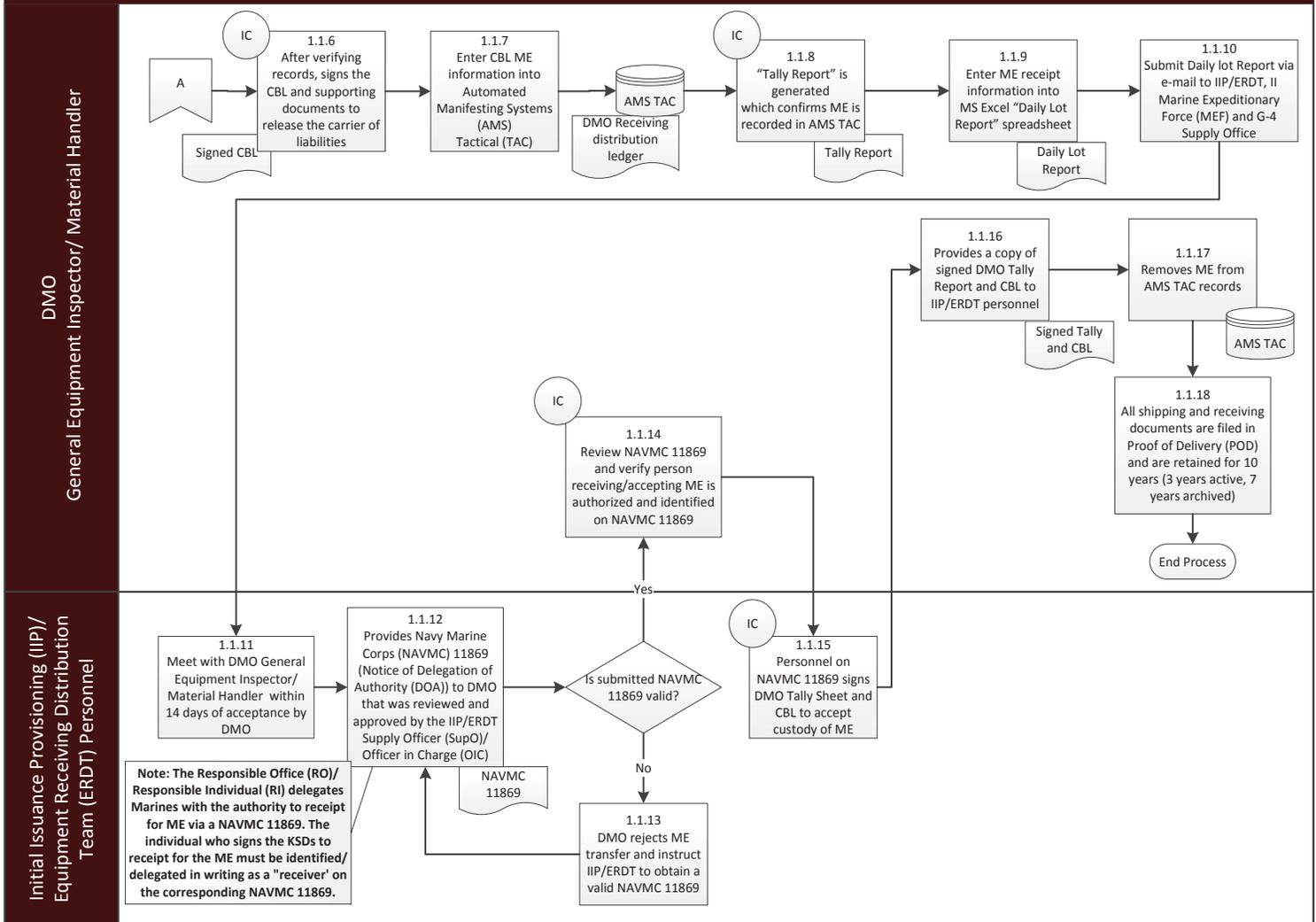


1.0 Military Equipment: Process Flow

page 2

1.1 MEF Military Equipment (ME) Processes and Internal Control Draft ME Receipt Process Continued

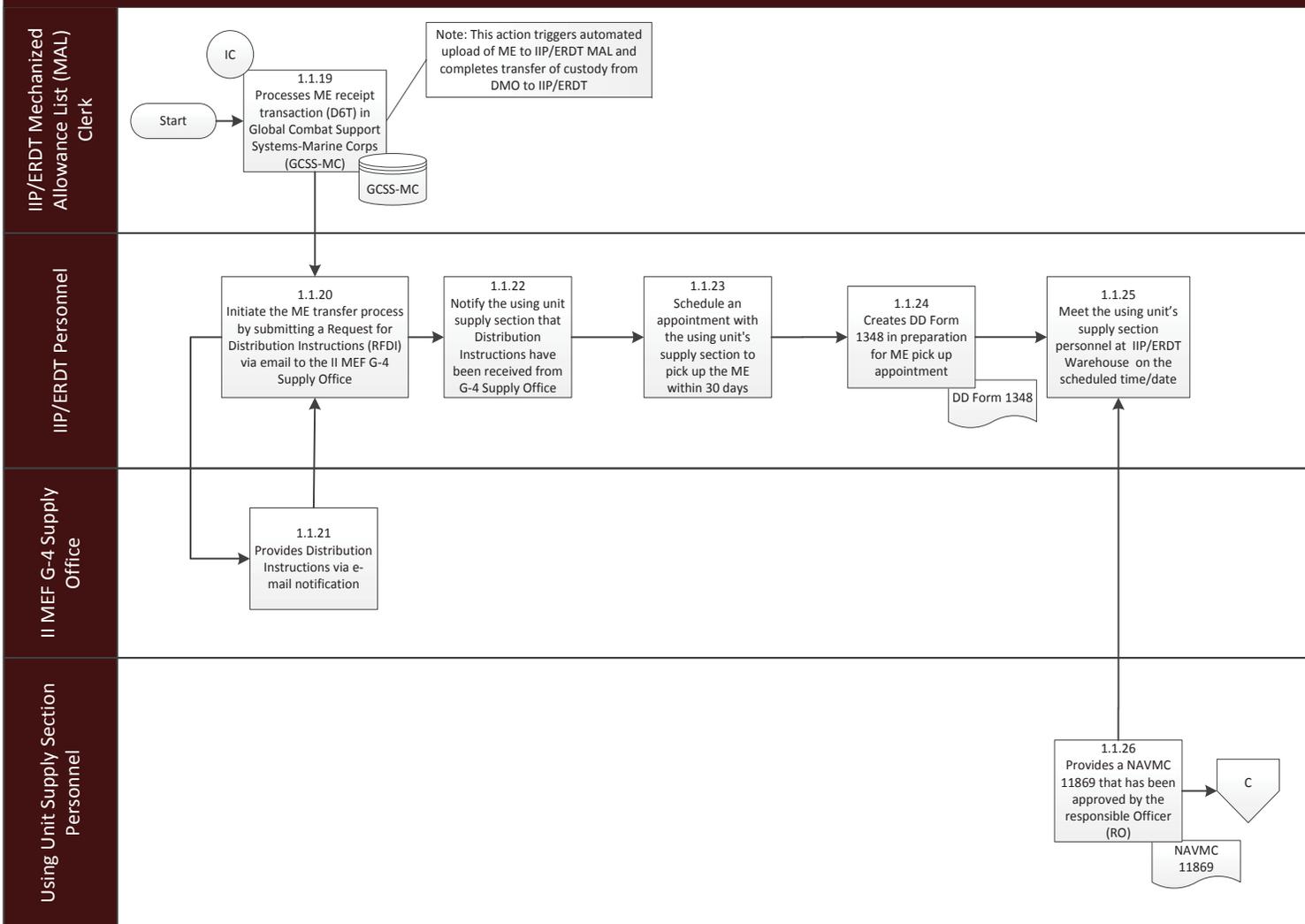
IC



1.0 Military Equipment: Process Flow

1.1 MEF Military Equipment (ME) Processes and Internal Control Draft ME Receipt/Placement In-Service Process

IC

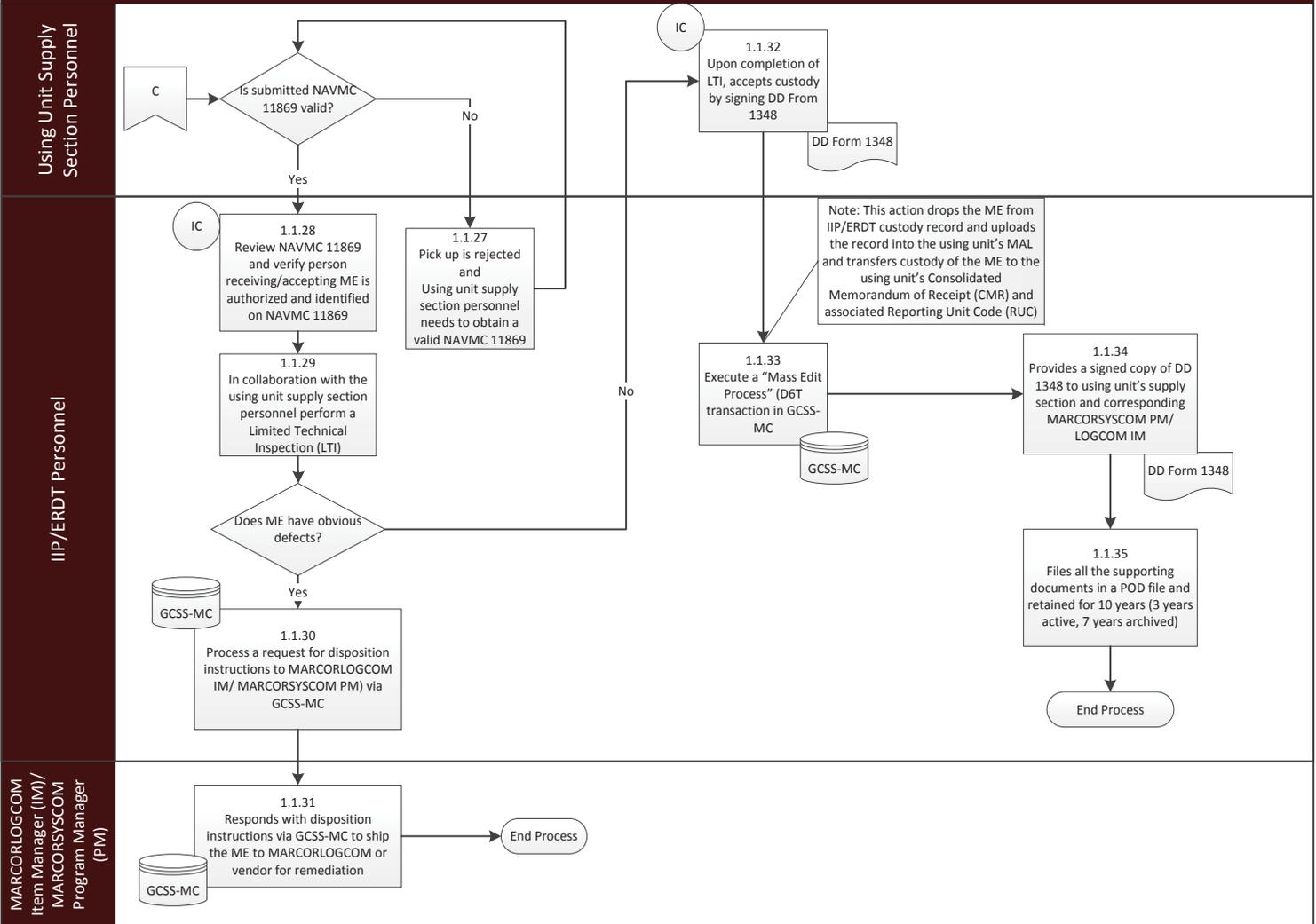


1.0 Military Equipment: Process Flow

page 4

1.1 MEF Military Equipment (ME) Processes and Internal Control Draft ME Placement In-Service Process Continued

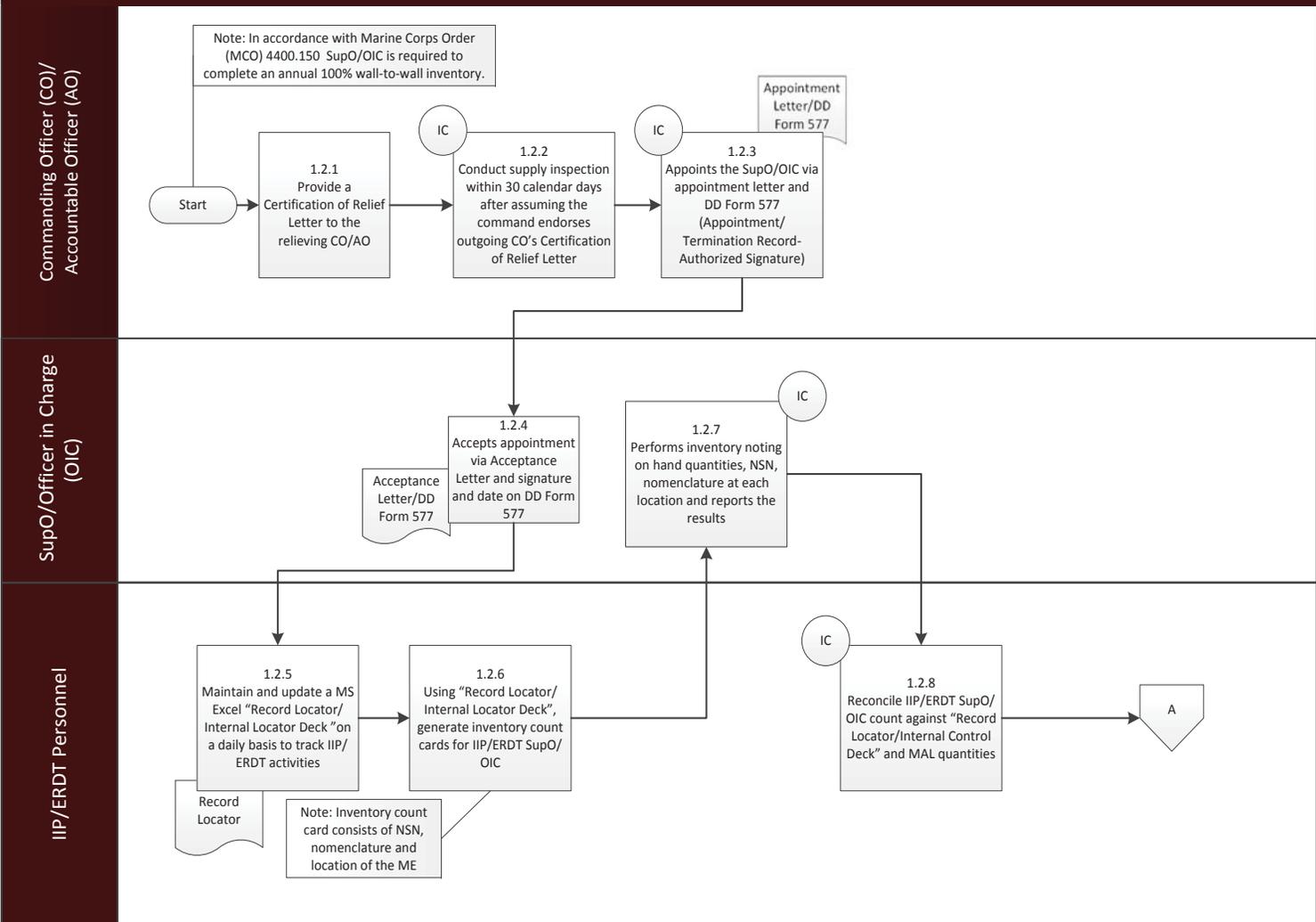
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1.0 Military Equipment: Process Flow

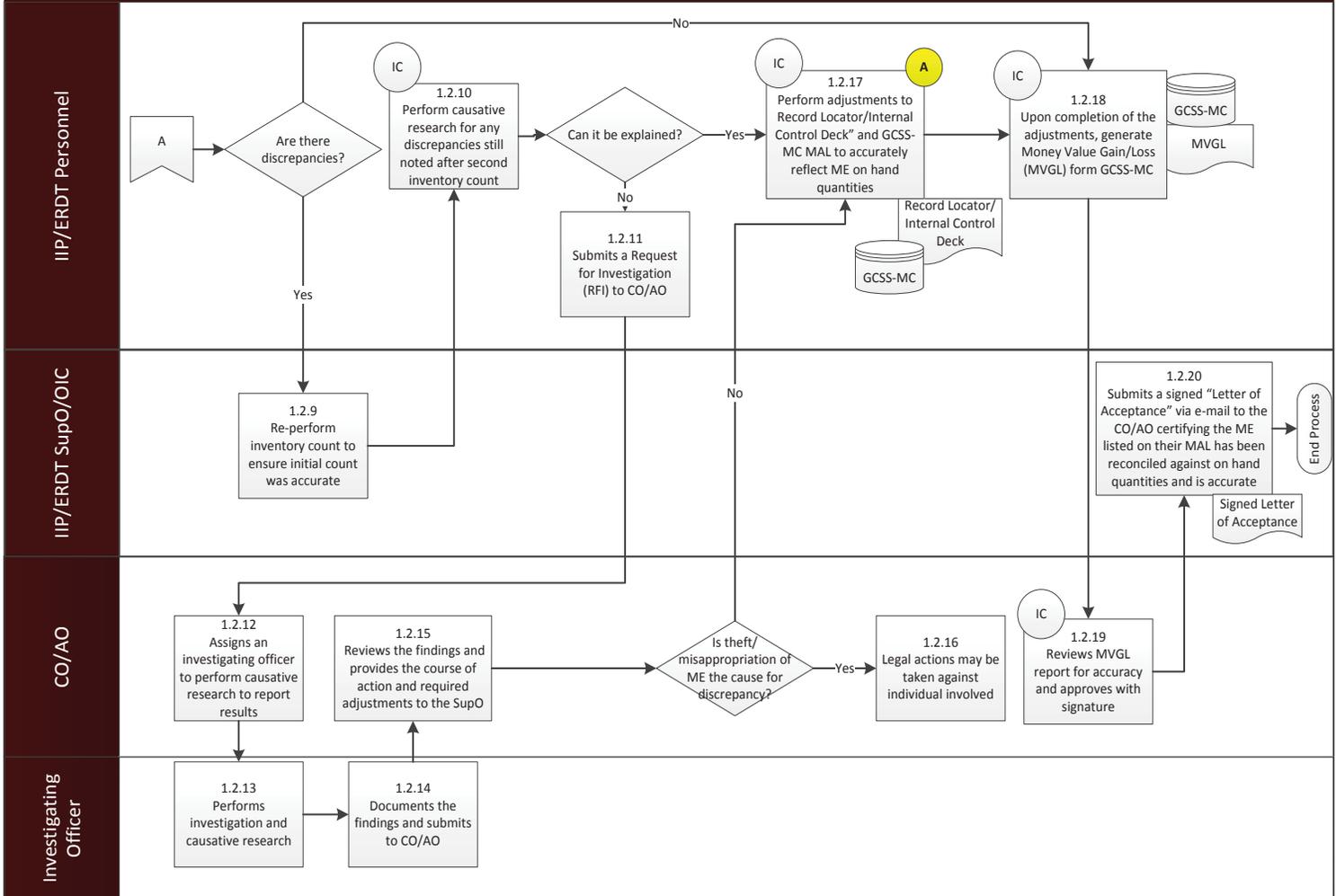
1.2 MEF Military Equipment (ME) Processes and Internal Control Draft Annual Inventory

IC



1.0 Military Equipment: Process Flow

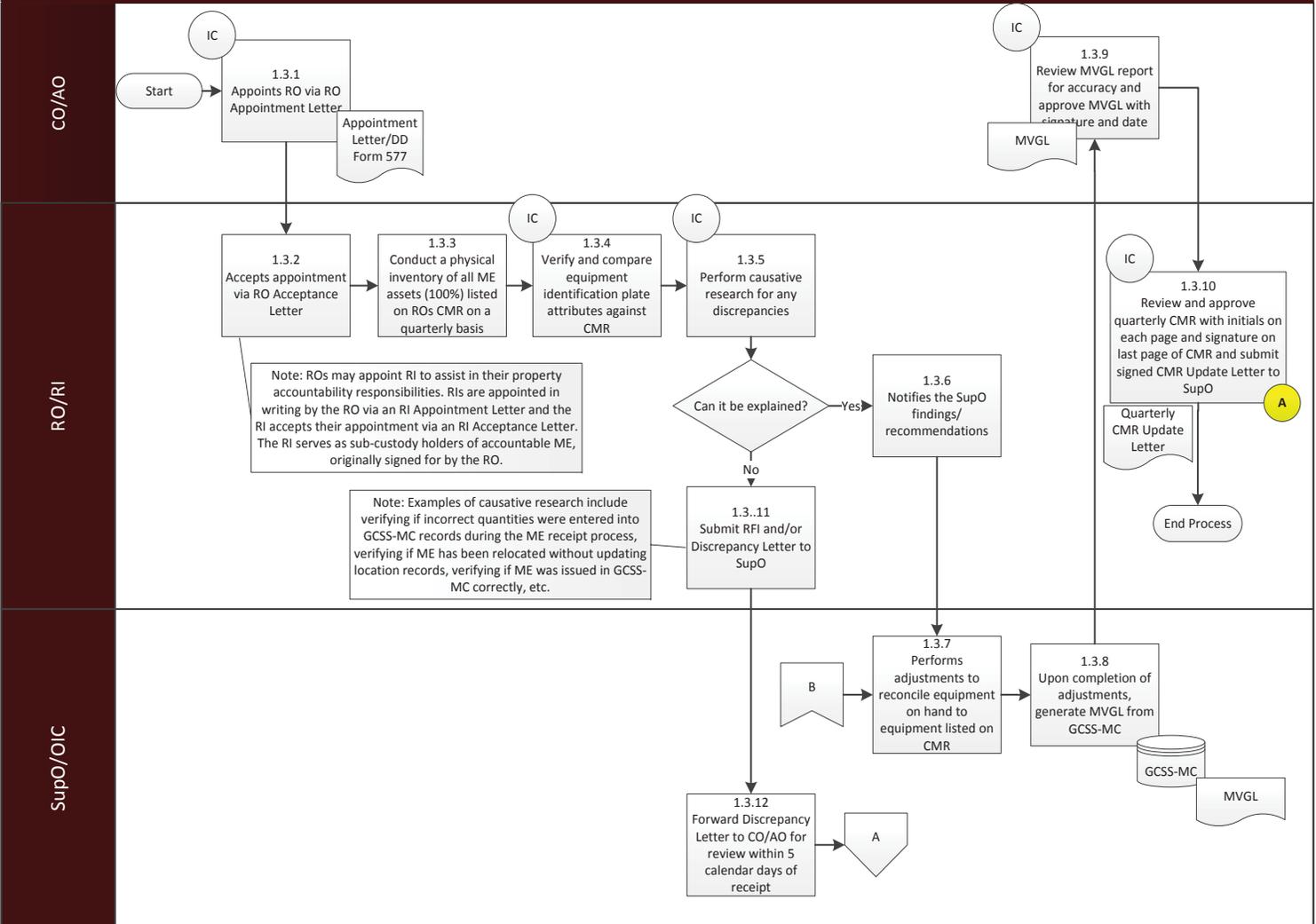
1.2 MEF Military Equipment (ME) Processes and Internal Control Draft Annual Inventory Continued



1.0 Military Equipment: Process Flow

1.3 MEF Military Equipment (ME) Processes and Internal Control Draft Quarterly Consolidated Memorandum Receipt (CMR)

IC

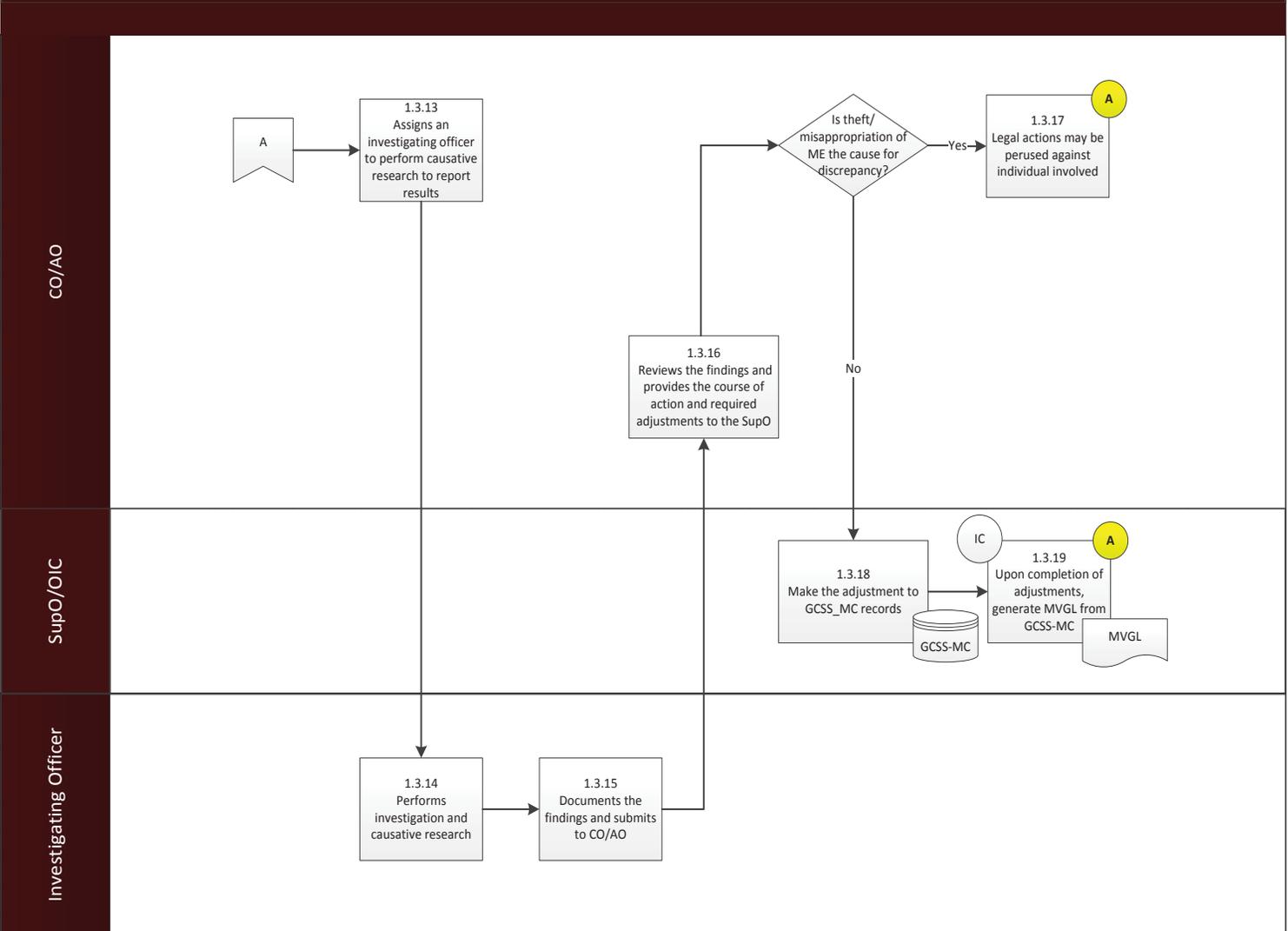


1.0 Military Equipment: Process Flow

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1.3 MEF Military Equipment (ME) Processes and Internal Control Draft Quarterly Consolidated Memorandum Receipt (CMR)

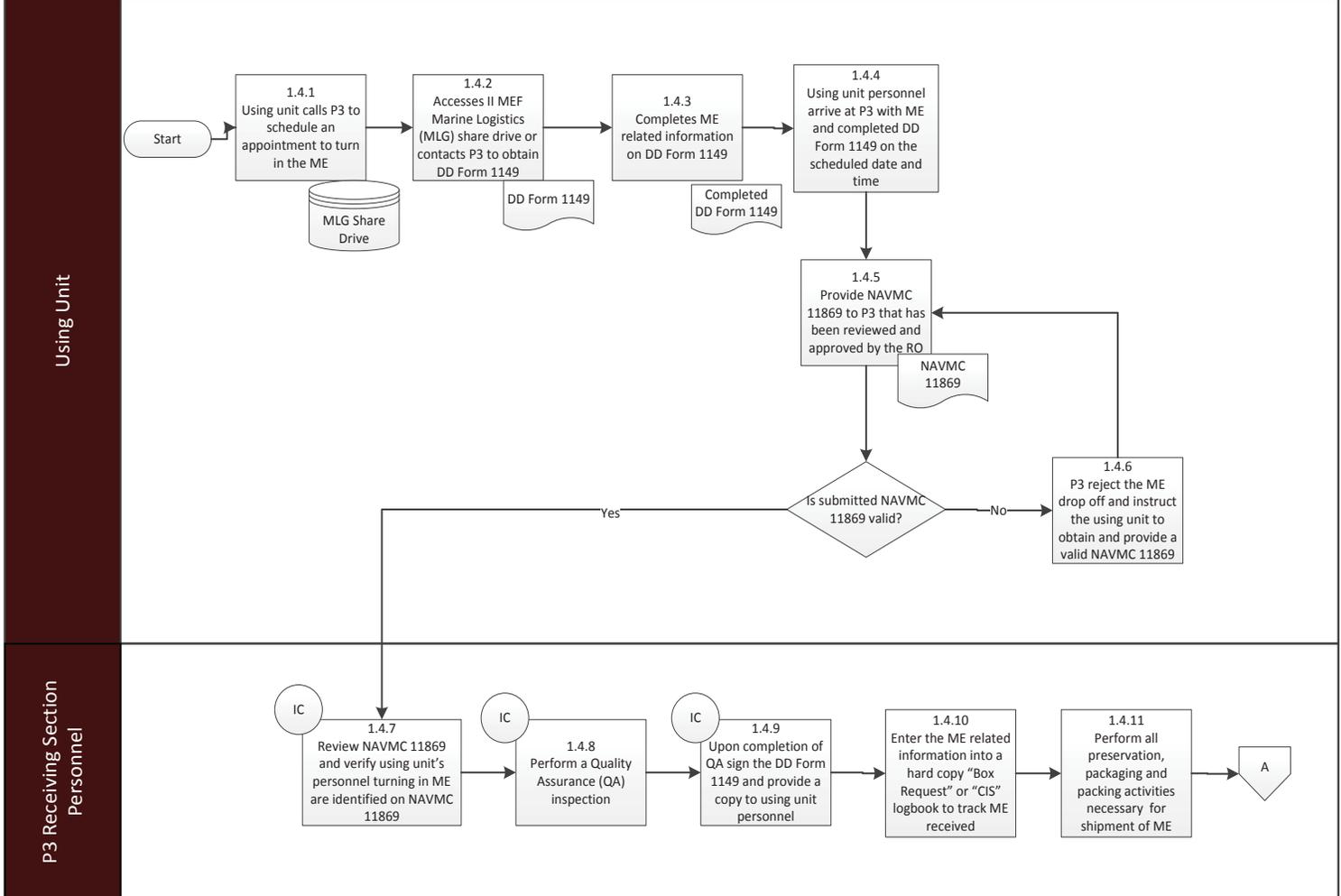
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1.0 Military Equipment: Process Flow

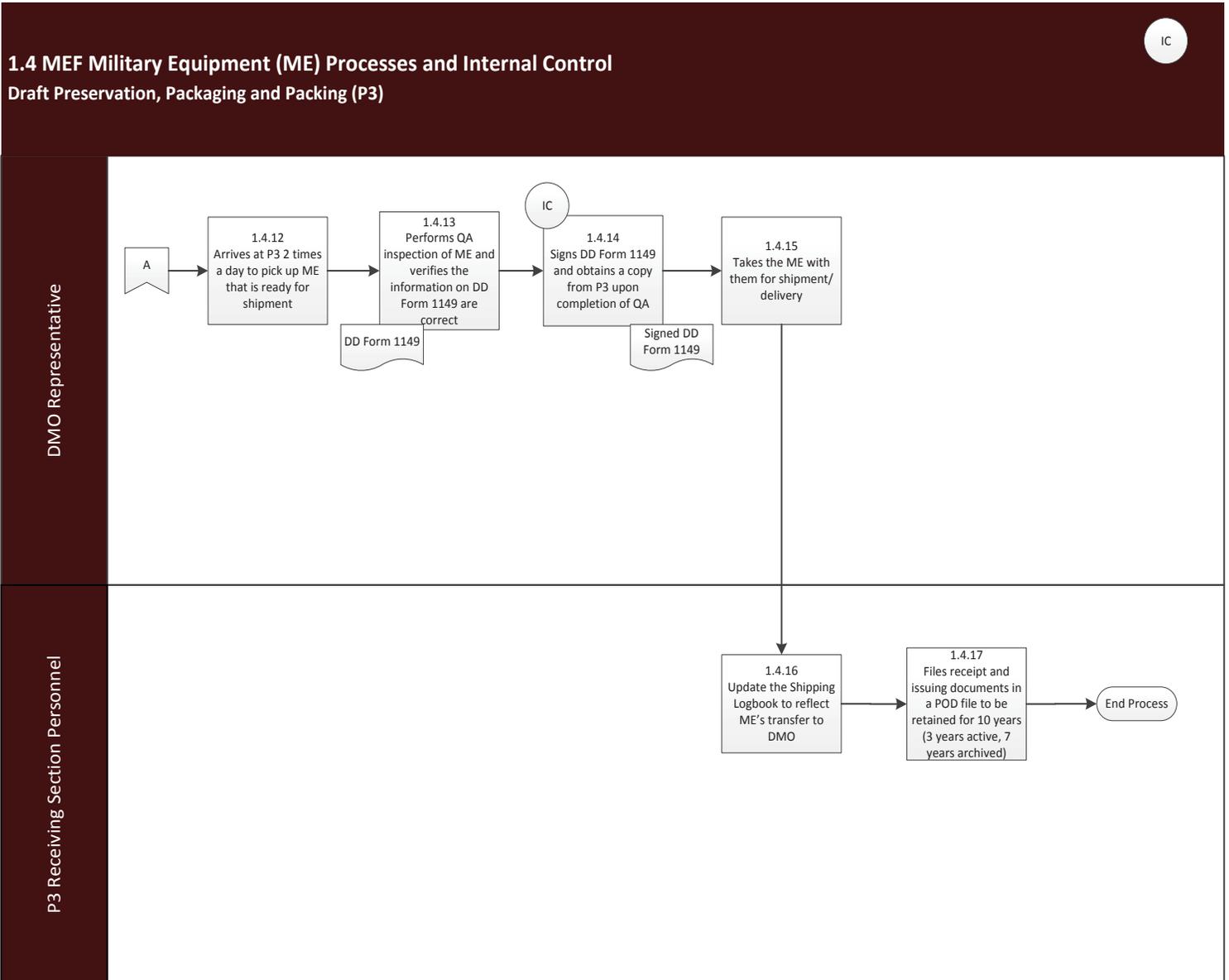


1.4 MEF Military Equipment (ME) Processes and Internal Control Draft Preservation, Packaging and Packing (P3)



1.0 Military Equipment: Process Flow

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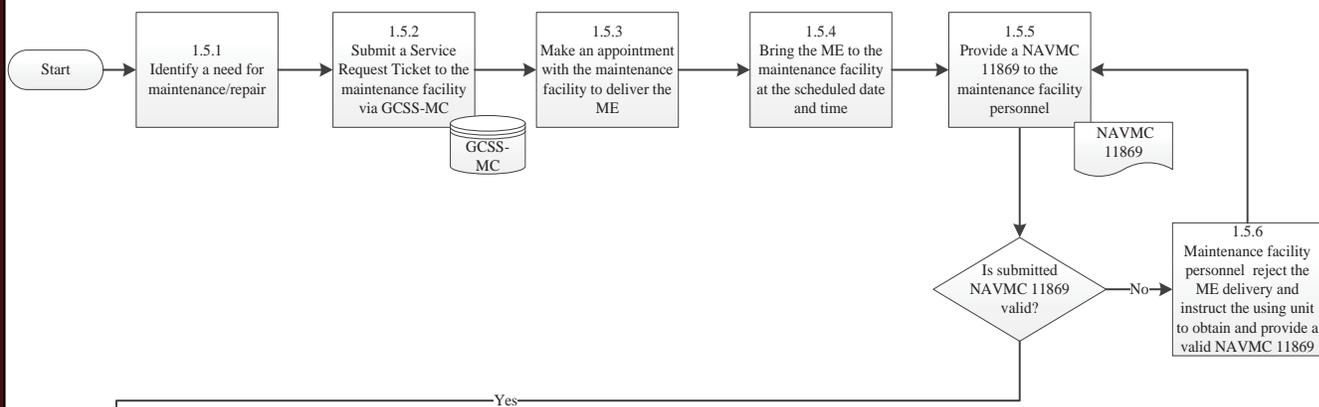


1.0 Military Equipment: Process Flow

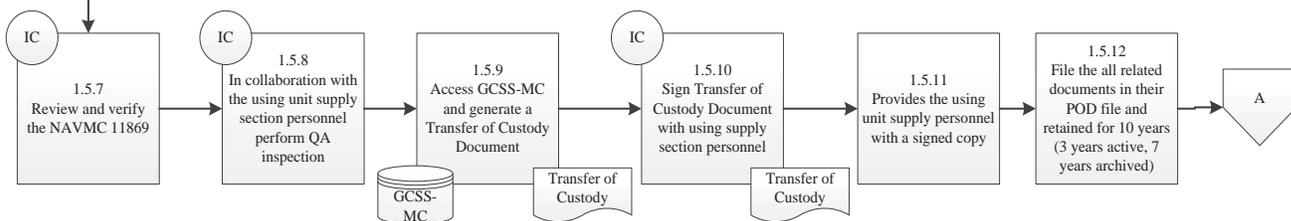
1.5 MEF Military Equipment (ME) Processes and Internal Control Draft Maintenance



Using Unit Supply Section Personnel



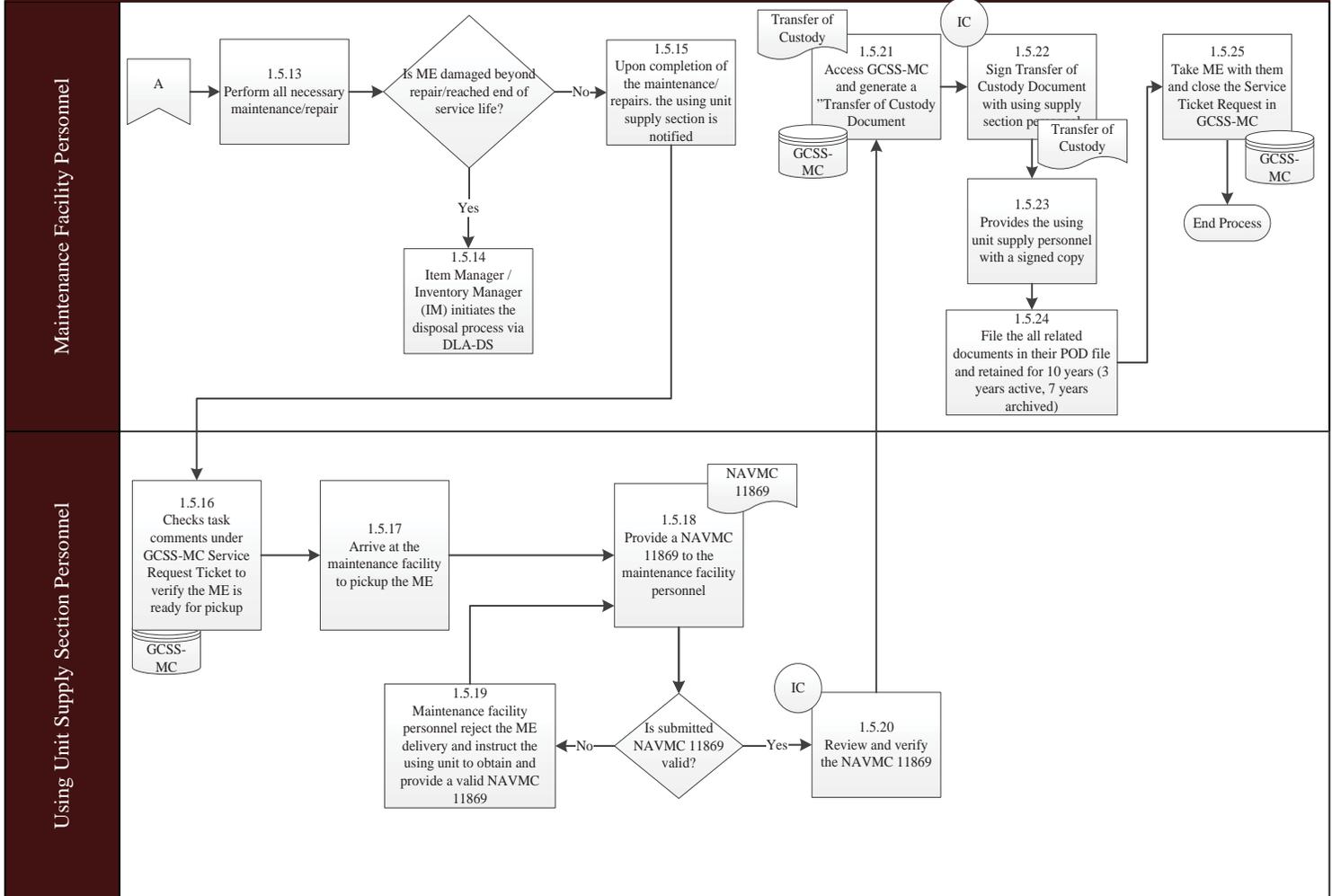
Maintenance Facility Personnel



1.0 Military Equipment: Process Flow

1.5 MEF Military Equipment (ME) Processes and Internal Control Draft Maintenance Continued

IC

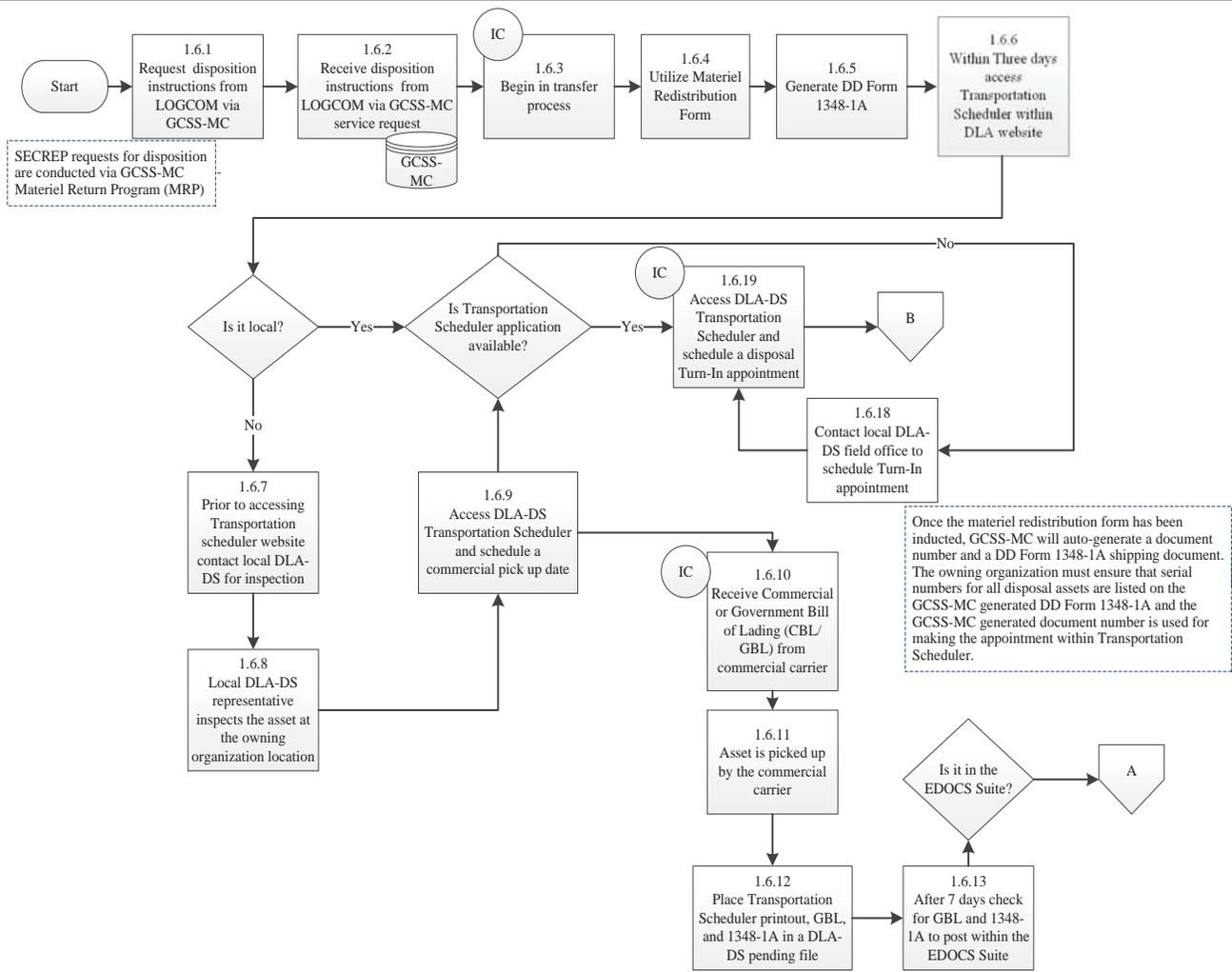


1.0 Military Equipment: Process Flow

1.6 Turn-In of Materiel from Owning Organization to Defense Logistics Agency Disposition Services

IC

Owning Organization

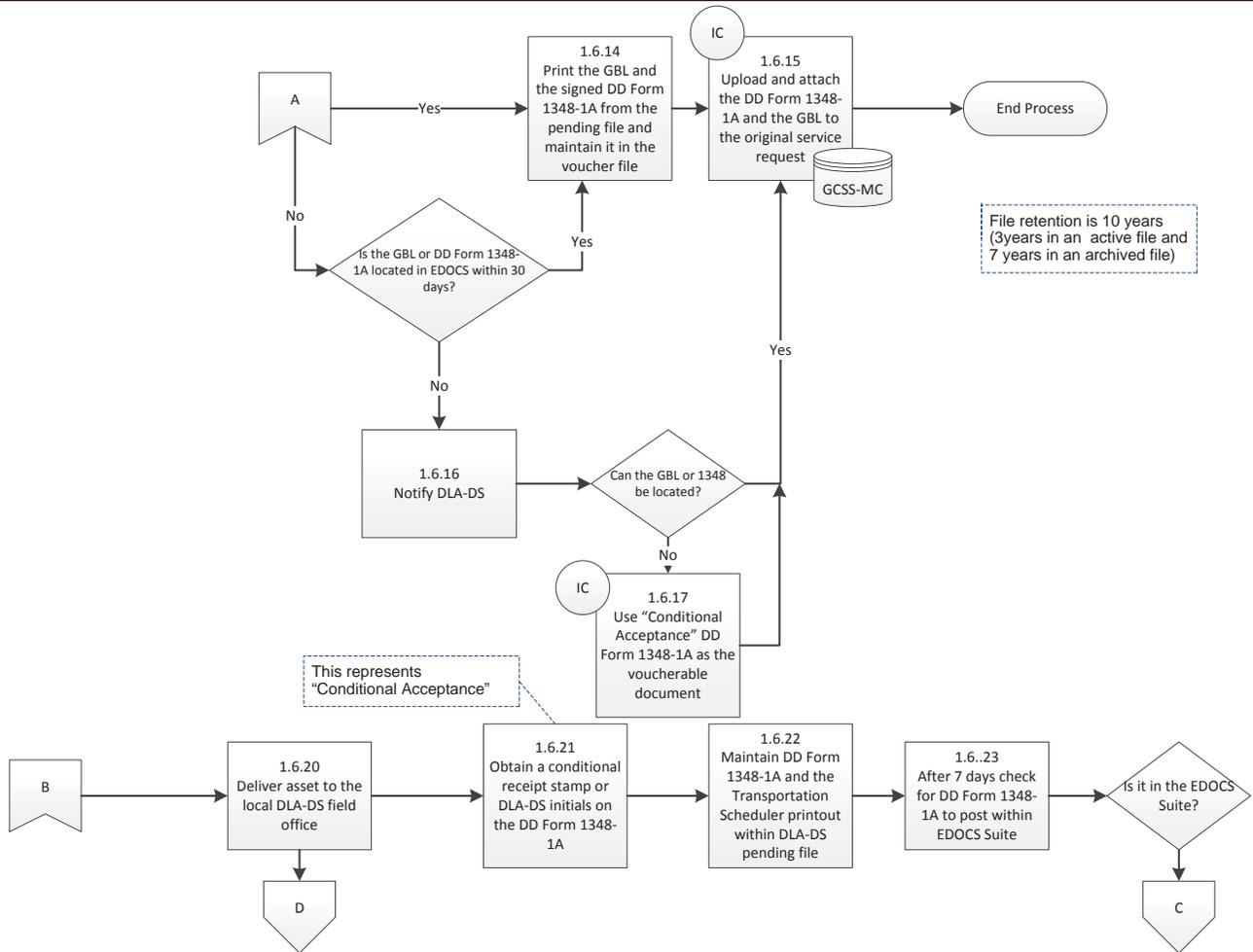


1.0 Military Equipment: Process Flow

1.6 Turn-In of Materiel from Owning Organization to Defense Logistics Agency Disposition Services Disposal Process Continued

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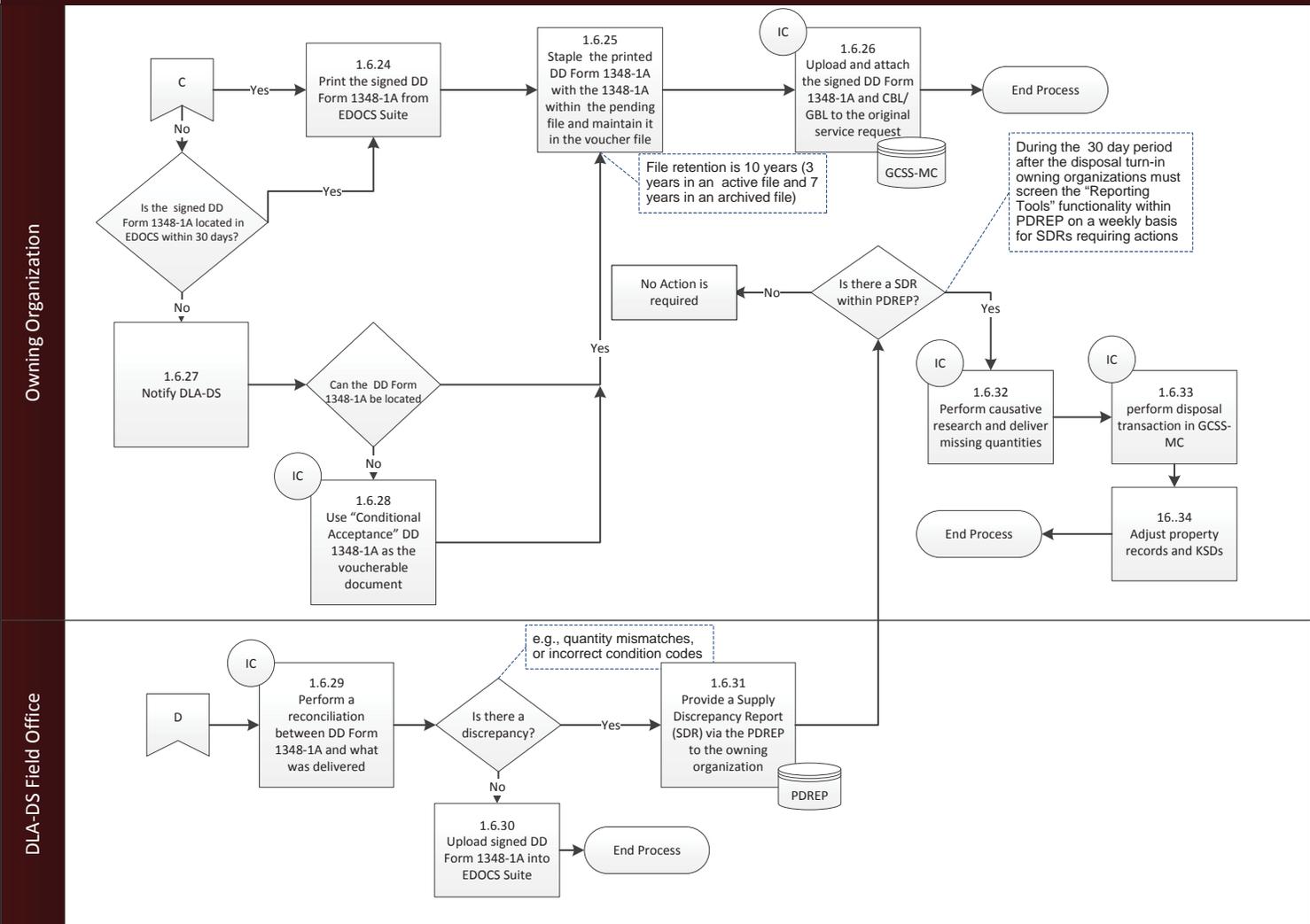
Owning Organization



1.0 Military Equipment: Process Flow

1.6 Turn-In of Materiel from Owning Organization to Defense Logistics Agency Disposition Services Disposal Process Continued

IC

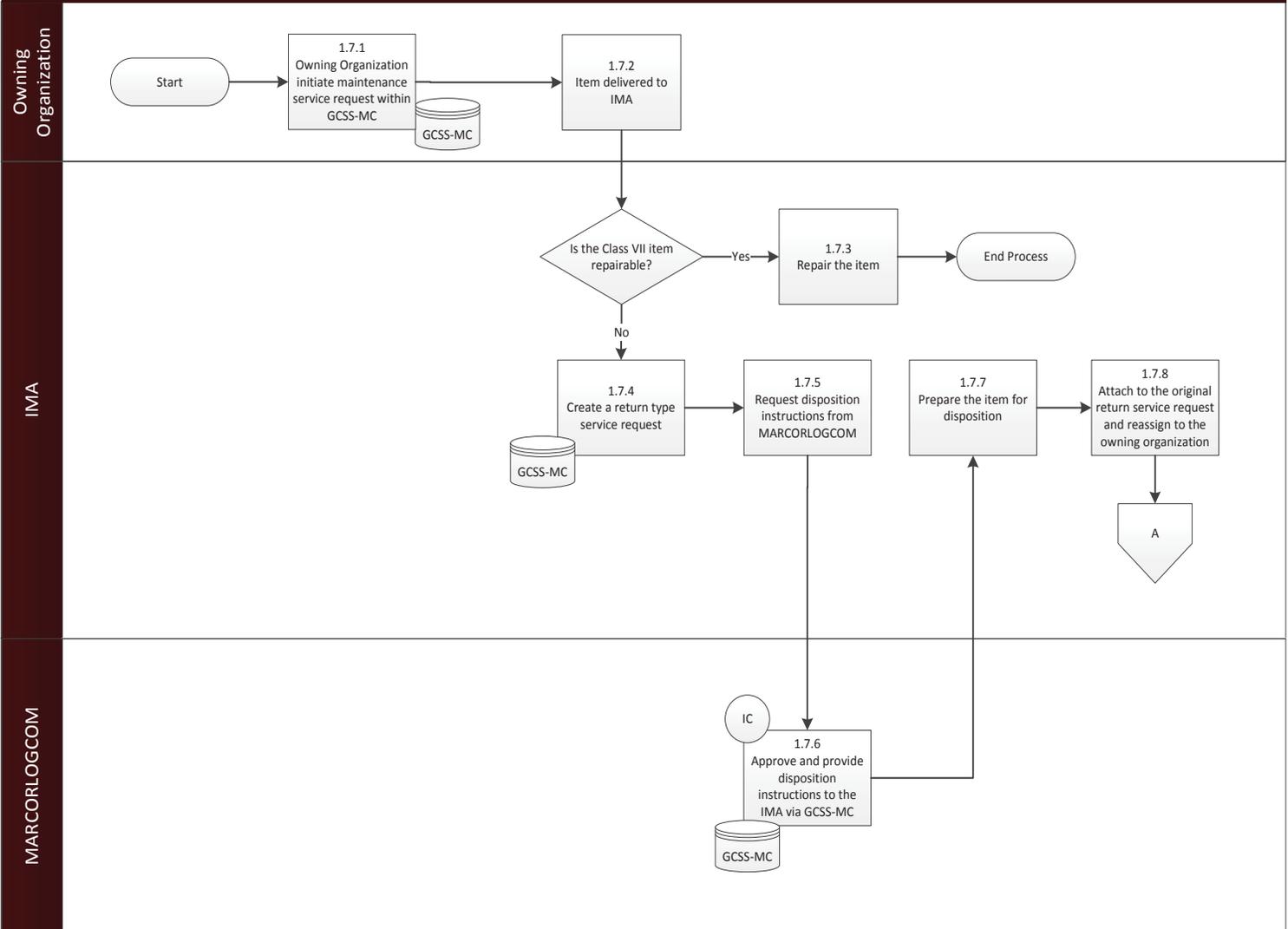


1.0 Military Equipment: Process Flow

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1.7 Intermediate Maintenance Activity (IMA) Disposal Process

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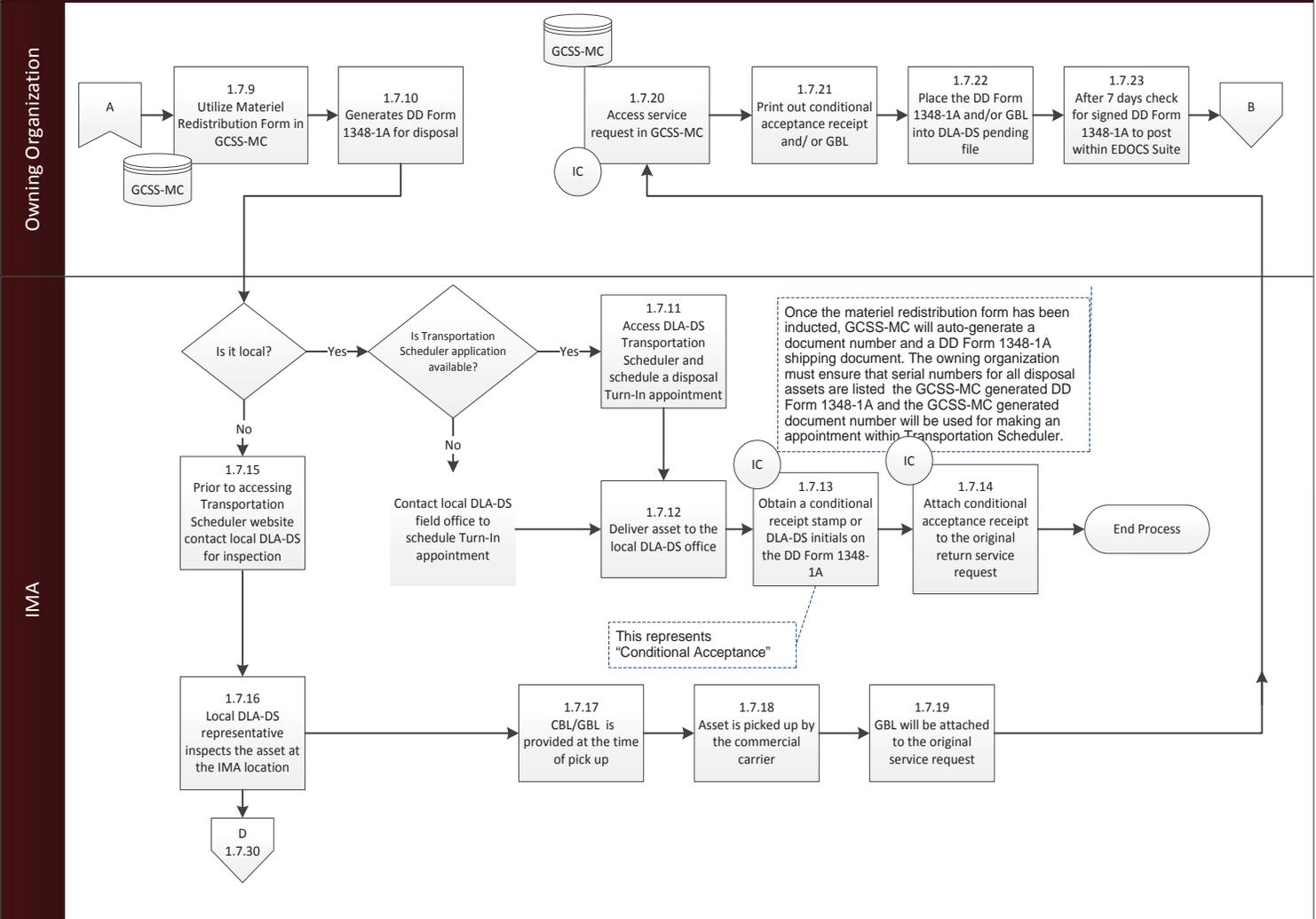


1.0 Military Equipment: Process Flow

1.7 Intermediate Maintenance Activity (IMA) Disposal Process

IMA Disposal Continued

IC

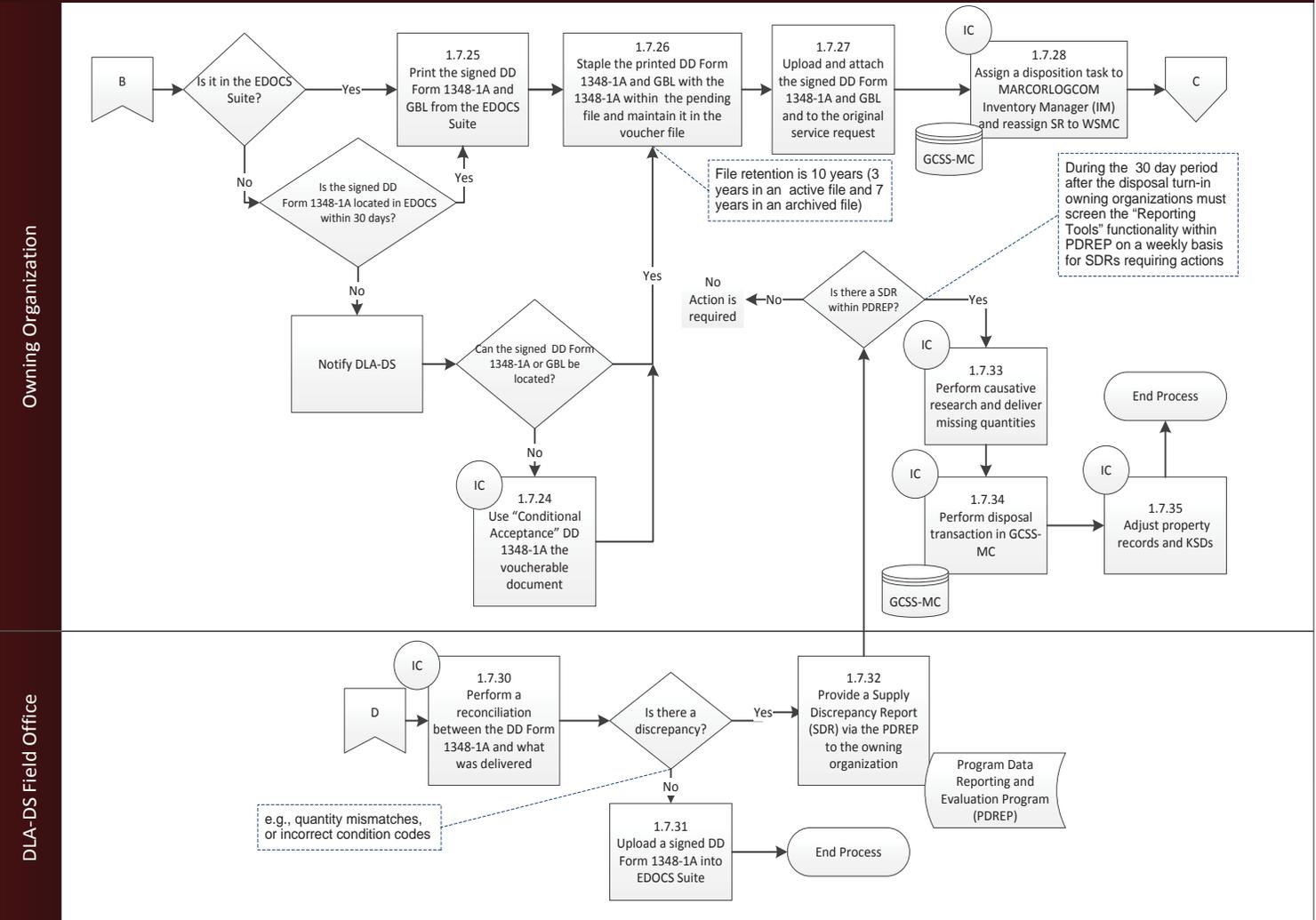


1.0 Military Equipment: Process Flow

1.7 Intermediate Maintenance Activity (IMA) Disposal Process

IMA Disposal Continued

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1.0 Military Equipment: Process Flow

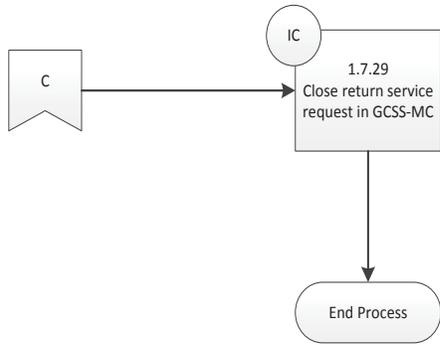
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1.7 MARCORLOGCOM Disposition Process

Disposal Process Continued

IC

MARCORLOGCOM Weapons Systems Management Center (WSMC)



1.0 Military Equipment: Process Flow

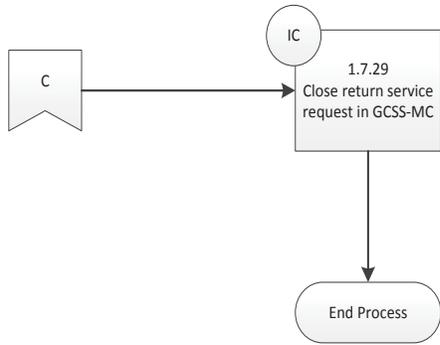
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1.7 MARCORLOGCOM Disposition Process

Disposal Process Continued

IC

MARCORLOGCOM Weapons Systems Management Center (WSMC)

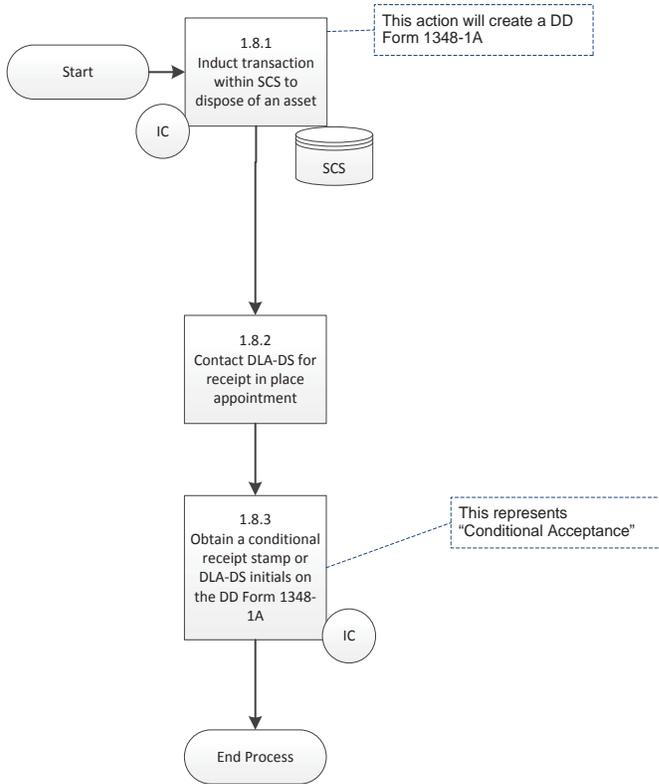


1.0 Military Equipment: Process Flow

1.8 MARCORLOGCOM Disposal Process

IC

Inventory Managers (IMs)



2.0 Ammunition: Process Narrative

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Ammunition

2.0 Overview

The ammunition business process enables the Marine Corps to focus on the Procurement, Receipt, Acceptance, Inventory Management, Consumption, Transfer, and Disposition Business Cycle events of the Ammunition assessable sub-unit lifecycle. Ammunition accounts for the majority of OM&S financially reported. The Ammunition assessable sub unit for the Marine Corps consists of conventional ground Ammunition Class V(W) in support Marine Corps' operations. Class V(W) conventional ground ammunition consists of ammunition and explosives such as small arms ammunitions, medium caliber ammunition, ammunition for mortars and tanks, artillery, pyrotechnics, demolition, and rockets and missiles.

The majority of Marine Corps' owned ammunition is stored at either the Army or Navy depots. Ammunition is transferred from the depots to Marine Corps' Ammunition Supply Points (ASPs) where it is until issued to using units. ASPs are centralized and are mainly responsible for geographic regions. Each ASP utilizes the Ordnance Information System – Retail (OIS-R) as their APSR which feeds the Ordnance Information System – Marine Corps (OIS-MC) as the ammunition enterprise-level APSR. The majority of Marine Corps' owned ammunition is held and managed at depots that are run by both the Army and Navy.

The key lifecycle events of ammunition include:

- Acquisition (Procurement, and Receipt & Acceptance)
- Inventory Management (Physical Inventories, Location Surveys, Cross-Leveling, Cross-Servicing)
- Issue, Transfer, and Disposition

2.1 Acquisition

The acquisition process for ammunition encompasses any practice employed to obtain or control ammunition and place it in a ready-to-use state. Procurement is the method by which ammunition is acquired. Receipt of ammunition at the depot and the ASP are included in the acquisition process.

Procurement

When a need for ammunition is identified, the Marine Corps may determine that procurement is the best method to acquire the ammunition. Certain processes and procedures are followed to identify the method of procurement and the source of the funding and contract that will be used. Funding sources include Procurement of Ammunition, Navy and Marine Corps (PANMC); Procurement, Marine Corps (PMC); Operations & Maintenance (O&M); and Research, Development, Test, and Evaluation, Navy (RDT&E, N).

The process of acquiring ammunition begins when a requirement for ammunition is generated. PM Ammo develops an ammunition inventory benchmark report based off of the year end value of ammunition on hand. The on hand values are compared to the Total Munitions Requirement (TMR) to determine quarterly ammunition requirements. The TMR is the single-source Marine

2.0 Ammunition: Process Narrative

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Corps Class V (W) munitions requirement document that provides the basis for procurement of munitions and is comprised of training, war reserve, and testing ammunition requirements. The ammunition inventory benchmark report is then used to develop a Funding Action Request (FAR).

The budget analyst within PM Ammo reviews the requirement and determines whether the requirement is authorized, valid, and if funding is available through the TMR. Prior to procuring ammunition, a budget analyst initiates the request by routing the FAR for approval via the Marine Corps' Enterprise Technology Services (MCEITS) system. The FAR is reviewed and approved by the product manager within PM Ammo and is returned to the budget analyst for processing.

After approval, there are two main ways that the Marine Corps procures ammunition; either through the SMCA via a Military Interdepartmental Purchase Request (MIPR) or through the submission of a contract via MARCORSYSCOM.

Ammunition acquired through SMCA is initiated by a budget analyst at PM Ammo via Navy Headquarters System (NHS) to establish a requirement and a document number. The budget analyst takes the document number and creates a purchase request in PR Builder with the approved FAR as an attachment. The budget analyst also creates a Military Interdepartmental Purchase Request (MIPR) via electronic-MIPR (E-MIPR) to route, along with the purchase request, to the accounting officer for review and approval. The accounting officer will review and approve the request via PR Builder and sign the MIPR via E-MIPR. The MIPR is then sent to SMCA for review and acceptance on behalf of the Marine Corps at the depot or manufacturer through E-MIPR.

Ammunition acquired through a contract is processed via NHS and PR Builder similar to the MIPR process noted in the above paragraph. The requirement is routed and approved by the contracting officer (KO) and accounting officer at PM Ammo. After the accounting officer approves the request, it is routed to MARCORSYSCOM to begin the contracting process. The MARCORSYSCOM KO will assign a contract number, and a finalized copy of the contract will be sent to PM Ammo. Key supporting documents (KSDs) are maintained electronically within the Wide Area Work Flow (WAWF) system under Electronic Document Access (EDA).

- 2.1.1 DC, CD&I determines ammunition requirement.
- 2.1.2 PM AMMO Project Officer (PO) initiates a requisition based on the TMR for procurement via a FAR.
- 2.1.3 PM AMMO Budget Analyst validates that the requirement is authorized through the TMR.
- 2.1.4 The Product Manager (PdM) reviews the FAR, requests from the Budget Analyst.
- 2.1.5 If the FAR is not approved, the FAR is rejected to the PO for corrections.

2.0 Ammunition: Process Narrative

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- 2.1.6 If the FAR is approved, the PdM approves FAR and returns to the Budget Analyst. If the ammunition will be procured through the SMCA, go to step 2.1.7. If the ammunition will be procured via a contract, go to step 2.1.11. **(Internal Control)**.
- 2.1.7 The Budget Analyst processes the funding document through NHS and E-MIPR.
- 2.1.8 The Accounting Officer reviews the funding package and associated MIPR.
- 2.1.9 The Accounting Officer approves the requisition via PR-Builder and signs the MIPR in E-MIRP **(Internal Control)**.
- 2.1.10 The MIPR is routed to SMCA via E-MIPR.
- 2.1.11 If the ammunition is being procured via a contract, the Budget Analyst obtains a document number from NHS and processes the funding document through PR Builder.
- 2.1.12 The Contract Officer reviews the funding package.
- 2.1.13 The Accounting Officer reviews funding package.
- 2.1.14 The Accounting Officer approves the request via PR-Builder **(Internal Control)**.
- 2.1.15 The SYSCOM CO receives the contract request via PR Builder and processes the request.
- 2.1.16 The SYSCOM CO sends the contract to PM AMMO.

Receipt & Acceptance

Ammunition receipt and acceptance occurs either at the depot or at the manufacturer by a Defense Contract Management Agency (DCMA) representative. The DCMA representative is responsible for ensuring that all ammunition is in compliance with contract terms. The ASP receipts for ammunition sent from depots or from using units if using units have remaining unused ammunition at the completion of their training event.

When ammunition is received at the depot, the shipment is reviewed and input into Smart Chain (SC), which interfaces with the Logistics Modernization Program (LMP). The segregations clerk (depot employee) at the depot receives and reviews the shipment and signs the DD Form 1348-1A after assuring the ammunition received is correct. An inventory manager at PM Ammo performs reconciliations to ensure that transactions in LMP match OIS-MC to verify shipment receipt and data accuracy. The reconciliation process between LMP and OIS-MC occurs via the 'DZA' process. The depot runs the 'DZA' mismatch report which specifies the total amount of

2.0 Ammunition: Process Narrative

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ammunition on hand and identifies any discrepancies. The Marine Corps has a liaison at each depot that can conduct inventories and causative research if discrepancies exist.

When ammunition is received at the ASP, the segregations clerk receives the shipment and signs the DD Form 1348-1A. An ASP clerk conducts an inventory of the shipment and inserts the counts on an inventory sheet and submits it to the records clerk. To determine the accuracy of the receipt of the shipment, the records clerk validates that the resulting inventory sheet matches the DD Form 1348-1A. If the inventory sheet does not match the DD Form 1348-1A, then causative research is performed to resolve discrepancies. If the shipment is incorrect, a Record of Discrepancy (ROD) is generated and sent to the shipper for corrective action. The ammunition is moved to its storage location where the storage clerk performs a count of the ammunition that is currently on hand at that location to get the Before Balance On-Hand (BBOH). Then the clerk counts the new ammunition that will be added to the storage and adds it to the BBOH in order to derive the After Balance On-Hand (ABOH). The storage clerk annotates both the BBOH and ABOH on the DD Form 1348-1A and submits it to the records clerk. The records clerk validates that the BBOH and ABOH on the DD Form 1348-1A matches OIS-R.

Ammunition can also be received if, after training, the using unit returns unused ammunition.

2.2 Receipt at the Depot

- 2.2.1 The shipment arrives at Depot.
- 2.2.2 The Segregations Clerk receives and reviews the shipment and signs the DD 1348-1A.
- 2.2.3 The Segregations Clerk inventories ammunition received against DD 1348-1A.
- 2.2.4 The Inventory Accuracy Clerk and Storage Clerk matches inventory against DD 1348-1A.
- 2.2.5 The Records Clerk inputs data into SC/LMP which interfaces with OIS-MC.
- 2.2.6 The Inventory Manager validates that LMP on hand matches OIS-MC (**Internal Control**).
- 2.2.7 If a decency exists between LMP and OIS-MC, the Marine Corps Depot Liaison to conduct inventory/causative research.

2.3 Receipt at the ASP

- 2.3.1 The Segregations Clerk receives ammo and signs the DD1348-1A.
- 2.3.2 The ASP Clerk conducts an inventory.

2.0 Ammunition: Process Narrative

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- 2.3.3 The Records Clerk validates inventory sheet with the DD1348-1A (**Internal Control**).
- 2.3.4 If a discrepancy is found, with the shipment, research and resolve issues as required.
- 2.3.5 If the shipment is found incorrect, a Record of Discrepancy (ROD) is completed and sent to the shipper for corrective action.
- 2.3.6 If a discrepancy is not found, the ASP Clerk distributes copies of the DD 1348-1A to storage locations.
- 2.3.7 The Storage Clerk determines the BBOH and ABOH and send the count to Records.
- 2.3.8 The Records Clerk matches the BBOH and ABOH with OIS-R (**Internal Control**).
- 2.3.9 The Inventory Accuracy Clerk performs a daily validation between the DD 1348-1As and the DTR in OIS-R.

Inventory Management

Inventory management is a thorough, recurring process throughout the ammunition lifecycle. Conducting physical inventories is the primary method used to maintain the accountability of ammunition. Location surveys are also performed to supplement physical inventories in accordance with the PICP. Cross-leveling and cross-servicing are both business processes that enable the Marine Corps to manage inventory excesses and shortfalls.

Storage

The ASP is responsible for the safekeeping of ammunition in the custody of the Marine Corps to ensure that it remains in a ready-for-issue condition until distributed. The storage function includes receipt for ammunition from the source and maintaining accurate inventory controls; and supporting training and warfighting capabilities.

2.4 Physical Inventories

Physical inventories occur on a weekly, monthly, semi-annual, and annual basis as required by the Marine Corps' Class V (W) PICP. Physical inventories consist of verifying each line item's identifying attributes: NSN, Department of Defense Identification Code (DoDIC), lot number, serial number, condition code, quantity, and location. For weekly inventories, a random sample of the population is selected and inventoried. For semi-annually conducted inventories, all Category I and II ammunition and specific controlled inventory are reviewed. A complete 100 percent physical inventory must be performed annually or if a change of the officer in charge (OIC) has occurred within the last 30 days. If discrepancies are noted during a physical inventory, then causative research actions are taken and a Missing Lost Stolen Report (MLSR) is

2.0 Ammunition: Process Narrative

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generated to obtain authorization for any necessary adjustments. If the adjustment is below \$2,500, the OIC (appointed in writing) validates and signs the inventory packages, which will include the causative research performed with any additional supporting documentation and a Certificate of Inventory Completion. Any adjustment greater than \$2,500 must be validated and authorized by the battalion commanding officer/accountable officer (CO/AO) and include the causative research performed with supporting documentation and the certificate of inventory completion document.

Documentation supporting inventories conducted, adjustments made, including the required causative research and the signed MLSR (if applicable), is detailed in the document matrix work product.

Additionally, a daily reconciliation is performed to verify transactions that have taken place at the ASP. The BBOH and ABOH of each DoDIC are determined and matched to OIS-R. To complete the reconciliation, a daily transaction report (DTR) is produced and reconciled with the DD Form 1348-1A received that day.

- 2.4.1 The Records Clerk obtains an asset listing via OIS-R.
- 2.4.2 If the inventory supports the weekly spot inventories than the Records Clerk generates a random sample via OIS-R. Go to step 2.4.5. to finalize the inventory process.
- 2.4.3 If the inventory supports the semi-annual inventory, the Records Clerk runs a query to list all Category I and II ammunition, CIIC 1, 2, 5, 6, and 8 ammunition via OIS-R. Go to step 2.4.5. to finalize the inventory process.
- 2.4.4 If the inventory supports the annual inventory, the Records Clerk runs a query via OIS-R with all line items with the last date that precedes the current fiscal year. Go to step 2.4.5. to finalize the inventory process.
- 2.4.5 The Inventory Accuracy Clerk locates the item based on the location in OIS-R.
- 2.4.6 If the item is found, the Inventory Accuracy Clerk performs the physical inventory count and updates the DOLI in OIS-R. If the item is not found, go to step 2.4.9.
- 2.4.7 The IA Clerk compares line item count with asset records.
- 2.4.8 The IA Clerk reconciles the inventory and asset records to determine if counts were done correctly. If not discrepancies are found, go to step 2.4.12.

2.0 Ammunition: Process Narrative

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- 2.4.9 If discrepancies are found during the inventory, causative research is performed and a Certificate of Research Completion NAVMC is signed by the OIC.
- 2.4.10 The OIC/Battalion CO signs the MLSR to authorize adjustment (**Internal Control**).
- 2.4.11 The Records Clerk makes the necessary adjustments (**Internal Control**).
- 2.4.12 The IA Clerk fills out Certificate of Inventory Completion.
- 2.4.13 If the inventory is the annual inventory, the Inventory Accuracy Clerk fills out Certificate of Fiscal Year Inventory Completion (NAVMC 11848).
- 2.4.14 The OIC validates and signs per proper authority documentation the weekly, monthly, semi-annual, and annual review packages.
- 2.4.15 The NAVMC forms are filed.

2.5 Location Surveys

Location surveys are performed by identifying and recording attributes for the physical assets found in the storage locations by line item. The records clerk validates the location survey results against OIS-R to determine if discrepancies exist. The results are input into the PICP Management Reporting Tool to determine the inventory accuracy rating for the location surveys conducted.

- 2.5.1 The Inventory Accuracy Clerk identifies magazine to perform a Location Survey per the PICP annual physical inventory plan.
- 2.5.2 The IA Clerk records the identifying attributes for the physical assets found in the storage location by line item.
- 2.5.3 The IA Clerk reviews the ammunition magazine data card for accuracy and completeness.
- 2.5.4 The Records Clerk validates the location survey against OIS-R (**Internal Control**).
- 2.5.5 If no discrepancies are found, The Records Clerk completes the Location Survey Process Data Collection Worksheet -NAVMC 11841. Go to step 2.5.8.

2.0 Ammunition: Process Narrative

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- 2.5.6 If discrepancies are found, the Records Clerk provides records discrepancies on a Location Survey Process Data Collection Worksheet - NAVMC 11841.
- 2.5.7 The Records Clerk completes causative research in order to correct identified errors.
- 2.5.8 The Records Clerk inputs location survey results into the PICP Management Reporting Tool (MRT) to determine inventory accuracy rating.
- 2.5.9 The Records Clerk maintains all resulting NAVMC documentation as part of the PICP by fiscal year and location sequence.

2.6 Cross-leveling

Cross-leveling is the formal annual process of assessing ammunition inventory as of fiscal year-end for potential shortages that may be satisfied by other military services long-supply stocks. Cross-leveling is defined as the transfer of ownership of retention and potential reutilization of assets between the military services (including the U.S. Coast Guard) for application against a total munitions requirement shortfall. Cross-leveling occurs prior to the Program Objective Memorandum (POM) budgeting process, but can also occur multiple times throughout the year. Stocks available for cross-leveling are received on a free issue basis and there are no transportation costs associated with cross-leveling. The purpose for cross-leveling is to optimize DoD ammunition posture, avoid unnecessary procurements, and minimize potential excess. Cross-leveling can be utilized to acquire ammunition as well as to trade ammunition. Transfer out by cross-leveling (cross-servicing) follows the issuance process section below.

Acquiring ammunition through cross-leveling is initiated when the inventory management specialist (IMS) creates a stratification list specific to the Marine Corps. Each military service creates a stratification list annually (by fiscal year end) by reviewing ammunition requirements compared to current stockpiles to determine overages/shortages that may be fulfilled through cross-leveling. The executive director for conventional ammunition (EDCA) consolidates each military service's annual stratification report. The consolidated stratification list is sent out to all the services and a cross-leveling meeting occurs where decisions on cross-leveling transfers are agreed upon. The EDCA consolidates the results and disseminates the transferring/receiving information to the services. The majority of transfers occur at the depot level. Once the request is approved, the IMS will receive an e-mail from the armed services coordinator. In the event that the Marine Corps is requesting ammunition from the SMCA at the Army, a Storage Location for Ownership Change Request Form (AR Form 740-3) is utilized. The IMS ensures that the items are entered correctly into OIS-MC by validating supporting documentation and daily reports.

- 2.6.1 The Inventory Management Specialist (IMS) creates/updates a stratification list that identifies AMMO needs.

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- 2.6.2 The IMS sends the stratification list to Executive Director for Conventional Ammunition.
- 2.6.3 The Armed Services meet and finalize cross-leveling plans.
- 2.6.4 The EDCA consolidates the final stratification list and sends to each service POC via e-mail.
- 2.6.5 IMS inputs the cross leveled ammo data into OIS-MC.
- 2.6.6 IMS ensures that items are entered correctly in OIS-MC by validating supporting documentation/Daily Reports (**Internal Control**).

2.7 Cross-servicing

Cross-servicing activities serve to off-set individual procurements of the military services and enable disposal and demilitarization of only those assets that are excess to all DoD requirements. Stocks available for cross-servicing are evaluated by the receiving military service for suitability as described in acquisition cross-leveling above. Cross-servicing differs from cross-leveling in that demands are unanticipated and that stocks are typically exchanged on an item-for-item or fiscal basis. The Total Army Ammunition Authorization and Allocation Conference (TA4C) is the main forum for coordinating cross-servicing stock exchanges. Cross-servicing is initiated when the armed services coordinator identifies a requirement and communicates that requirement to the IMS at PM Ammo. The IMS determines if the request is supportable and communicates back to the armed services coordinator. The IMS ensures that items to be cross-serviced are correctly recorded in OIS-MC by validating supporting documentation and daily reports.

- 2.7.1 The Armed Services Coordinator identifies a requirement.
- 2.7.2 The IMS receives the cross-servicing list and compare it against the TMR.
- 2.7.3 2.7.3. The IMS provides notification of supportability via phone/e-mail to requestor.
- 2.7.4 The Armed Services Coordinator receives e-mail.
- 2.7.5 The Armed Services Coordinator provides follow on logistics instructions.
- 2.7.6 The IMS validates that items to be cross-serviced are entered correctly in OIS-MC by validating supporting documentation/Daily Reports (**Internal Control**).

Issuances

Issuances are based off of the Total Ammunition Management Information System (TAMIS) requests submitted by the using units for ammunition requirements. Disposal is the process of

2.0 Ammunition: Process Narrative

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eliminating excess, obsolete, surplus or unserviceable ammunition. The primary method for disposal occurs when using units request disposition instructions from PM Ammo to either send excess, obsolete, surplus, or unserviceable ammunition to the SMCA for demilitarization and disposal or to request disposal by utilizing it for ammunition tech training. PM Ammo can also identify the need for disposition.

2.8 Consumption

Consumption of ammunition is the process of utilizing ammunition through either training or combat. Ammunition is considered expended and inventories are adjusted when delivered to the training or combat unit. A using unit requests ammunition from the ASP via an E-581 through the TAMIS system. The records clerk receives the request and their Delegation of Authority (DOA). Once the DOA has been validated, the records clerk creates a reservation in OIS-R and a DD Form 1348-1A is created. The storage clerk pulls the ammunition from storage and conducts two counts to verify that the shipment amount is accurate. Upon issuance of the requested ammunition, the using unit and the ASP clerk validate that the shipment matches the DD Form 1348-1A and both sign and date the DD Form 1348-1A.

- 2.8.1 The Using Unit inputs a requisition (E581) is created through TAMIS.
- 2.8.2 The Unit Approver receives the E581 via TAMIS.
- 2.8.3 The Unit Approver approves the request and submit it to the ASP.
- 2.8.4 The Records Clerk at the ASP receives and reviews the E581 along with the DOA and to see if stock is on hand.
- 2.8.5 If the E581 is not accepted, the ASP Records Clerk rejects TAMIS request.
- 2.8.6 If the E581 is accepted, the Records Clerk creates reservation and a DD 1348-1A is created.
- 2.8.7 The Storage Clerk receives documentation and pulls requested ammunition.
- 2.8.8 The Storage Clerk conducts a re-count to ensure it matches the DD 1348-1A.
- 2.8.9 The Records Clerk validates the BBOH/ABOH matches OIS-R.
- 2.8.10 The Using Unit Receipt/Storage/Segregation/Issue (RSSI) Clerk loads the ammo for the customer and performs a count.
- 2.8.11 The Using Unit and the ASP clerk sign and date the DD 1348-1A (**Internal Control**).
- 2.8.12 The Records Clerk posts DD 1348-1A in OIS-R system (**Internal Control**).

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2.9 Disposition

Disposition is the process of identifying ammunition for permanent removal from service that is not transferred to another entity for use. Disposal of ammunition occurs for many reasons, including: damaged ammunition, excess ammunition, or obsolete ammunition that is no longer used. It is important to note that if the ammunition is; excess, a single managed item, and in a serviceable condition then it would be cross-leveled. To correctly process disposals, a disposition need is identified by Designated Disposition Authority (DDA) within PM Ammo or a request is sent to the DDA by an ASP. The DDA reviews the disposition request and provides disposition instructions upon approval of the request.

If the disposition is required at the depot, the depot will execute an ownership code change and the inventory manager at PM Ammo will validate that the on hand balance in OIS-MC matches the on hand value in LMP.

If disposition is required by the ASP, a DD Form 1348-1A is prepared, and the issue is processed by releasing the DD Form 1348-1A in OIS-R. The storage clerk pulls the ammunition from storage and conducts two counts to verify that the shipment amount is accurate and annotates the BBOH/ABOH and signs and dates the DD 1348-1A. Upon disposition of the ammunition, the records clerk validates that the BBOH/ABOH match OIS-R and posts the transaction.

- 2.9.1 Ammunition for disposition is identified at the ASP or at PM AMMO.
- 2.9.2 The ASP OIC checks to see if the ammunition can be disposed of locally (i.e Ammunition Tech Training).
- 2.9.3 The OIC sends disposition request to DDA to include any recommendations for internal disposal. Go to step 2.9.5.
- 2.9.4 PM AMMO identifies ammunition for disposition.
- 2.9.5 The DDA at PM AMMO reviews the disposal request.
- 2.9.6 The DDA approves the disposal request and provides disposition instructions (**Internal Control**).
- 2.9.7 If the identified ammunition for disposition is located at the Depot. The Depot executes an ownership code change. If the ammunition identified for disposition is located at the ASP, go to step 2.9.10.
- 2.9.8 The PM Ammo Inventory Manager validates that LMP on hand matches OIS-MC (**Internal Control**).
- 2.9.9 The Marine Corps Depot Liaison to conduct inventory/causative research. The process for Depot disposition ends.

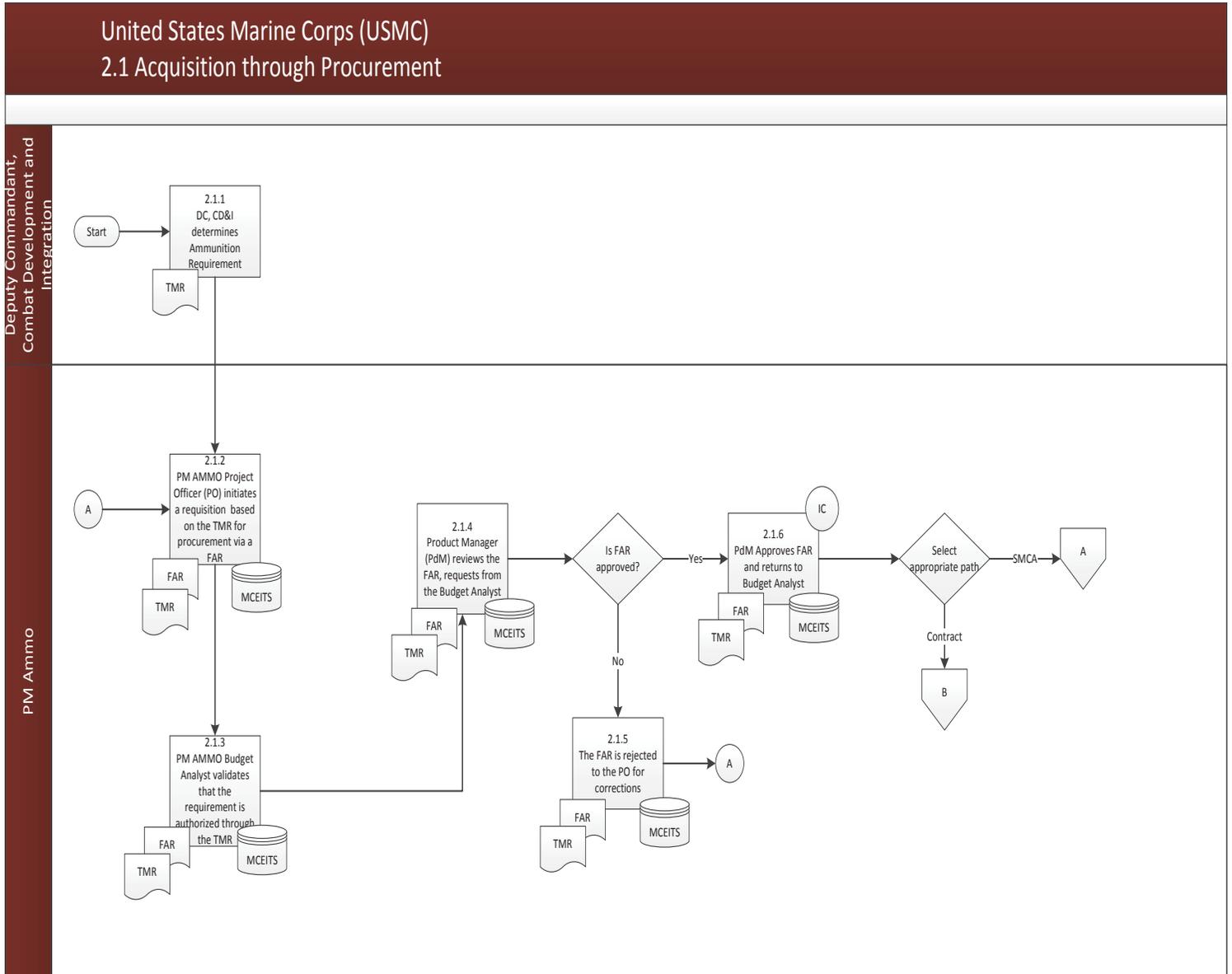
2.0 Ammunition: Process Narrative

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- 2.9.10 If the ammunition for disposition is located at the ASP, The ASP OIC receives the approved disposition instructions via email/Naval Message.
- 2.9.11 If the ammunition can be disposed of locally, ASP personnel dispose of ammunition and OIS-R is adjusted accordingly.
- 2.9.12 If the ammunition requires transportation, the Records Clerk creates reservation and a DD 1348-1A is created.
- 2.9.13 The Storage Clerk receives documentation and pulls requested ammunition.
- 2.9.14 The Storage Clerk conducts a re-count to ensure it matches the DD 1348-1A, annotates BBOH/ABOH and signs and dates the DD 1348-1A **(Internal Control)**.
- 2.9.15 The Records Clerk validates the BBOH/ABOH matches OIS-R.
- 2.9.16 The Records Clerk posts DD 1348-1A in OIS-R system **(Internal Control)**.

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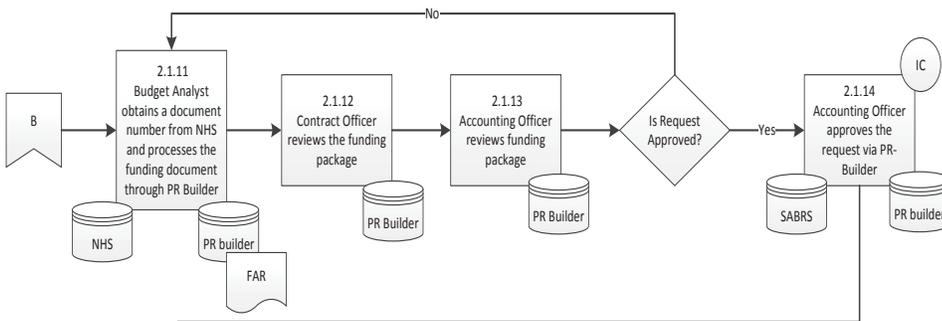
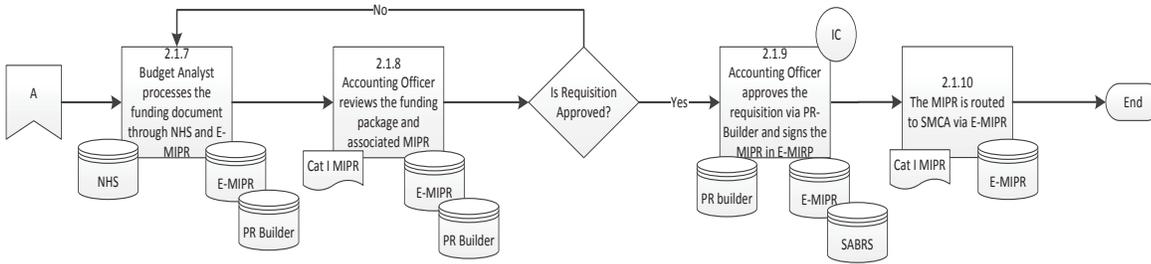


2.0: Ammunition: Process Flow

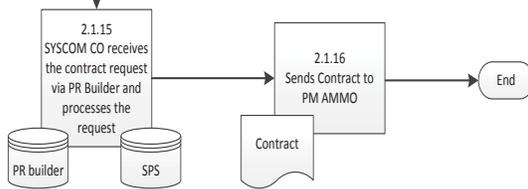
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United States Marine Corps (USMC) 2.1 Acquisition through Procurement (cont'd)

Deputy Financial Management (DFM), SYSKOM Comptroller

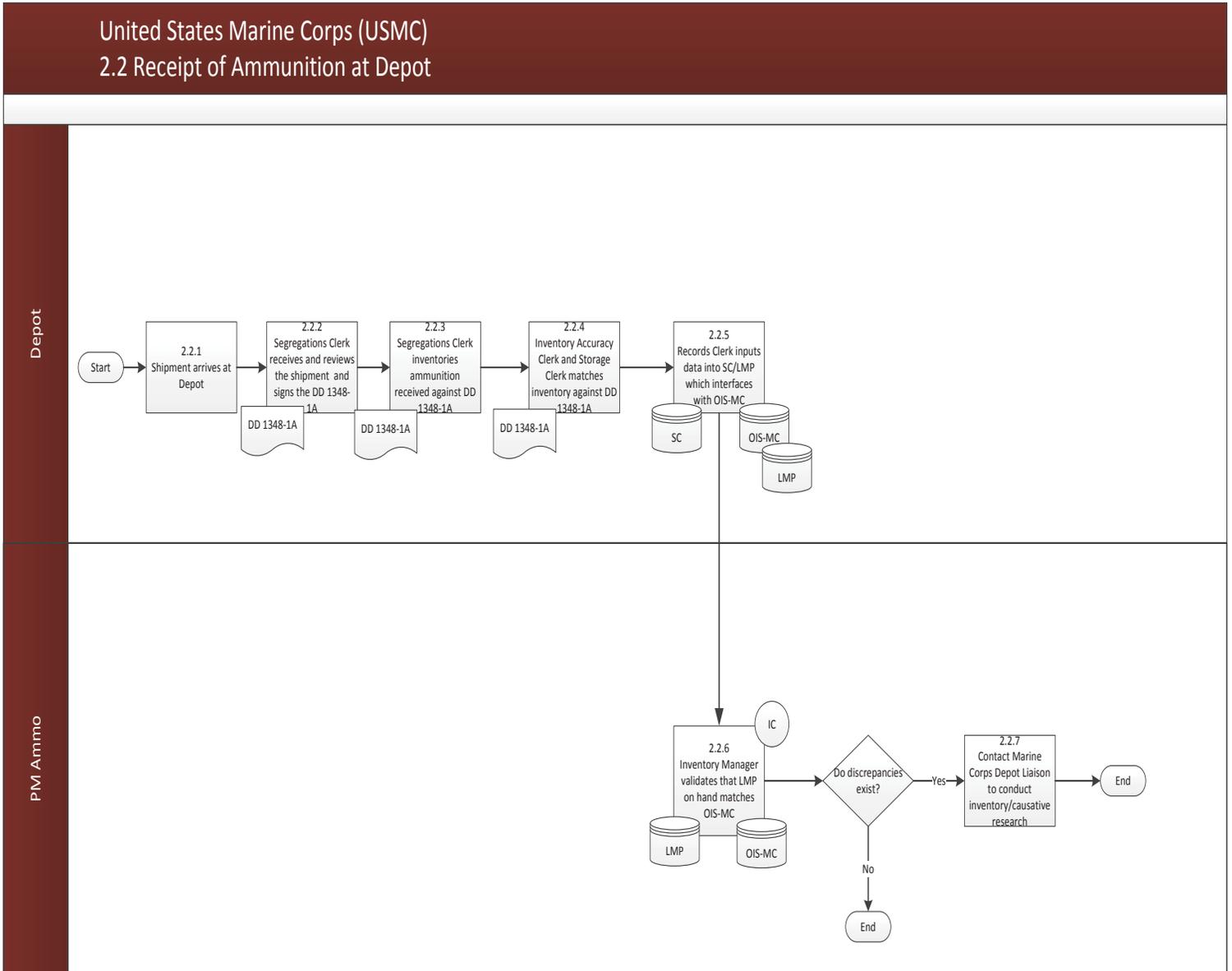


SYSKOM Contracting Office



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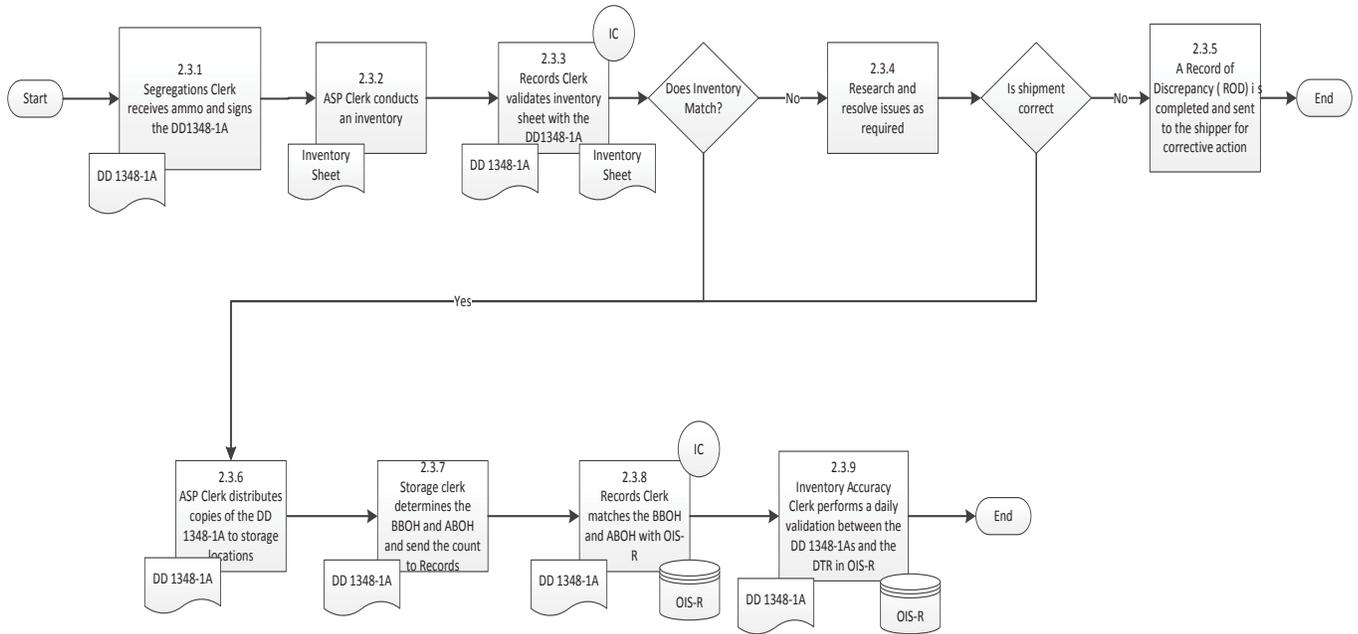


2.0: Ammunition: Process Flow

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United States Marine Corps (USMC) 2.3 Receipt of Ammunition at ASP

Ammunition Supply Point (ASP)

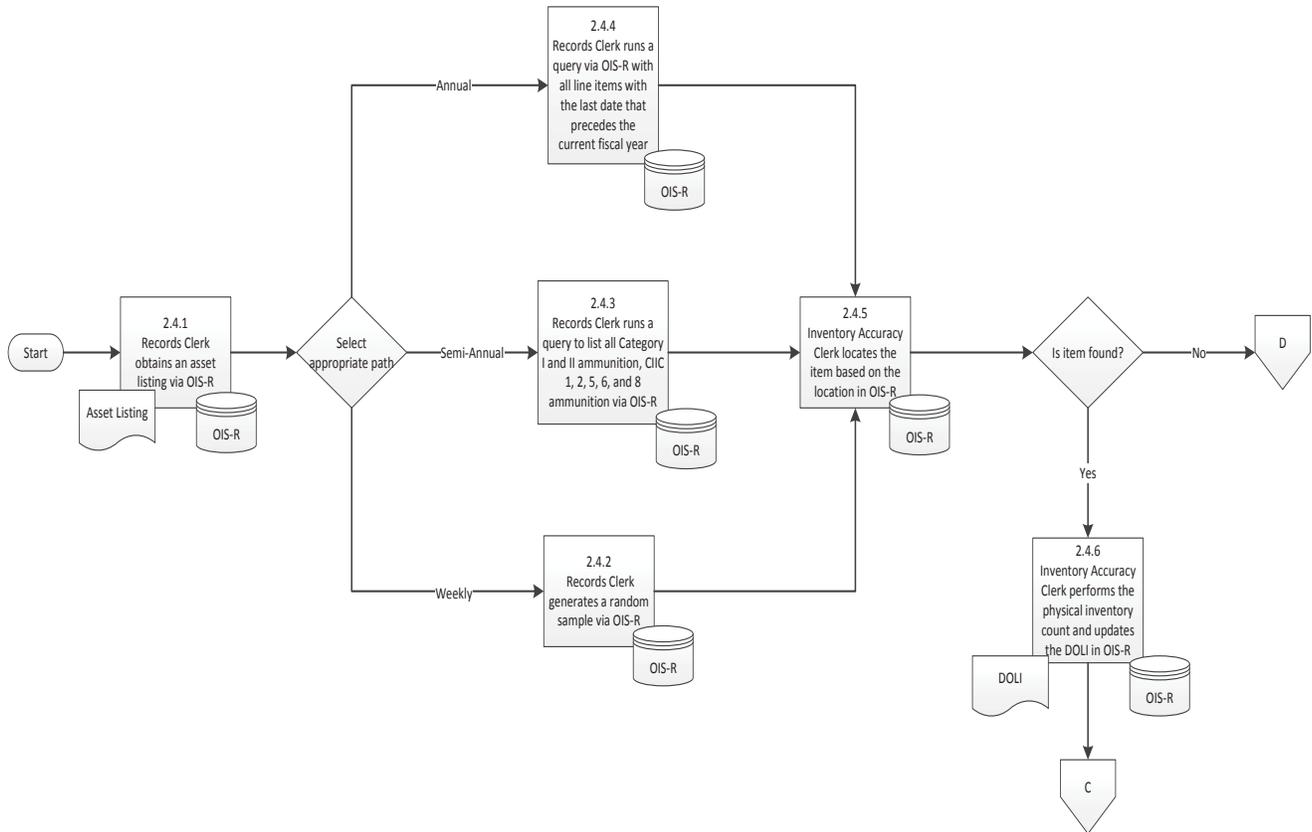


2.0: Ammunition: Process Flow

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United States Marine Corps (USMC) 2.4 Physical Inventory

Ammunition Supply Point (ASP)

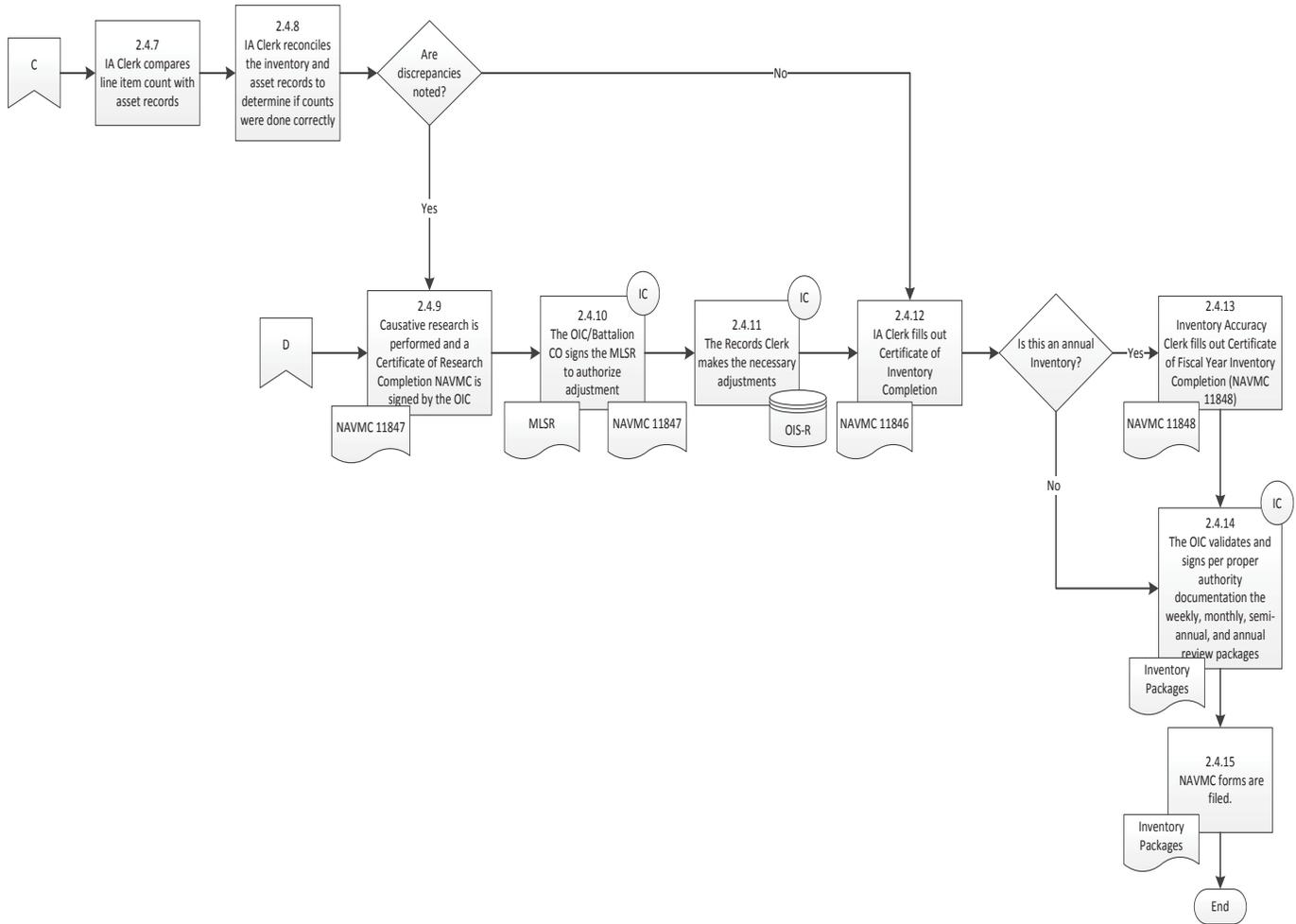


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United States Marine Corps (USMC) 2.4 Physical Inventory (cont'd)

Ammunition Supply Point (ASP)

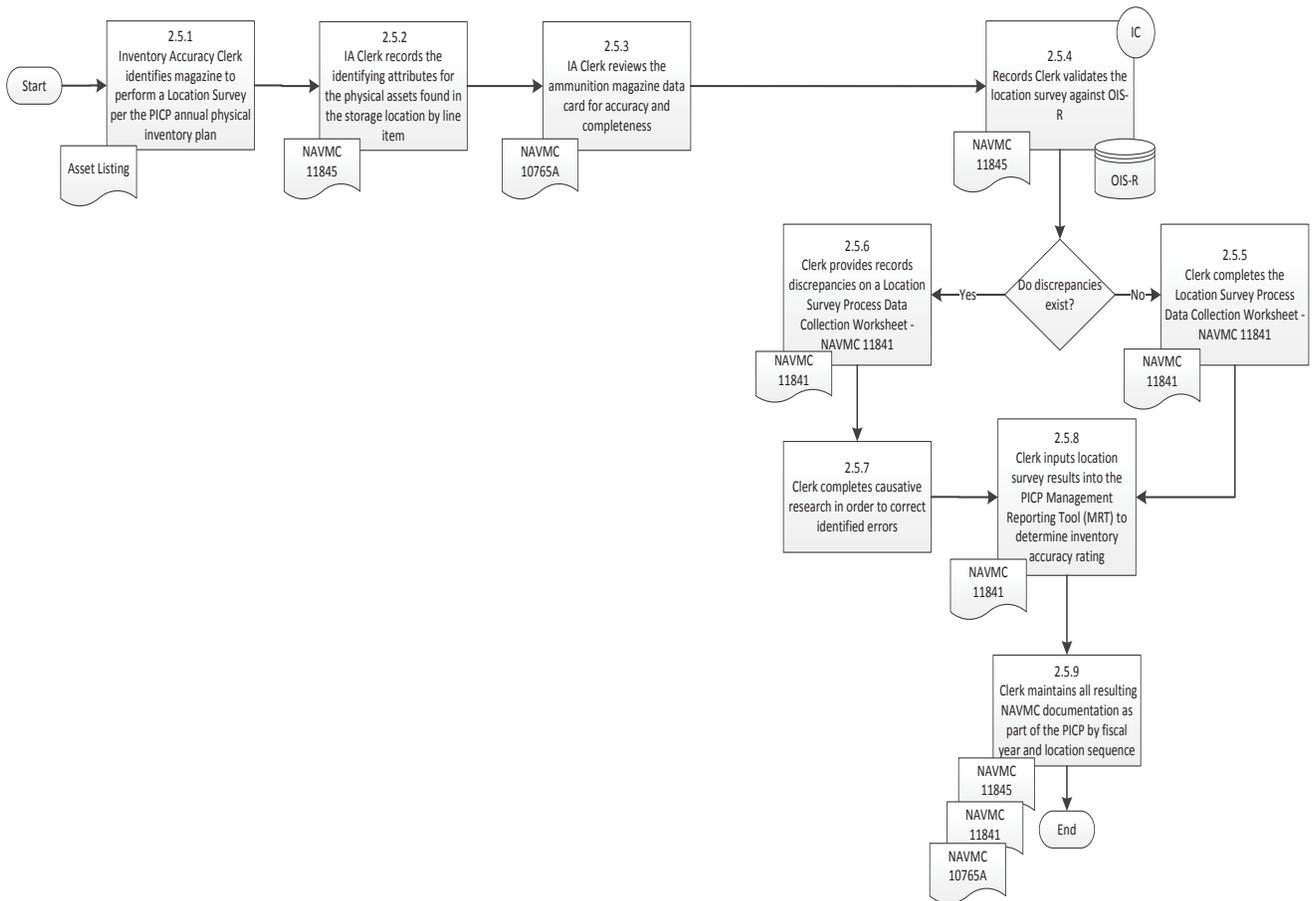


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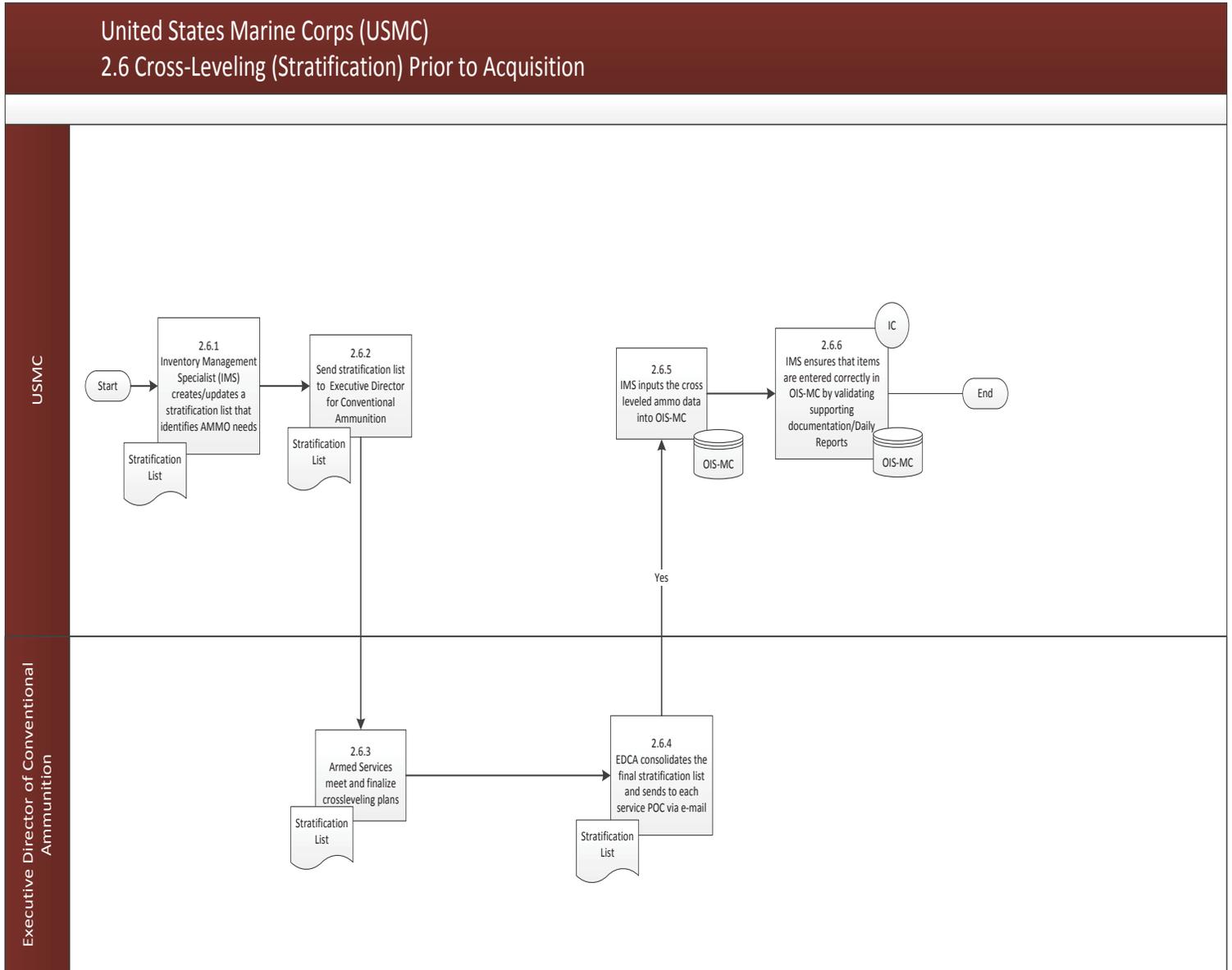
United States Marine Corps (USMC) 2.5 Location Survey

Ammunition Supply Point (ASP)



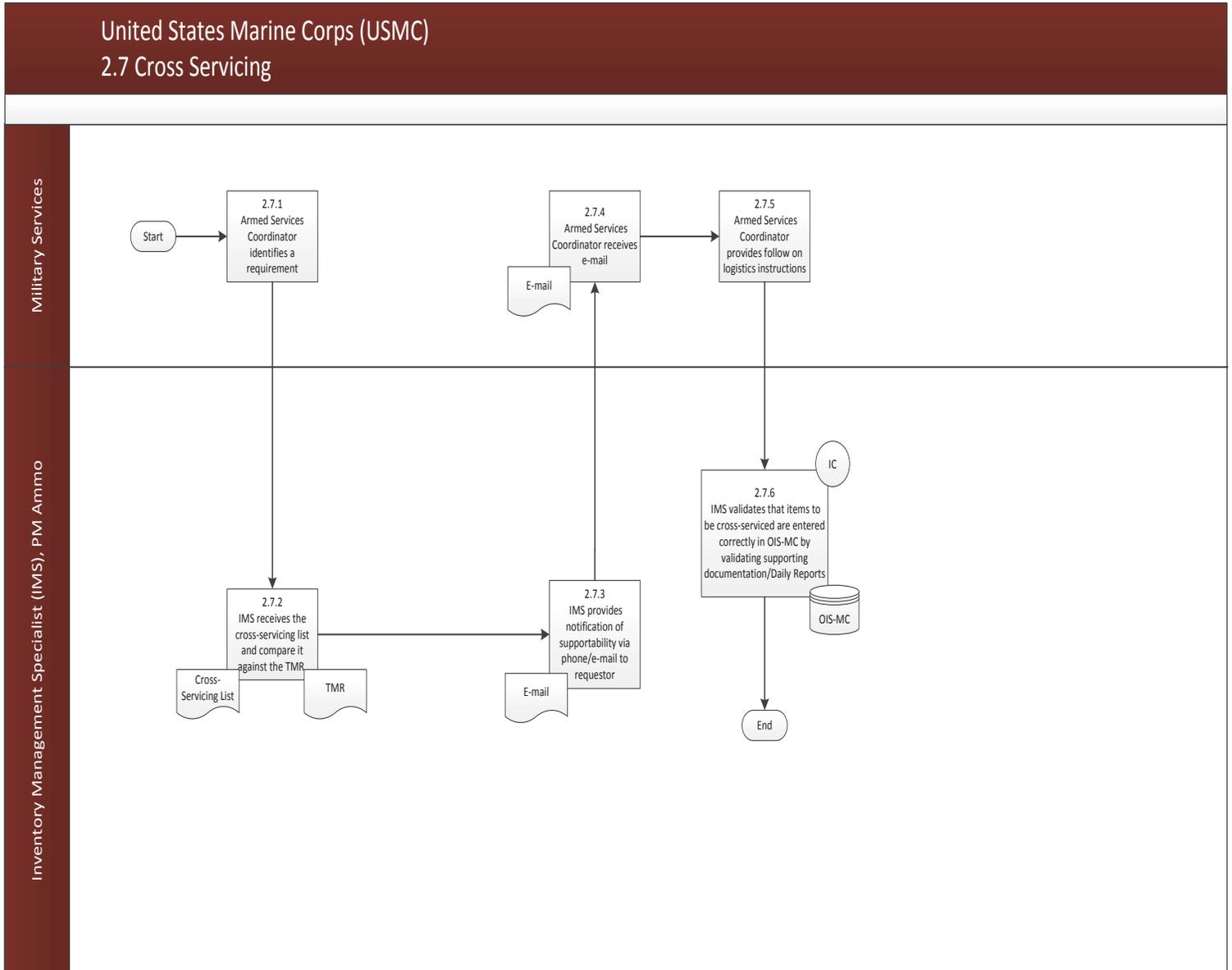
2.0: Ammunition: Process Flow

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2.0: Ammunition: Process Flow

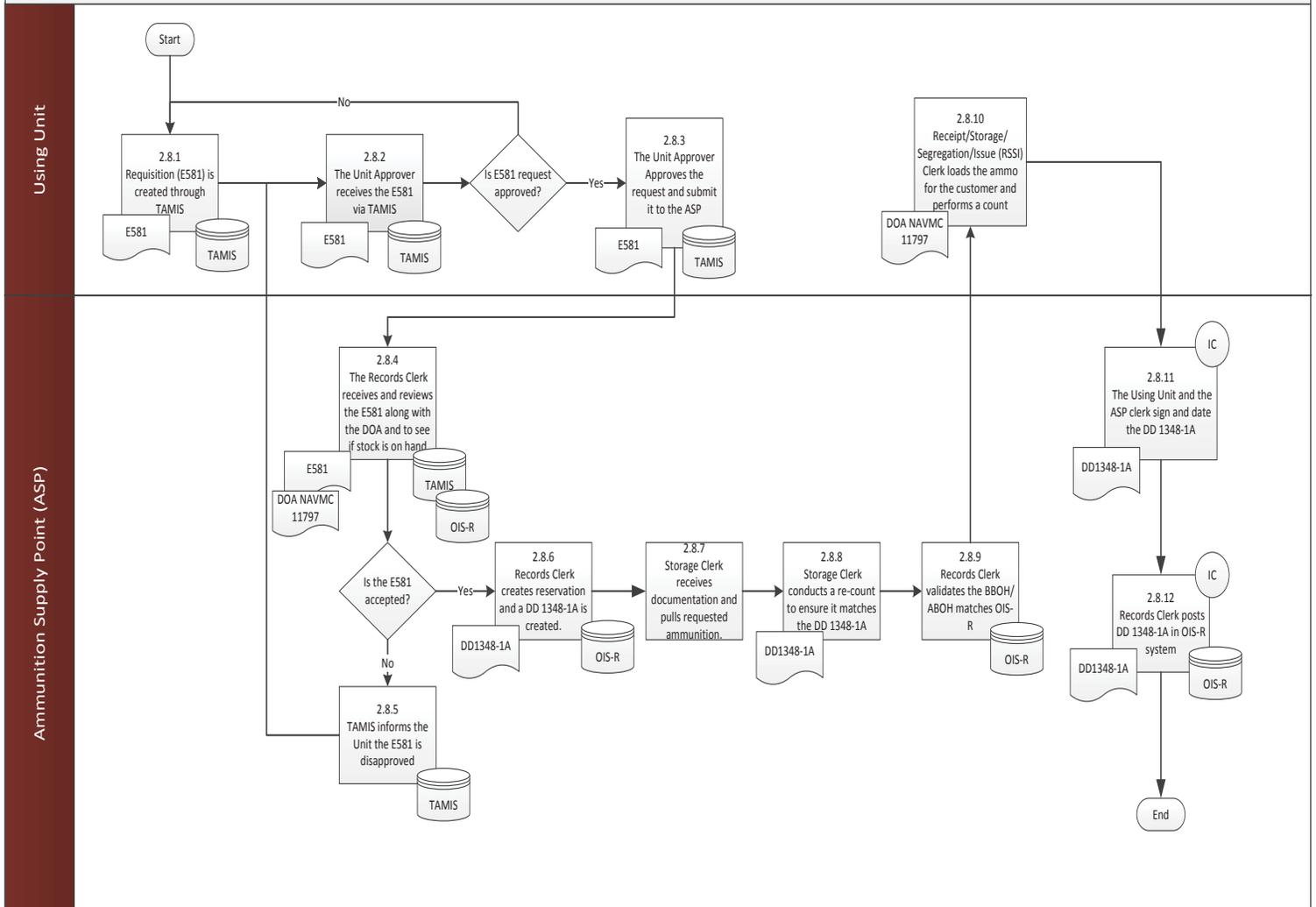
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2.0: Ammunition: Process Flow

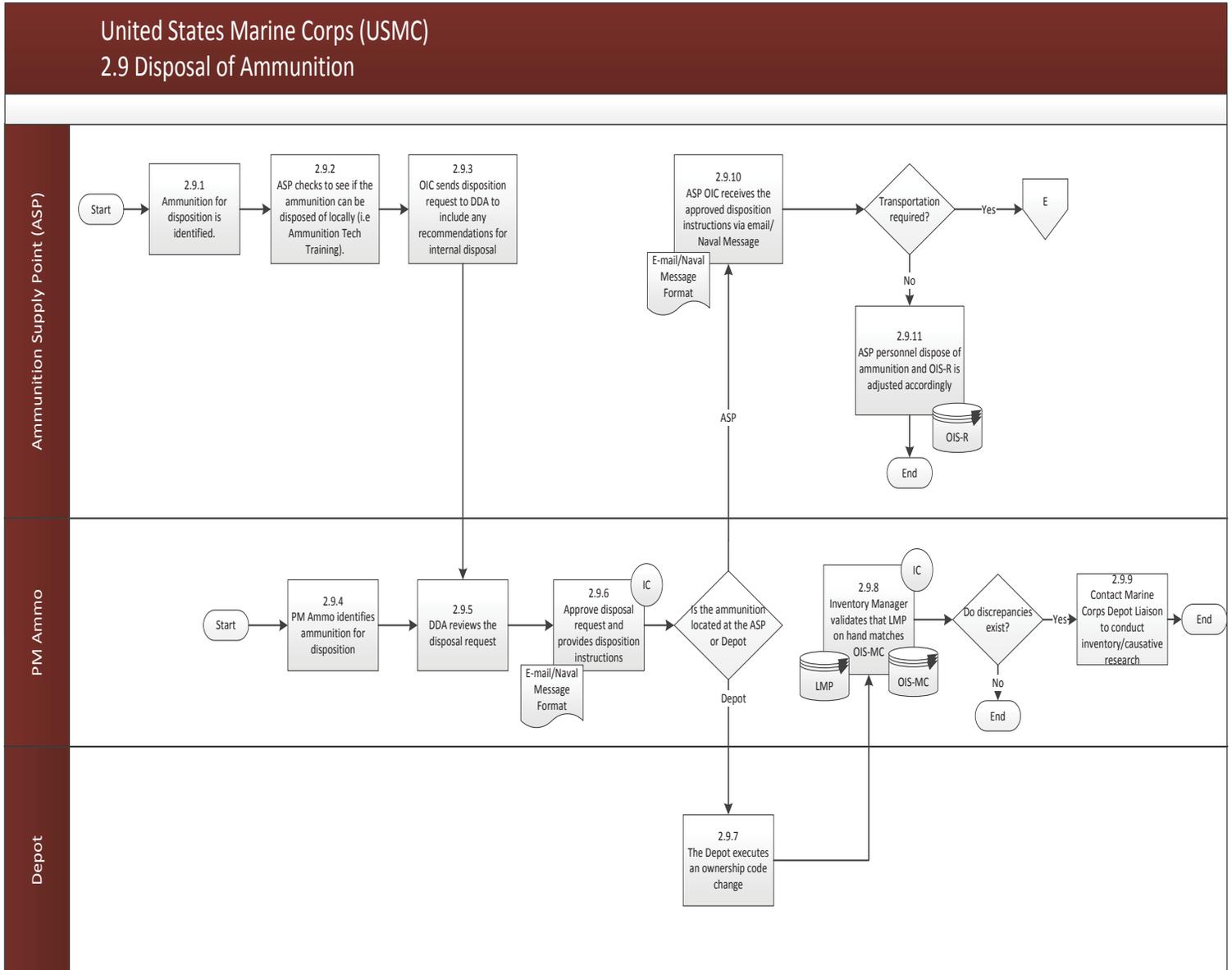
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United States Marine Corps (USMC) 2.8 Ammunition Consumption



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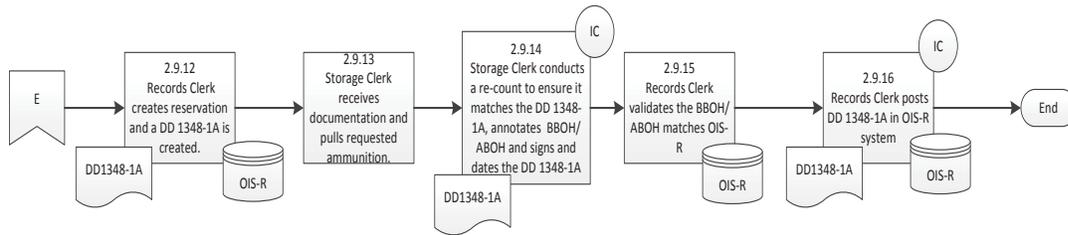


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United States Marine Corps (USMC) 2.9 Disposal of Ammunition (con'd)

Ammunition Supply Point (ASP)



3.0 Repairable: Process Narrative

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Repairable

3.0 Overview

All materiel used or held by consumer level supply accounts can be classified into three general categories: nonexpendable/expendable, nonconsumable/consumable and principal/. This narrative will address the repairable materiel category. As defined by the governing policy, Marine Corps Order 4400.150, repairable items of supply are those items that are not defined as principal items and includes repairable components, subsystems and assemblies, and consumable repair parts.

Reparables are primarily managed at Repairable Issue Points (RIPs). RIPs are centralized and are mainly responsible for geographic regions. The RIP uses Global Combat Support System – Marine Corps (GCSS-MC) to manage its assets.

The key lifecycle events of reparables include:

- Acquisition (Requisition/Direct Exchange (Float), and Receipt & Acceptance)
- Inventory Management
- Issue, Transfer, and Disposition

The objective of this section is to document activities related to the business processes that enable the RIP to provide general support, intermediate ground supply support, and material distribution support to the Marine Expeditionary Forces (MEFs).

3.1 Acquisition

The lifecycle of a repairable item begins with the acquisition process, which involves the procurement, and receipt and acceptance of assets. The acquisition process involves the induction of assets into the inventory, either by a transfer in, an exchange of a non-operational part for a fully functioning one (commonly referred to as “floating”), or a requisition of a part from a source of supply (SoS).

Procurement & Direct Exchange (Float)

Procurement is the process of obtaining supplies for which a requirement has been determined. The main procurement method for repairable items occurs with a purchase from the selected SoS (e.g., Defense Logistics Agency (DLA)). Purchases are initiated using the MILSTRIP process. GCSS-MC is the primary requisitioning platform in the procurement process.

The process of procuring repairable assets at the RIP is initiated when a requirement is identified. A requirement can arise when the RIP does not have an item on hand to replace the asset being turned-in for repair; or to maintain allowance allotments. Purchases are initiated using the MILSTRIP process. GCSS-MC is the primary requisitioning platform in the requisition process. After the RIP identifies a requirement, a purchase order is entered into GCSS-MC. GCSS-MC interfaces with Standard Accounting Budgeting and Reporting System (SABRS) to perform a funds check. If funds are available, GCSS-MC routes the Service Request (SR) to the supply officer (SupO)/accountable property officer (APO) for approval. The SupO will approve the

3.0 Repairable: Process Narrative

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service request. Upon approval of the purchase order, a sales order is generated and an obligation is systematically posted to SABRS. GCSS-MC creates a due in for the receipt of items purchased.

The RIP can also receive assets through “floating” assets (a one-for-one exchange from using units). A one-for-one exchange occurs when using units turn-in unserviceable components to the RIP for Condition Code A (serviceable) stock. The unserviceable components exchanged are then either repaired or replaced.

During the direct exchange float process, the SupO/APO will approve the service request and print the DD Form 1348-1A (Due Out), and ensure a 1018 Tag is prepared and attached to the item. The defected part is then transported to the RIP for exchange. If this action is not completed within 10 business days, the service request is automatically cancelled within GCSS-MC.

- 3.1.1 The Using Unit identifies item that needs repair and creates a Service Request via GCSS-MC.
- 3.1.2 The Maintenance Chief reviews the Service Request for accuracy and approves.
- 3.1.3 The SupO/APO reviews the Service Request.
- 3.1.4 If the Service Request is rejected, return request to End User for correction/cancellation.
- 3.1.5 The SupO/APO approves the Service Request prints DD1348-1A (Due Out), and ensures a 1018 Tag is prepared.
- 3.1.6 The defected part is transported to the RIP within 10 days or Service Request is cancelled.
- 3.1.7 The RIP Supply Clerk reviews and verifies that the DD1348-1A and 1018 Tag match the item and signs and sends for repair (**Internal Control**).
- 3.1.8 If the replacement part is not on hand, go step 3.1.17. If the replacement part is on hand at the RIP, the RIP Supply Clerk keys replacement part into GCSS-MC to generate DD 1348-1A.
- 3.1.9 The Warehouse Clerk performs the pick, pack, and ship.
- 3.1.10 The Supply Clerk reviews shipment against DD 1348-1A.
- 3.1.11 If a discrepancy is identified, research is conducted and resolve issue as required.
- 3.1.12 The Supply Clerk signs, dates and annotates Qty on the DD1348-1A (**Internal Control**).
- 3.1.13 The Using Unit Supply Clerk signs, dates and annotates Qty on the DD1348-1A.

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- 3.1.14 The RIP Records Clerk receives the signed DD 1348-1A with both the receiver and issuer's signatures and posts the issue into GCSS-MC timely and accurately (**Internal Control**).
- 3.1.15 The Maintenance Clerk closes the Service Request to debrief the item and drops the replacement part from GCSS-MC.
- 3.1.16 The Supply Clerk files the DD 1348-1A in accordance with document retention policy.

Receipt and Acceptance

When receipting for assets, a supply clerk will perform an inspection to verify that the quantity, condition code, and National Stock Number (NSN) of the shipment match the DD Form 1348-1A/shipping document. The supply clerk at the RIP then signs, dates and annotates the quantity on the DD Form 1348-1A/shipping document which provides evidence that the Marine Corps validated the shipment for accuracy and took ownership of the asset. The records clerk receives the signed DD 1348-1A and posts the receipt into GCSS-MC timely and accurately.

Upon receipt of floated assets, the supply clerk will induct a 'D6T/D6A' (a D6A is a receipt not from due); however, a budgetary expense will not occur due to the transaction being internal to the Marine Corps. For items received for a one-for-one exchange, the supply clerk reviews and verifies that the using unit's due out DD Form 1348-1A and 1018 Tag match the item received and the records clerk receives the signed DD 1348-1A with both the receiver and issuer's signatures and posts the issue into GCSS-MC timely and accurately. Shipping documentation is retained for a period of ten years (three years active, seven years archived) in accordance with MARADMIN 417/15.

Items may be shipped to the using unit, or picked up at the RIP. If the using unit picks up the item from the RIP, the supply clerk at the RIP receives the completed DD Form 1348-1A with the quantity annotated by the receiver, and both issuer and receiver signatures and date blocks filled out. If the item is shipped, the using unit reviews the shipping manifest and confirms the shipment by signing, dating, and annotating the quantity received.

- 3.1.17 The RIP Requirement Clerk creates a Service Request in GCSS-MC to requisition an item.
- 3.1.18 If funds are available, GCSS-MC routes Service Request to the Resource Manager for approval.
- 3.1.19 If the Service Request is rejected, return request to End User for correction/cancellation.
- 3.1.20 The SupO/APO approves the Service Request prints DD1348-1A (**Internal Control**).
- 3.1.21 SABRS records Commitment/Obligation.

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- 3.1.22 The SoS accepts the requisition request and generates a shipping status.
- 3.1.23 The SoS fills requisition creates shipping document and ships to RIP.
- 3.1.24 The Supply Clerk (receipt & acceptor) checks that the shipment matches the DD 1348-1A (**Internal Control**).
- 3.1.25 If a discrepancy is identified, research is conducted and resolve issue as required.
- 3.1.26 The Records Clerk receives the signed DD 1348-1A and posts the receipt into GCSS-MC timely and accurately (**Internal Control**).
- 3.1.27 The Supply Clerk files the DD 1348-1A in accordance with document retention policy.

3.2 Inventory Management

Properly planned and executed physical inventories serve to continuously improve accountability and property record accuracy. The scheduling, method, and scope of the physical inventory process depends largely on the maintenance activity's management expectations.

Storage

The RIP is responsible for the safekeeping of supplies and equipment to ensure they remain in ready-for-issue condition until distributed. The storage function includes receipt for supplies and equipment from the source; maintaining accurate inventory controls; and maintenance of equipment.

Physical Inventory

The RIP manages both sensitive and controlled items. Managing these items consists of conducting a 100 percent physical inventory annually to comply with DoD regulations. Physical inventories are facilitated by MARCORLOGCOM. MARCORLOGCOM works with the RIP clerks to conduct blind physical inventories; meaning personnel conducting physical counts have no prior knowledge or access to the on-hand quantity balance in GCSS-MC. Throughout the physical inventory process, the appropriate level of segregation of duties is applied in order to maintain the integrity of the physical inventory count. MARCORLOGCOM pulls the inventory report from GCSS-MC. Once the inventory report is pulled, the inventory is frozen to enable the execution of the physical inventory. The RIP inventory teams are given detailed instructions on inventory procedures and are supplied with inventory count sheets. Each inventory team physically verifies and records each asset and serial number on location. All containerized items are opened for physical verification. All count sheets are consolidated and analyzed to determine discrepancies. The inventory team will conduct a recount of all identified discrepancies. If discrepancies do not exist, the Commanding Officer (CO)/SupO/APO signs the Physical Inventory Certification Letter. If discrepancies are found, they are researched after an adjustment is made to inventory records. This is done so that operations to support the war fighter are not affected. All adjustments made to inventory records require a Money Value Gain Loss (MVGL) package, which includes the MVGL voucher, a description of the causative research actions

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taken, and any resulting supporting documentation. The MVGL package is reviewed and signed by the CO to validate the adjustment. The Physical Inventory Certification Package is then retained for a period of ten years (three years active, seven years archived) in accordance with MARADMIN 417/15.

- 3.2.1 The RIP Data Clerk runs an inventory report in GCSS-MC and inventory is frozen.
- 3.2.2 The Physical inventory team is supplied with inventory count sheets.
- 3.2.3 The Physical Inventory Team conducts 100% physical inventory (**Internal Control**).
- 3.2.4 Count sheets are consolidated to determine discrepancies.
- 3.2.5 Do discrepancies exist? If yes, see step 3.2.8. If no, see step 3.2.6.
- 3.2.6 The CO/SupP/APO signs Physical Inventory Certification letter (**Internal Control**).
- 3.2.7 File inventory documentation.
- 3.2.8 The SuPO/APO conducts and documents pre-causative research.
- 3.2.9 The SuPO/APO determines inventory adjustments.
- 3.2.10 The Records Clerk posts adjustments in GCSS-MC (**Internal Control**).
- 3.2.11 The SupO/APO conducts and documents causative research within 45 days.
- 3.2.12 The SupO/APO Creates updates MVGL package.
- 3.2.13 The CO/CG signs the MVGL. See step 3.2.6. and 3.2.7. to finish the process (**Internal Control**).

3.3 Issuances

Issuances are based on service requests submitted by using units for assets to be repaired. Issuances also include the disposal of repairable assets to eliminate excess, obsolete, surplus or unserviceable assets. The primary methods of disposal occur through the MRP process or from disposing of items through DLA - Disposition Services (DLA-DS).

Issuance & Direct Exchange (Float)

The process starts with a using unit routing a service request to float an unserviceable item, or in some instances, request a new item. If the replacement part is in stock at the RIP, the RIP supply clerk will work with the using unit to obtain the unserviceable item. Once the supply clerk receives the unserviceable item, the float is initiated by transferring the unserviceable item into GCSS-MC and issuing the replacement item. This process generates two DD Form 1348-1As: a due in DD Form 1348-1A for the receipt of the unserviceable part; and a due out DD Form 1348-1A for the part that is being issued to the using unit. The warehouse clerk receives the float

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request via GCSS-MC and performs a pick, pack, and ship. The supply clerk performs an inspection to verify that the DD Form 1348-1A matches the shipment by validating the quantity, condition code, and NSN. Once the inspection is completed, the supply clerk signs, dates, and annotates the quantity on the issuer portion of both DD Form 1348-1As. The using unit receives the part and performs an inspection to verify that the DD Form 1348-1A matches the shipment by validating the quantity, condition code, and NSN and then will sign the receipt DD1348-1A. The records clerk at the RIP receives the signed DD 1348-1A with both the receiver and issuer's signatures and posts the issue into GCSS-MC timely and accurately.

The unserviceable assets that are turned-in to the RIP can be repaired internally by the Marine Corps or sent to a commercial vendor for repair. Both scenarios are executed by creating a service request in GCSS-MC which generates a DD Form 1348-1A. The supply clerk will notify the appropriate vendor. The warehouse clerk receives the issue request via GCSS-MC and performs a pick, pack, and ship. Upon shipment of the item to the appropriate vendor, the supply clerk will sign, date, and annotate the quantity being shipped on the DD Form 1348-1A. The records clerk receives the signed DD 1348-1A and posts the receipt into GCSS-MC timely and accurately.

See steps 3.1.7. to 3.1.16 for the RIP issue process

MRP & Disposition

All reductions from Marine Corps' ownership accounts must be accompanied by an independently verifiable disposition document signed by an authorized government representative. The responsibility and authority for disposition of any item of property owned by the RIP is specifically assigned to the SupO/APO or his/her designee. It is standard procedure to go through the MRP process before disposal of an asset. The MRP process allows the opportunity to receive credit for items being discarded. There is no credit for packaging, crating, handling, or transportation of the items that are accepted by the MRP program. The RIP will evaluate the benefits of the credit to be received for an asset to determine if it is reasonable to accept. Assets are only shipped after the determination that a MRP credit will be awarded. When an asset is not accepted under the MRP program, disposal of the item occurs through the use of DLA-DS. Both processes are initiated with a service request within GCSS-MC which routes the request to the appropriate sources. Instructions from DLA-DS or the SoS are communicated to the RIP, identifying actions that need to be taken for disposition or transfer of assets accepted by DLA-DS or the MRP program through DLA-Transaction Services (DLA-TS). The warehouse clerk within the packing section performs the pack and ship, and creates the DD Form 1348-1A. The clerk verifies that the shipment matches the DD Form 1348-1A and signs, dates and annotates the quantity on the DD Form 1348-1A/shipping document. The records clerk reviews the signed DD 1348-1A and posts the transfer into GCSS-MC timely and accurately. The records clerk verifies receipt in DLA-TS matches GCSS-MC. Supporting documentation for receipt of the asset by DLA-DS can be retrieved from their Electronic Documents (EDOCs) online database. The supply clerk then files the DD Form 1348-1A and the receipt verification in accordance with MARADMIN 417/15.

3.3.1 A need for disposition is identified.

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- 3.3.2 If the item is a Depot Level Reparable see step 3.3.5. If it is a Field Level Reparable see step 3.3.3.
- 3.3.3 The Supply Clerk checks for MRP credit availability.
- 3.3.4 If MRP credit is available, go to steps in 3.5. Go to steps in 3.6. for disposition.
- 3.3.5 The Supply Clerk requests disposition instructions from Source of Supply.
- 3.3.6 If MRP credit is available, go to steps in 3.5. Go to steps in 3.6. for disposition. If the reparable can be fixed by a 3rd party logistics go to steps 3.4.

3.4 3rd Party Logistics (3PL)

- 3.4.1 The Supply Clerk verifies that the item is under contract to be fixed.
- 3.4.2 The Supply Clerk creates a Service Request to 3PL in GCSS-MC to create DD 1348-1A.
- 3.4.3 The Supply Clerk verifies shipment matches the DD1348-1A.
- 3.4.4 If there is a discrepancy found with the shipment, The Supply Clerk will research and resolve issue.
- 3.4.5 If no discrepancy is found with the shipment, The Supply Clerk signs, dates and annotates Qty on the DD1348-1A and sends item for repair (**Internal Control**).
- 3.4.6 The Records Clerk receives the signed DD 1348-1A and posts the receipt into GCSS-MC timely and accurately (**Internal Control**).
- 3.4.7 If the 3PL cannot fix the reparable, it will replace the item.
- 3.4.8 If the 3PL can be fixed, the 3PL repairs item.
- 3.4.9 The 3PL sends a shipping status per contractual requirements and creates a DD 1348-1A.
- 3.4.10 The 3PL ships item to RIP with DD 1348-1A.
- 3.4.11 The Supply Clerk checks shipment against the DD1348-1A.
- 3.4.12 If there is a discrepancy found with the shipment, The Supply Clerk will research and resolve issue.
- 3.4.13 If no discrepancy is found with the shipment, the Supply Clerk signs, dates, and annotates the quantity on the DD1348-1A (**Internal Control**).
- 3.4.14 The Records Clerk closes the Service Request to debrief the item into GCSS-MC timely and accurately (**Internal Control**).

3.0 Repairable: Process Narrative

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3.4.15 The Supply Clerk files the DD 1348-1A.

3.5 MRP

- 3.5.1 The Supply Clerk inputs the MRP request into GCSS-MC.
- 3.5.2 GCSS-MC passes the MRP transaction via DLA-TS to MRP appropriate SoS.
- 3.5.3 The SoS receives MRP request.
- 3.5.4 The SoS generates a confirmation of receipt in local system.
- 3.5.5 The SoS replies with credit decision and disposition instructions.
- 3.5.6 If there is MRP credit the process ends. If credit is available, go to step 3.5.7.
- 3.5.7 The Data Clerk generates DD 1348-1A via GCSS-MC.
- 3.5.8 The Data Clerk prints DD 1348-1A with shipping information.
- 3.5.9 The Warehouse Clerk initiates pick/pack and ship and GCSS-MC sends shipping status to SoS.
- 3.5.10 The Supply Clerk checks shipment against the DD1348-1A.
- 3.5.11 If there is a discrepancy found with the shipment, The Supply Clerk will research and resolve issue.
- 3.5.12 If no discrepancy is found with the shipment, the Supply Clerk signs, dates, and annotates the quantity on the DD1348-1A (**Internal Control**).
- 3.5.13 The Records Clerk post the transfer into GCSS-MC timely and accurately (**Internal Control**).
- 3.5.14 The Records Clerk verifies receipt in DLA-TS matches GCSS-MC (**Internal Control**).
- 3.5.15 The Records Clerk files the DD 1348-1A and Receipt Verification.

3.6 Disposal

- 3.6.1 The Supply Clerk inputs disposition transaction to DLA-DS via GCSS-MC.
- 3.6.2 GCSS-MC generates disposal/shipping DD 1348-1A.
- 3.6.3 The Warehouse Clerk initiates pick/pack and ship.
- 3.6.4 The Supply Clerk verifies shipment matches the DD1348-1A.
- 3.6.5 If there is a discrepancy found with the shipment, The Supply Clerk will research and resolve issue.

3.0 Repairable: Process Narrative

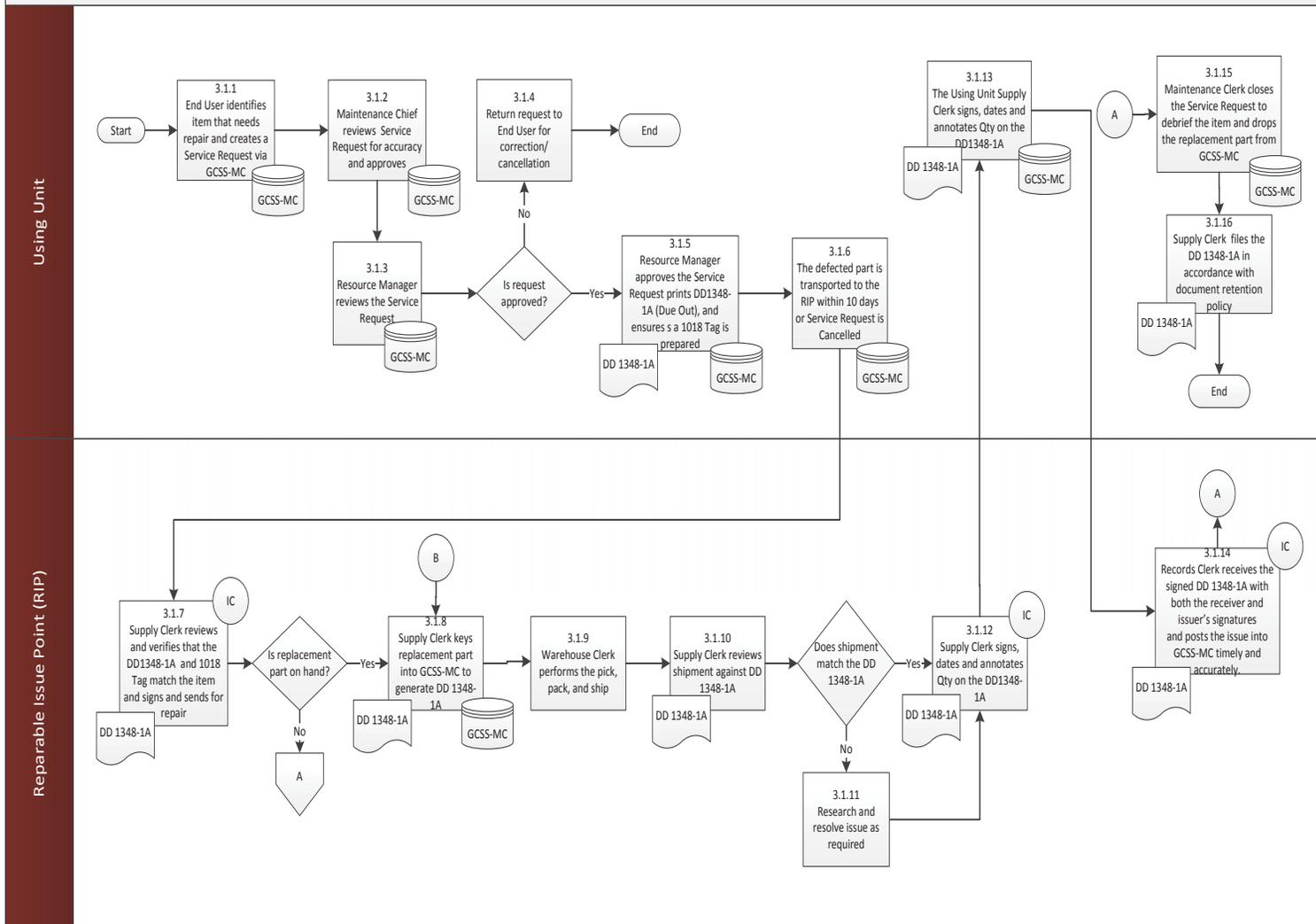
page 9

- 3.6.6 If no discrepancy is found with the shipment, the Supply Clerk signs, dates, and annotates the quantity on the DD1348-1A (**Internal Control**).
- 3.6.7 The Records Clerk post the transfer into GCSS-MC timely and accurately (**Internal Control**).
- 3.6.8 The Records Clerk verifies receipt in DLA-TS matches GCSS-MC (**Internal Control**).
- 3.6.9 The Supply Clerk files the DD 1348-1A and receipt verification.

3.0 Reparable: Process Flow

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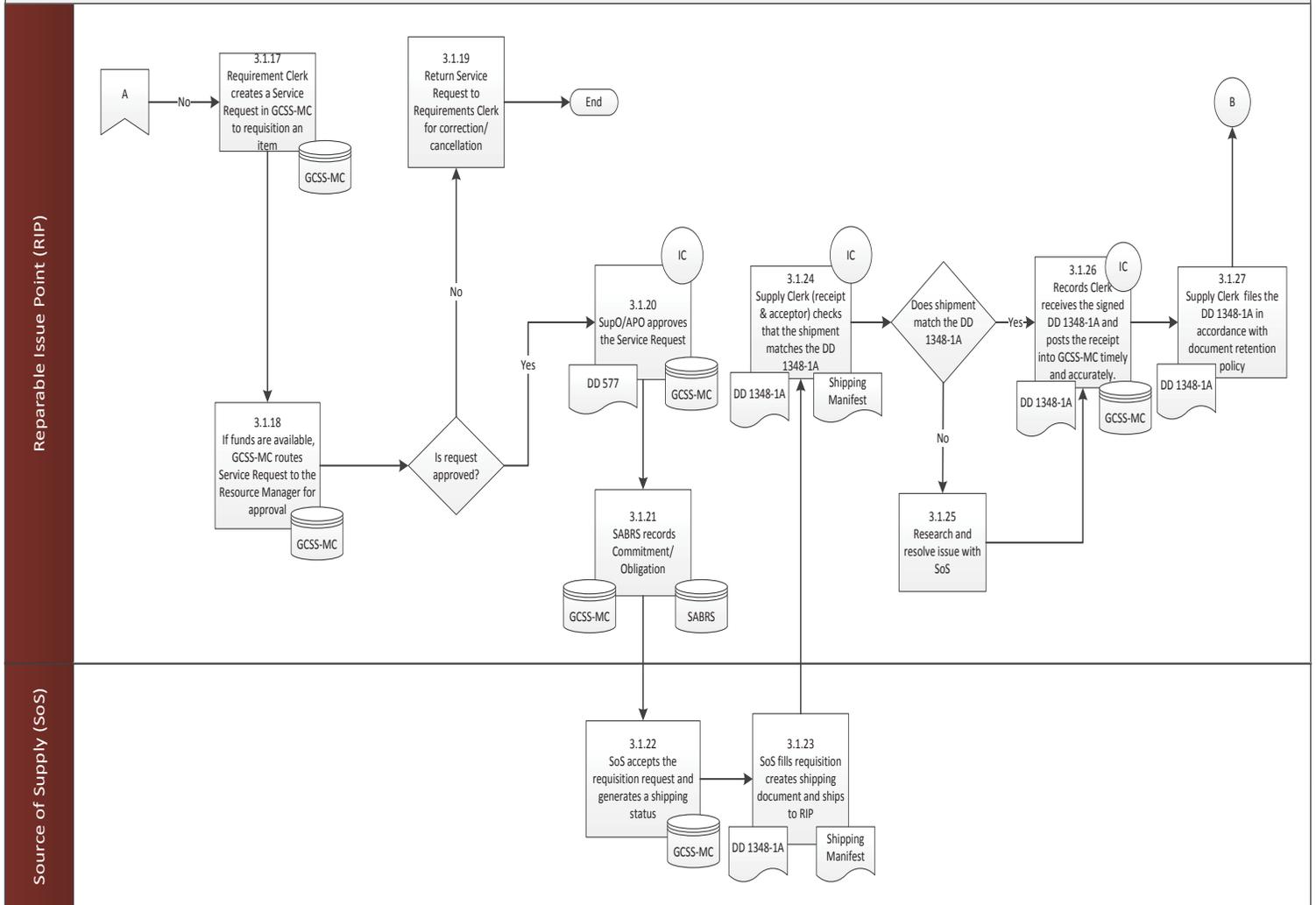
United States Marine Corps (USMC) 3.1 Reparable Issue Point - Direct Exchange (Float)



3.0 Repairable: Process Flow

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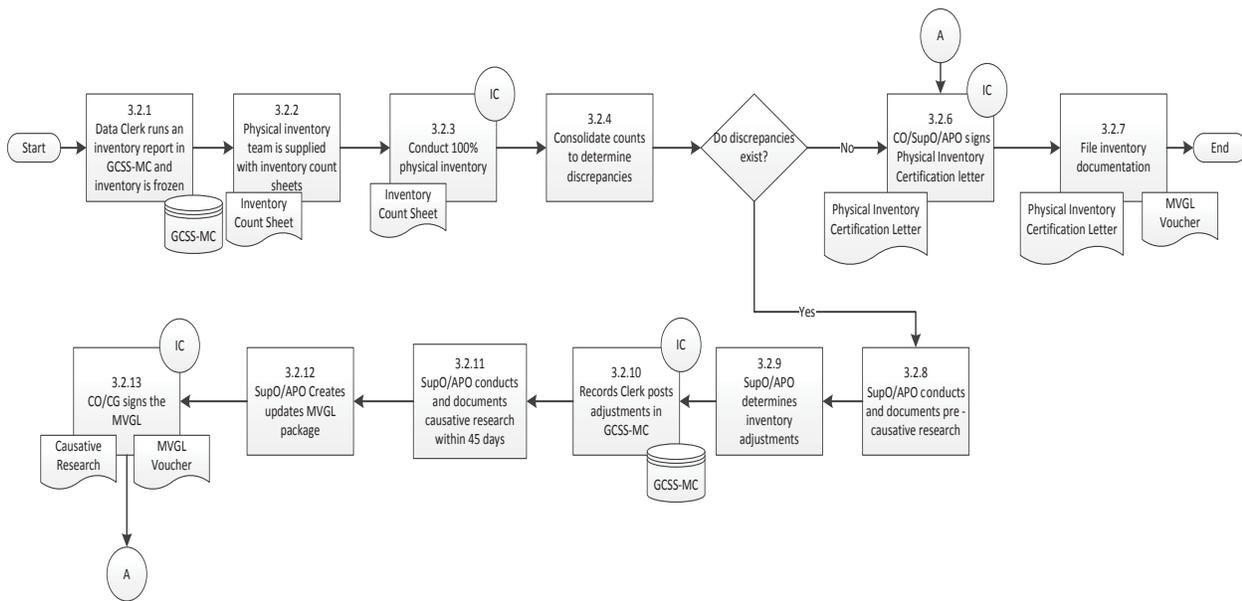
United States Marine Corps (USMC) 3.1 Repairable Issue Point - Requisition



3.0 Reparable: Process Flow

United States Marine Corps (USMC) 3.2 Reparable Issue Point - Physical Inventory

Reparable Issue Point (RIP)

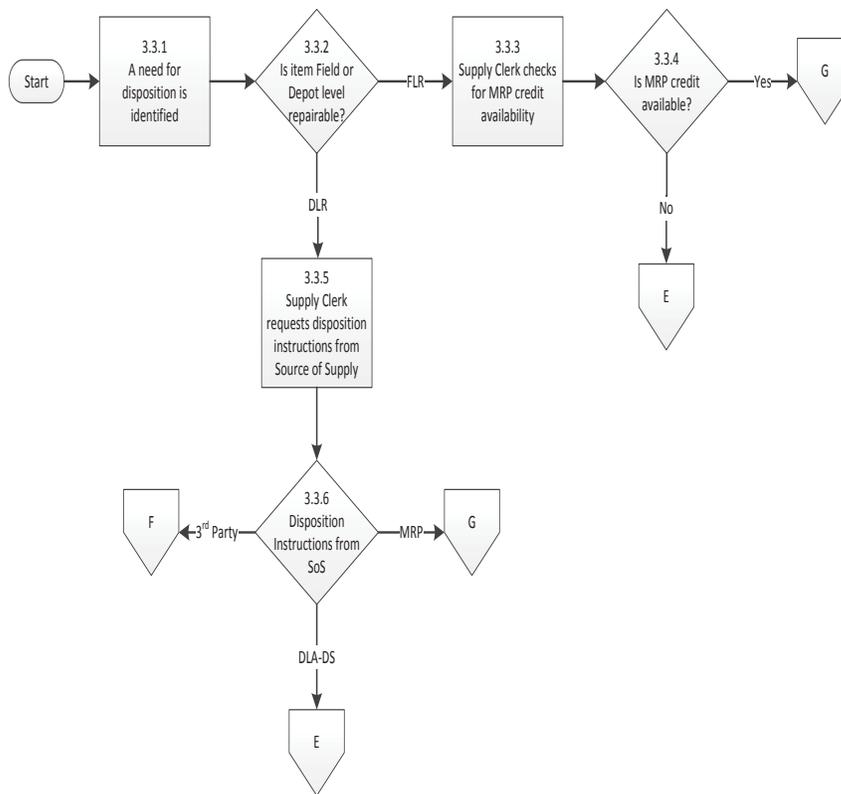


3.0 Reparable: Process Flow

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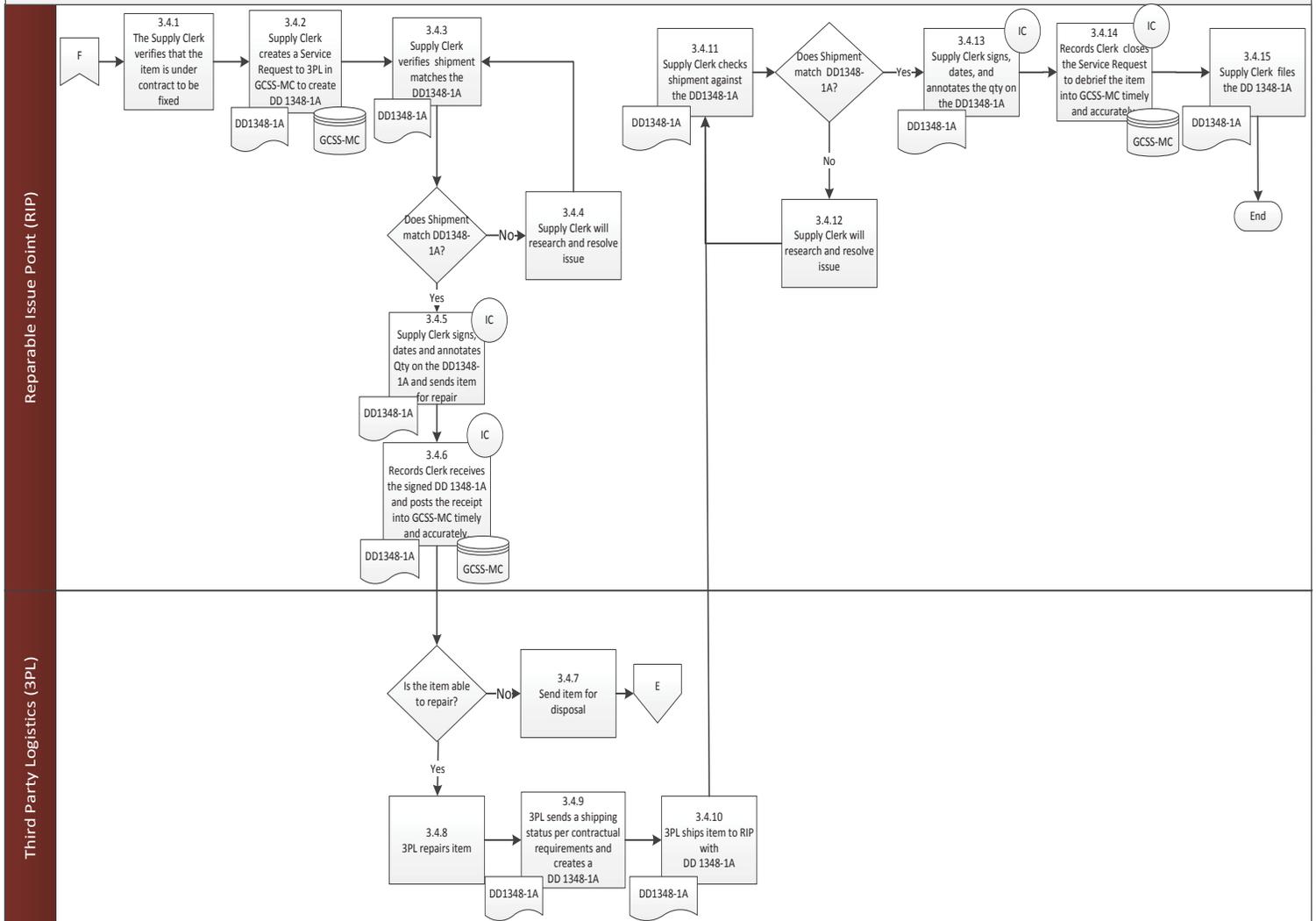
United States Marine Corps (USMC) 3.3 RIP Disposition Management

Reparable Issue Point (RIP)



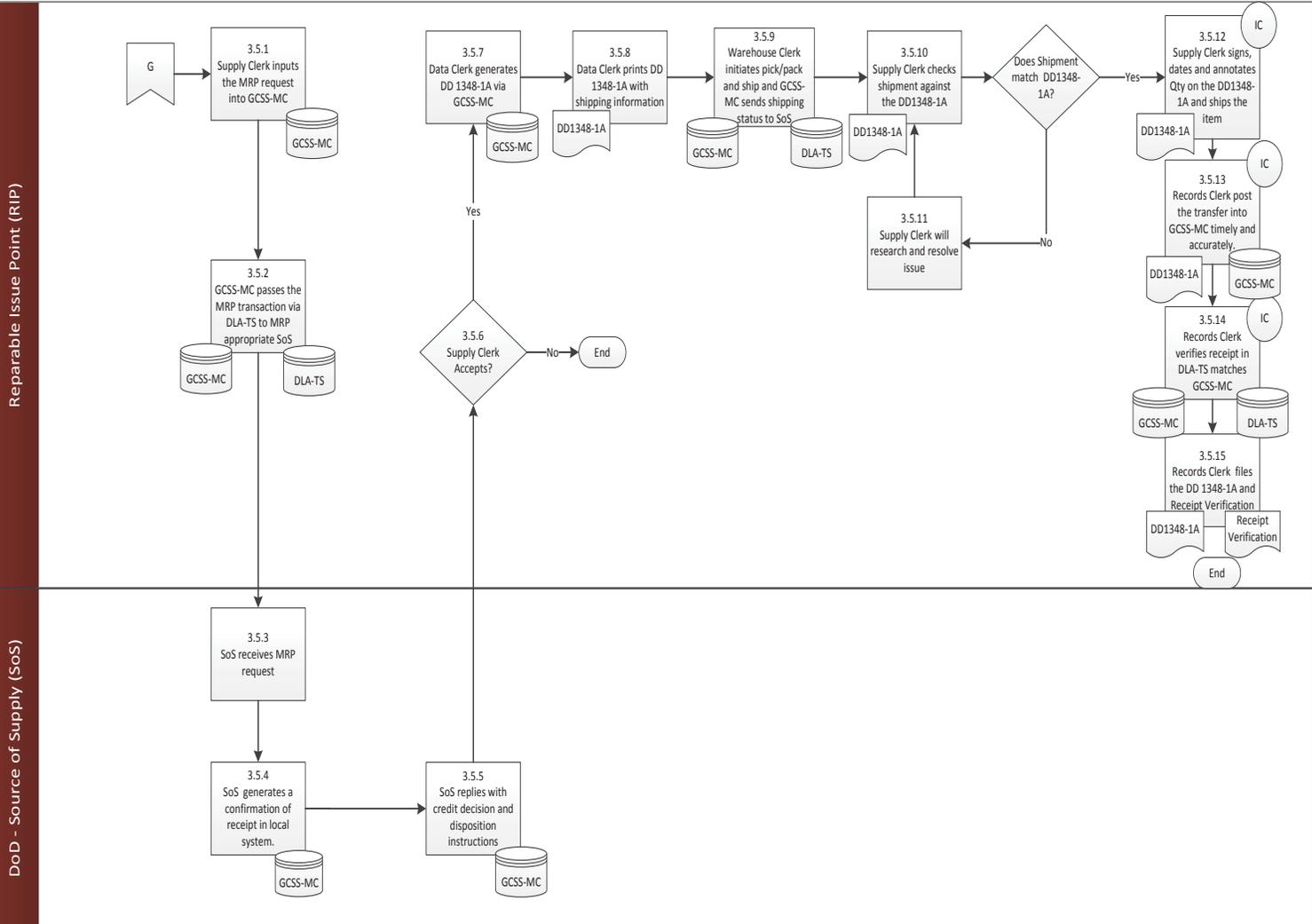
3.0 Reparable: Process Flow

United States Marine Corps (USMC) 3.4 Reparable Issue Point - 3rd Party Logistics



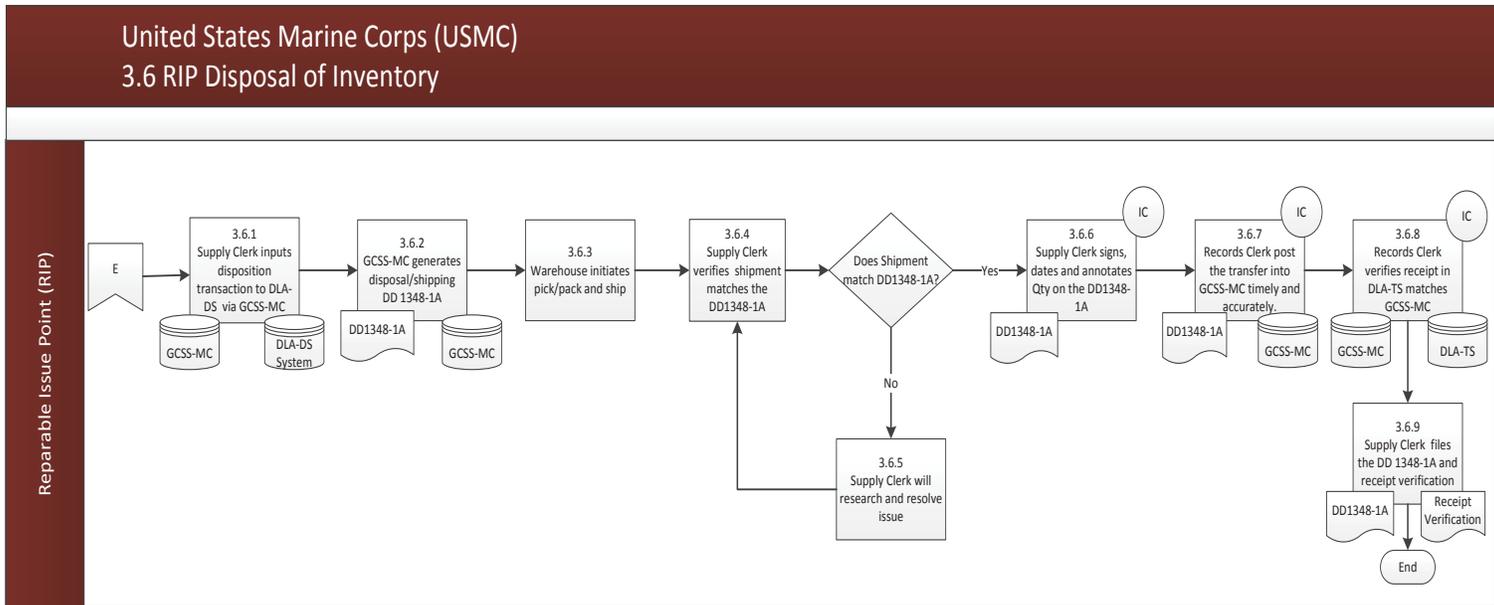
3.0 Reparable: Process Flow

United States Marine Corps (USMC) 3.5 Reparable Issue Point – Materiel Returns Program



3.0 Reparable: Process Flow

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4.0 Consumable: Process Narrative

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Consumable

4.0 Overview

The consumable business process enables the Marine Corps to focus on the Requisition, Receipt, Acceptance, Inventory Management, Consumption, Transfer, and Disposition business cycle events of the consumable assessable sub-unit lifecycle. The consumable assessable sub unit for the Marine Corps consists of consumable supplies used to support Marine Corps' operations. Consumable supplies are materiel which, after issued, is chemically or physically altered with use and cannot be economically reused for its original purpose and/or which is not normally returned for repair to a storage or industrial activity. Consumable supplies are either consumed in use or lose their identity in the work process or in rendering service. Consumable supplies are generally expended upon issue.

Consumables are primarily managed at Supply Management Units (SMUs). The mission of the SMU is to provide general support, intermediate ground supply support, and material distribution support to the Marine Expeditionary Forces (MEFs). The SMU provides intermediate ground supply support and centralized supply chain management for classes II, III (P), IV and IX in support of the MEF. This includes procurement, inventory and asset location record maintenance, accounting and usage history maintenance to include management system interfaces, warehousing, storage, care-in-storage, materiel distribution and issue support.

The key lifecycle events of reparables include:

- Acquisition (Receipt & Acceptance)
- Inventory Management
- Issue, Transfer, and Disposition

The objective of this section is to document activities related to the business processes that enable the SMU to provide general support, intermediate ground supply support, and material distribution support to the MEFs.

4.1 Acquisition

The lifecycle begins with the acquisition which involves the determination of a requirement, procurement and receipt and acceptance of assets.

Procurement

Procurement is the process of obtaining those supplies for which a requirement has been determined. The main procurement method for consumable items occurs with a purchase from the selected Source of Supply (SoS) (e.g., DLA). Purchases are initiated using the MILSTRIP process. Global Combat Support System – Marine Corps (GCSS-MC) is the primary requisitioning platform in the procurement process.

The process of procuring consumable assets at the SMU is initiated when a requirement is identified. Purchases are initiated using the MILSTRIP process. GCSS-MC is the primary requisitioning platform in the requisition process. After the SMU identifies a requirement, a purchase order is entered into GCSS-MC. GCSS-MC interfaces with Standard Accounting

4.0 Consumable: Process Narrative

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Budgeting and Reporting System (SABRS) to perform a funds check. If funds are available, GCSS-MC routes the Service Request (SR) to the supply officer (SupO)/accountable property officer (APO) for approval. The SupO/APO will approve the service request. Upon approval of the service request a sales order is generated and an obligation is systematically posted to SABRS. GCSS-MC creates a due in for the receipt of items purchased.

- 4.1.1 The Requirements Clerk identifies a requisition requirement.
- 4.1.2 The Requirements Clerk creates a Service Request to requisition approved buy list via GCSS-MC.
- 4.1.3 GCSS-MC interfaces with SABRS to perform a funds check.
- 4.1.4 If funds are available, GCSS-MC routes Service Request to the SupO/AO for approval.
- 4.1.5 If the Service Request is not approved, the Service Request is sent back to the Requirements Clerk for correction/cancellation.
- 4.1.6 The SupO/AO approves the Service Request (**Internal Control**).
- 4.1.7 SABRS records Commitment/Obligation.
- 4.1.8 The SoS accepts the requisition request and ultimately generates a shipping status.
- 4.1.9 The SoS fills requisition creates shipping document.
- 4.1.10 The SoS ships to the appropriate location.

Receipt & Acceptance

Upon receipt, the assets are scanned into Storage Retrieval Automated Tracking Integrated System (STRATIS). STRATIS sends GCSS-MC a D6T/D6A via the I-142 Report to upload the asset to GCSS-MC. The D6T/D6A will trigger the expense in SABRS. When receipting for assets, a supply clerk will perform an inspection to verify that the quantity, condition code, and National Stock Number (NSN) of the shipment match the Department of Defense (DD)-1348-1A/Shipping Documentation. The supply clerk at the SMU signs, dates and annotates the quantity on the DD1348-1A, which provides evidence of review, and that the Marine Corps validated the shipment for accuracy and took ownership of the asset. STRATIS compares the shipment quantity against on-hand quantity to determine if exceptions exist for further research. If no exceptions are noted, a confirmation of receipt and material receipt acknowledgement (DRA) is generated in GCSS-MC. If exceptions are noted, research is conducted to resolve issue. The DD-1348-1A is filed in accordance with current document retention policy.

- 4.1.11 The Supply Clerk (receipt & acceptor) checks that the shipment matches the DD 1348-1A.

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- 4.1.12 If a discrepancy is identified, go to step 4.1.13. If there is no discrepancy is identified, go to step 4.1.14.
- 4.1.13 Research and resolve issue with SoS.
- 4.1.14 The Supply Clerk signs, dates and annotates quantity on the DD1348-1A (**Internal Control**).
- 4.1.15 STRATIS system creates a Stow label to initiate receipt transaction.
- 4.1.16 The Warehouse Clerk stows shipment and scans stow label and location.
- 4.1.17 STRATIS compares the shipment quantity against stowed quantity and exceptions are captured for further research (**Internal Control**).
- 4.1.18 The Supply Clerk files the DD 1348-1A in accordance with document retention policy

4.2 Inventory Management

Physical inventories, proper storage, and daily reconciliation procedures are the methods used by the SMU to maintain accountability of inventory.

Storage

The SMU is responsible for the safekeeping of supplies and equipment to ensure they remain in ready-for-issue condition until ready for distribution. The storage function includes receipt for supplies and equipment from the source, maintaining accurate inventory controls, and maintenance of equipment.

Daily Reconciliation

The Reconciliation Report (obtained from STRATIS) and the I-142 Report (obtained from GCSS-MC) are initiated by the data clerk daily. The reports are run consecutively and compared and reviewed for discrepancies. Discrepancies are researched immediately, and any adjustments that may result from the research conducted are performed as noted within the physical inventory section. A daily Gain/Loss report is generated mid-day to facilitate any further research required. Physical Inventory documentation and documentation supporting adjustments are filed in accordance with current documentation retention policy.

- 4.2.1 Data Clerk generates reconciliation reports for comparison and review.
- 4.2.2 The SupO/AO identifies discrepancies by NSN and provides to storage for action.
- 4.2.3 The Supply Clerk conducts inventories.
- 4.2.4 If the adjustment requires higher authority go to section 4.3. If the adjustment does not require a higher level approval go to step 4.2.5.

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- 4.2.5 The Data Clerk corrects any outstanding errors in STRATIS.
- 4.2.6 The Data Clerk finalizes a GCSS-MC daily Gain/Loss report.
- 4.2.7 Adjustment supporting documentation is filed.

4.3 Physical Inventory

Activities responsible for managing consumable items are responsible for ensuring that assets are cyclically inventoried, meaning 100 percent physically inventoried once every three years with the requirement of 1/3 of the inventory being inventoried on an annual basis. A physical inventory is initiated when a random inventory list is generated from STRATIS. STRATIS freezes the block of NSN's to ensure that no transactions take place during the physical inventory count. The supply clerk counts/scans inventory which enters count into STRATIS. Assets are scanned as they are physically located. All physical counts are blind counts; meaning personnel conducting physical counts will have no prior knowledge or access to the on hand quantity balance in STRATIS. Upon completion of the physical inventory count, the results are generated indicating any discrepancies between assets inventoried and system on hand balances. If a discrepancy exists a second count is performed. If discrepancies do not exist, the commanding officer (CO)/SupO/APO signs the Physical Inventory Certification Letter. If discrepancies are found, they are researched after an adjustment is made to inventory records. This is done so that operations to support the war fighter are not affected.

All adjustments made to inventory records require a Money Value Gains/Losses (MVGL) package, which includes the MVGL voucher, a description of the causative research actions taken, and any resulting supporting documentation. The MVGL package is reviewed and signed by the SupO/APO or CO to validate the adjustment. The appropriate signing authority is determined based off of criteria established in governing policy and is indicated in the SupO appointment letter. The Physical Inventory Certification Package is then retained for a period of ten years (three years active, seven years archived) in accordance with MARADMIN 417/15.

- 4.3.1 The Data Clerk runs a program in STRATIS to generate inventory to be counted.
- 4.3.2 The Supply Clerk counts/scans inventory which enters count into STRATIS (**Internal Control**).
- 4.3.3 If the count matches the STRATIS report, go to step 4.3.6. If the count does not match the STRATIS report, go to step 4.3.4.
- 4.3.4 If additional counts have been conducted go to step 4.3.9. If additional counts have not been conducted go to step 4.3.5.
- 4.3.5 A re-count is conducted.
- 4.3.6 If the count matches STRATIS, STRATIS accepts the manual count entry.

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- 4.3.7 The CO/SupP/APO signs Physical Inventory Certification letter (**Internal Control**).
- 4.3.8 The physical inventory documentation is filed.
- 4.3.9 If discrepancies are found between the counts conducted and STRATIS, the SupO/AO instructs pre-causative research to be performed.
- 4.3.10 The Data Clerk accepts adjustments via STRATIS.
- 4.3.11 The SupO/AO conducts and documents causative research for items above dollar thresholds within 45 days.
- 4.3.12 The SupO/AO or CG/CO signs MVGL per authority documentation (**Internal Control**).
- 4.3.13 The adjustment causative research and supporting documentation is filed.

4.4 Issuances

Issuances include issuances to Marine Corps activities and disposal of consumable inventory items. Disposal is the process of eliminating excess, obsolete, surplus, or unserviceable property. The primary methods of disposal occur through the MRP process or from requesting disposition instructions from Defense Logistics Agency - Disposition Services (DLA-DS).

Issuance

Items are considered consumed once a using unit receives a shipment or picks up items from the SMU. The Using Unit creates a requisition via GCSS-MC initiating a service request which is routed to the SMU. Upon receipt and review of the requisition, a sales order is creating triggering an automatic selection of assets from STRATIS. The warehouse clerk needs to log-in to his workstation to identify what is awaiting issue. The warehouse clerk within the packing section performs the pack and ship, and creates the DD 1348-1A. The supply clerk verifies the shipment matches the DD 1348-1A and signs, dates and annotates the quantity on the DD1348-1A. The records clerk receives the signed DD 1348-1A and posts the issue into GCSS-MC timely and accurately.

The Supply Clerk will ship the assets to the appropriate location. The records clerk verifies that the receipt from the receiving activity matches DD 1348-1A. The DD 1348-1A with is filed in accordance with current documentation retention policy.

- 4.4.1 The Using Unit creates a Service Request via GCSS-MC and routes it to the SMU.
- 4.4.2 If the part is not on hand at the SMU, go to section 4.1. If the asset is on hand at the SMU, go to step 4.4.3.
- 4.4.3 GCSS-MC interfaces with STRATIS to initiate the Pick Pack and Ship.

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- 4.4.4 The Warehouse Clerk initiates the pick.
- 4.4.5 The Warehouse Clerk performs the pack and ship creating a DD 1348-1A.
- 4.4.6 The Supply Clerk verifies shipment matches the DD 1348-1A.
- 4.4.7 If the shipment matches the shipment, go to step 4.4.9. If the shipment does not match the DD 1348-1A, go to step 4.4.8.
- 4.4.8 The Supply Clerk will research and resolve issue.
- 4.4.9 If the shipment matches the DD 1348-1A, the Supply Clerk signs, dates and annotates quantity on the DD1348-1A (**Internal Control**).
- 4.4.10 4.4.10. The Records Clerk receives the signed DD 1348-1A and posts the issue into GCSS-MC timely and accurately (**Internal Control**).
- 4.4.11 The Records Clerk verifies that the receipt matches DD 1348-1A and files the DD 1348-1A (**Internal Control**).

MRP & Disposition

All reductions from Marine Corps ownership accounts must be accompanied by an independently verifiable disposition document signed by an authorized government representative. The responsibility and authority for disposition of any item of property owned by the SMU is specifically assigned to the SupO/APO or his/her designee. It is standard procedure to go through the MRP process before disposal of an asset. The MRP process allows the opportunity to receive credit for the items being discarded. MRP is on a case-by-case basis at the SMU and is rarely utilized due to a small percentage of items that receive a credit. Items are only shipped after the determination if a MRP credit will be awarded. When an asset is not accepted under the MRP program, disposal of the item occurs through the use of DLA-DS. Both processes are initiated with a service request within GCSS-MC which routes the request to the appropriate sources. Instructions from DLA or the SoS is communicated to the SMU identifying actions that need to be taken for disposition or transfer of assets accepted by DLA-DS or the MRP program through DLA-TS. The warehouse clerk within the Packing Section performs the pack and ship, and creates the DD 1348-1A. The clerk verifies the shipment matches the DD 1348-1A and signs, dates and annotates the quantity on the DD1348-1A. The records clerk reviews the signed DD 1348-1A and posts the transfer into GCSS-MC timely and accurately. The records clerk verifies receipt in DLA-TS matches GCSS-MC. Supporting documentation for receipt of the asset by DLA-DS can be retrieved from their Electronic Documents (EDOCs) online database. The supply clerk then files the DD Form 1348-1A and the receipt verification in accordance with MARADMIN 417/15.

4.5 Disposal

- 4.5.1 A need for disposition is identified.

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- 4.5.2 If a MRP credit is available go to section 4.6. If MRP credit is not available, go to step 4.5.3.
- 4.5.3 The Supply Clerk inputs disposition transaction to DLA-DS via GCSS-MC.
- 4.5.4 GCSS-MC generates disposal/shipping DD 1348-1A.
- 4.5.5 The Warehouse Clerk initiates pick/pack and ship.
- 4.5.6 The Supply Clerk verifies shipment matches the DD1348-1A.
- 4.5.7 If the shipment does not match the DD 1348-1A, go to 4.5.8. If the shipment does match the DD 1348-1A, go to step 4.5.9.
- 4.5.8 The Supply Clerk will research and resolve issue.
- 4.5.9 The Supply Clerk signs, dates and annotates quantity on the DD1348-1A (**Internal Control**).
- 4.5.10 The Records Clerk post the transfer into GCSS-MC timely and accurately (**Internal Control**).
- 4.5.11 The Records Clerk verifies receipt matches DD 1348-1A (**Internal Control**).
- 4.5.12 The Supply Clerk files the DD 1348-1A and receipt verification.

4.6 MRP

- 4.6.1 The Supply Clerk inputs the MRP request into GCSS-MC.
- 4.6.2 GCSS-MC passes the MRP transaction via DLA-TS to MRP appropriate SoS.
- 4.6.3 The SoS receives MRP request.
- 4.6.4 The SoS generates a confirmation of receipt in local system.
- 4.6.5 The SoS replies with credit decision and disposition instructions.
- 4.6.6 The Supply Clerk accepts the credit.
- 4.6.7 The Data Clerk generates DD 1348-1A via GCSS-MC for the shipment.
- 4.6.8 The Data Clerk prints DD 1348-1A with shipping information.
- 4.6.9 The Warehouse Clerk initiates pick/pack and ship and GCSS-MC sends shipping status to SoS.
- 4.6.10 The Supply Clerk checks shipment against the DD1348-1A.

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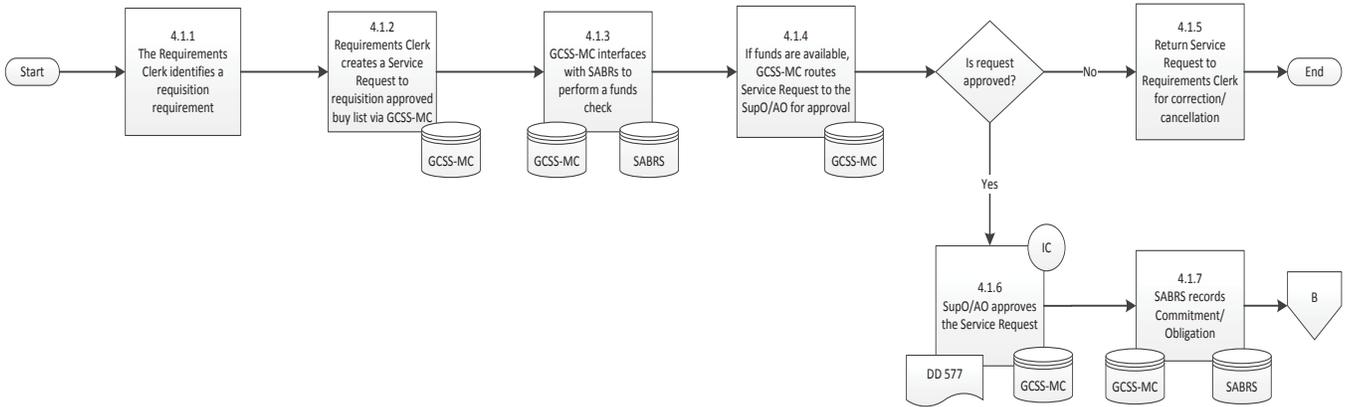
- 4.6.11 If the shipment does not match the DD 1348-1A, go to 4.6.12. If the shipment does match the DD 1348-1A, go to step 4.6.13.
- 4.6.12 The Supply Clerk will research and resolve issue.
- 4.6.13 If the shipment matches the DD 1348-1A, the Supply Clerk signs, dates and annotates Qty on the DD1348-1A (**Internal Control**).
- 4.6.14 The Records Clerk post the transfer into GCSS-MC timely and accurately (**Internal Control**).
- 4.6.15 The Records Clerk verifies receipt matches GCSS-MC (**Internal Control**).
- 4.6.16 The Supply Clerk files the DD 1348-1A and Receipt Verification

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United States Marine Corps (USMC) 4.1 Supply Management Unit - Requisition

Supply Management Unit (SMU)

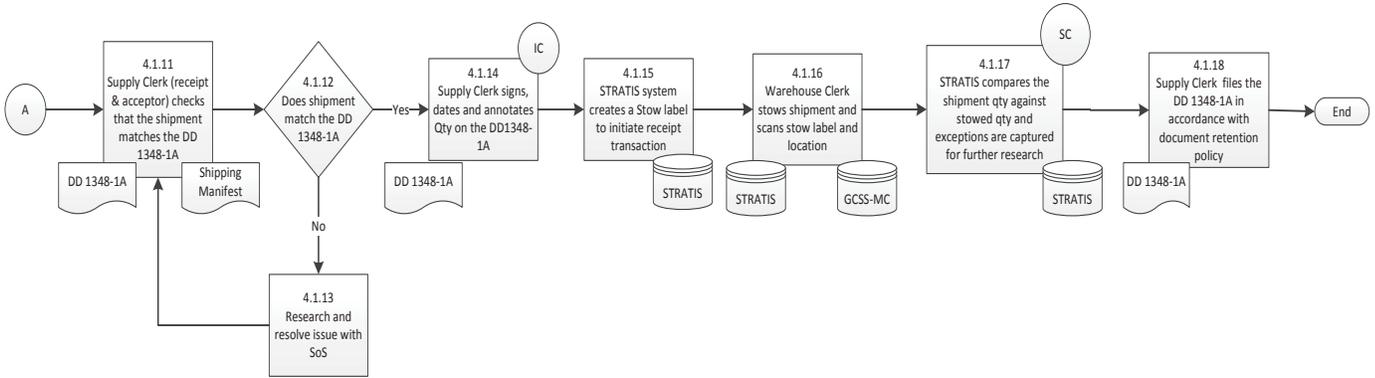


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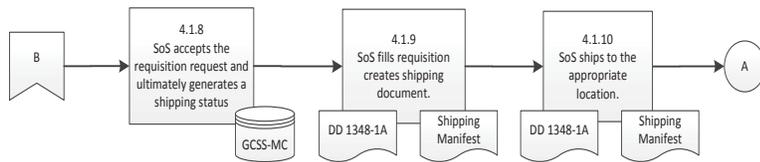
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United States Marine Corps (USMC) 4.1 Supply Management Unit - Requisition (cont'd)

Supply Management Unit (SMU)



Source of Supply (SoS)

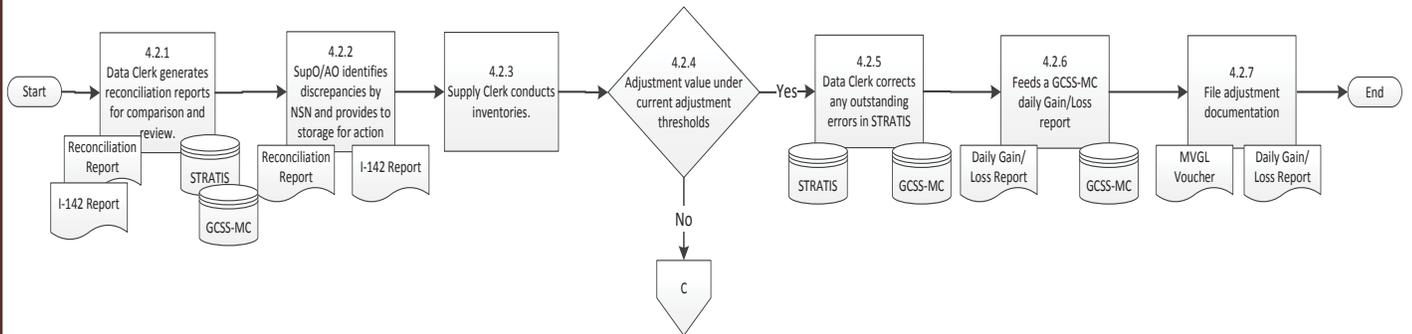


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United States Marine Corps (USMC) 4.2 Supply Management Unit – Daily Reconciliation

Supply Management Unit (SMU)

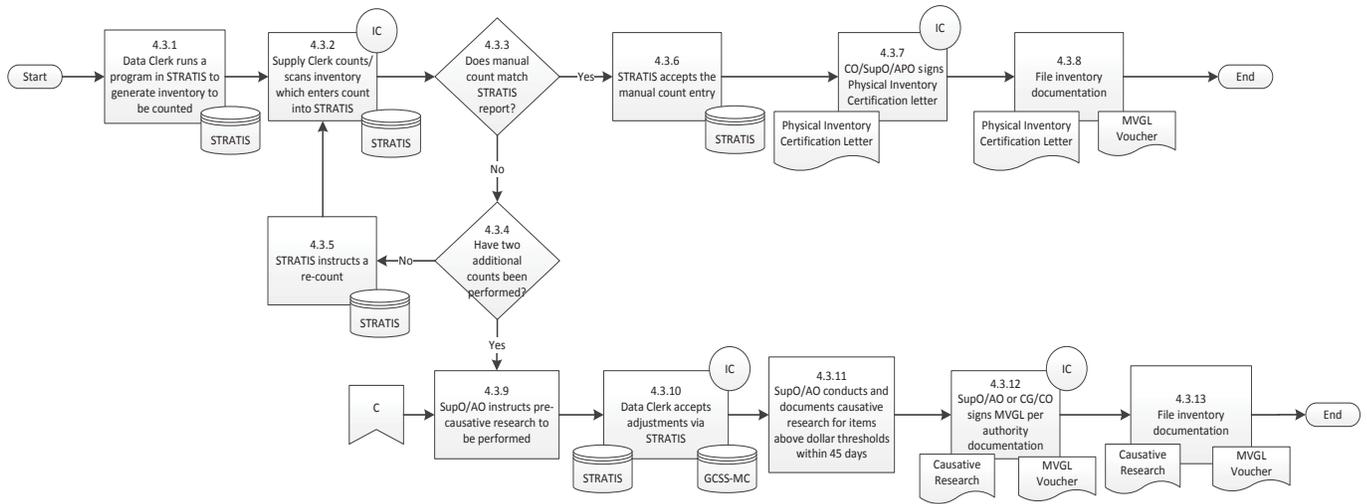


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United States Marine Corps (USMC) 4.3 Supply Management Unit - Physical Inventory

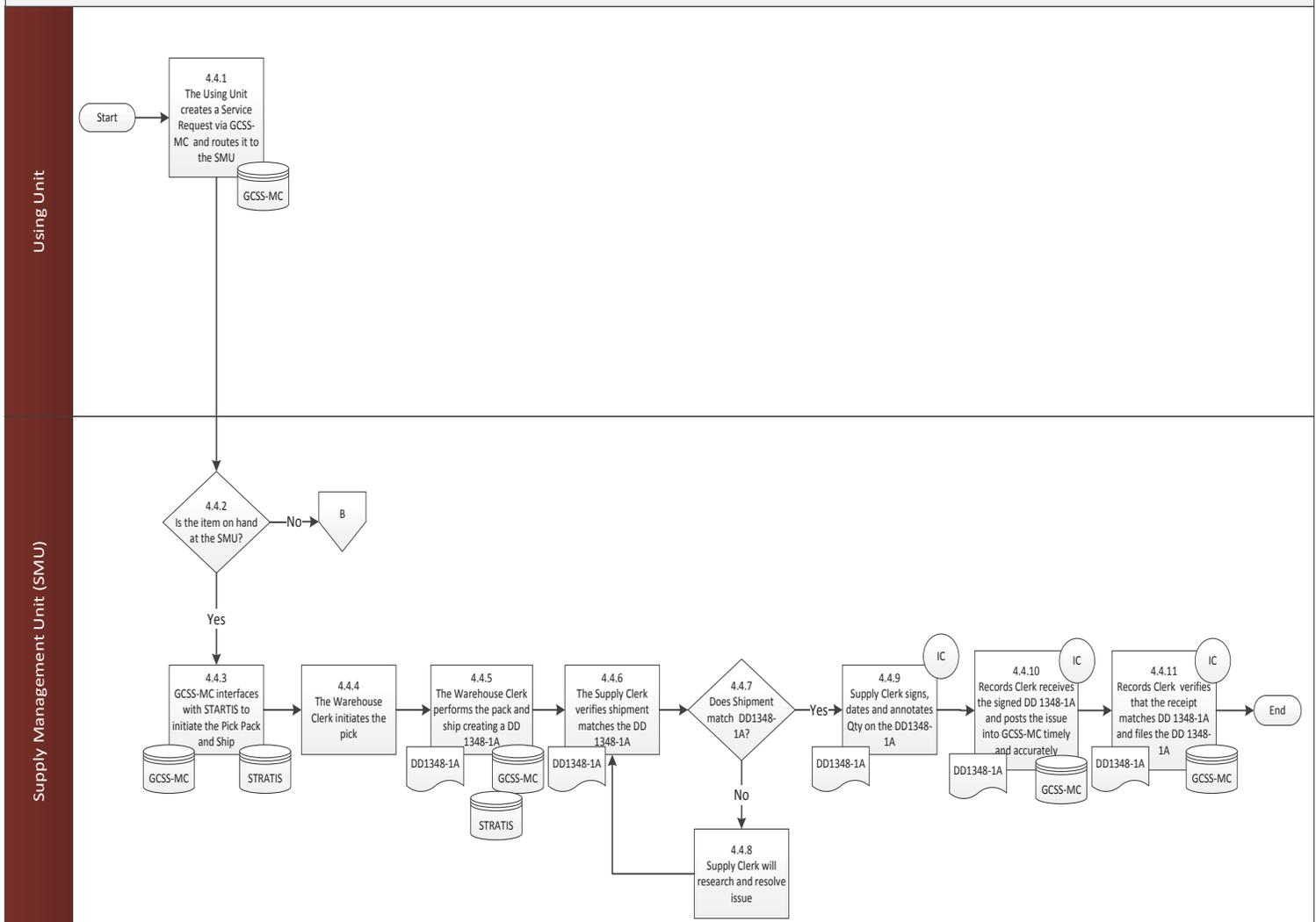
Supply Management Unit (SMU)



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United States Marine Corps (USMC) 4.4 Supply Management Unit - Issuance

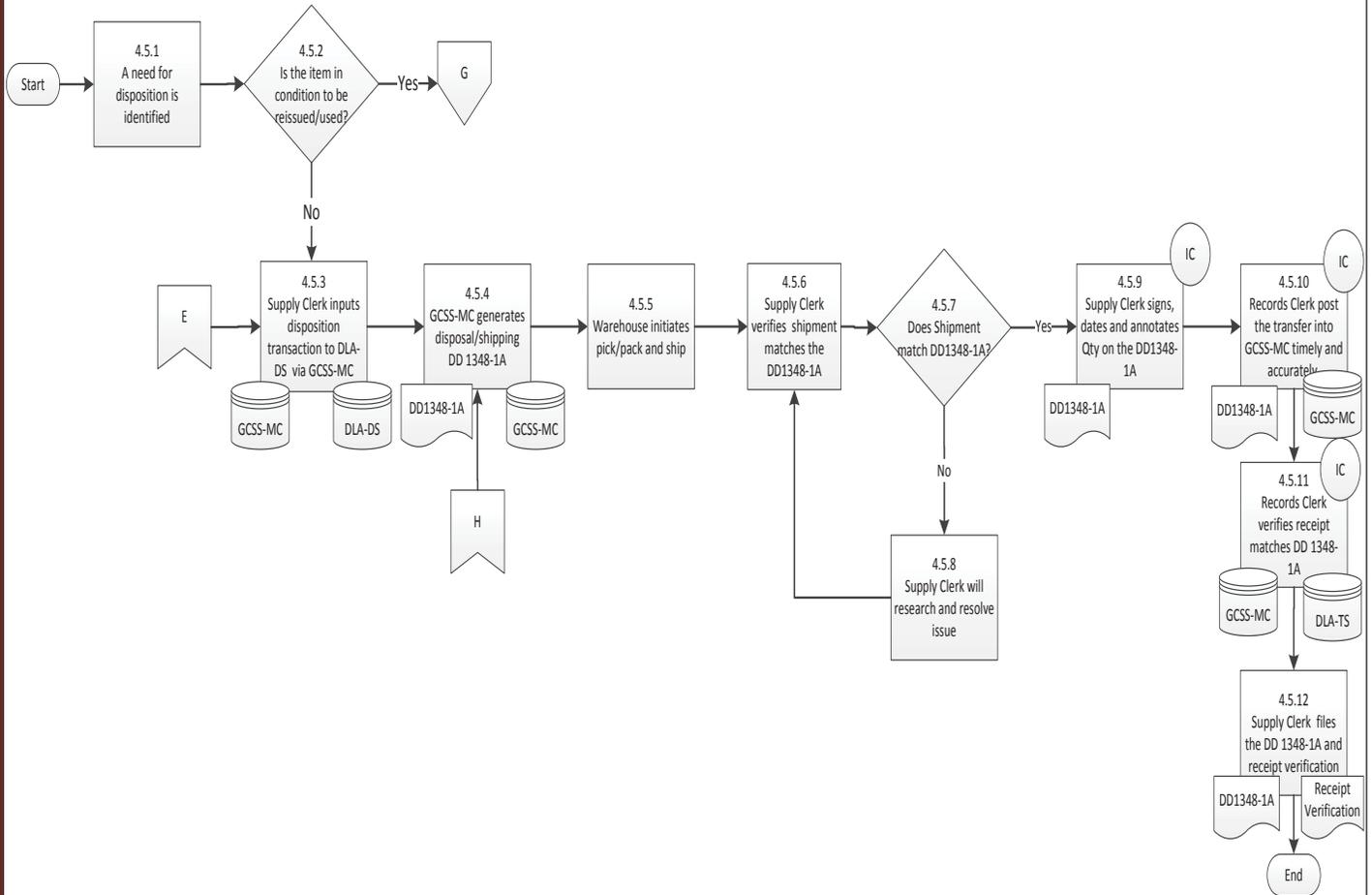


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United States Marine Corps (USMC) 4.5 SMU Disposition Management

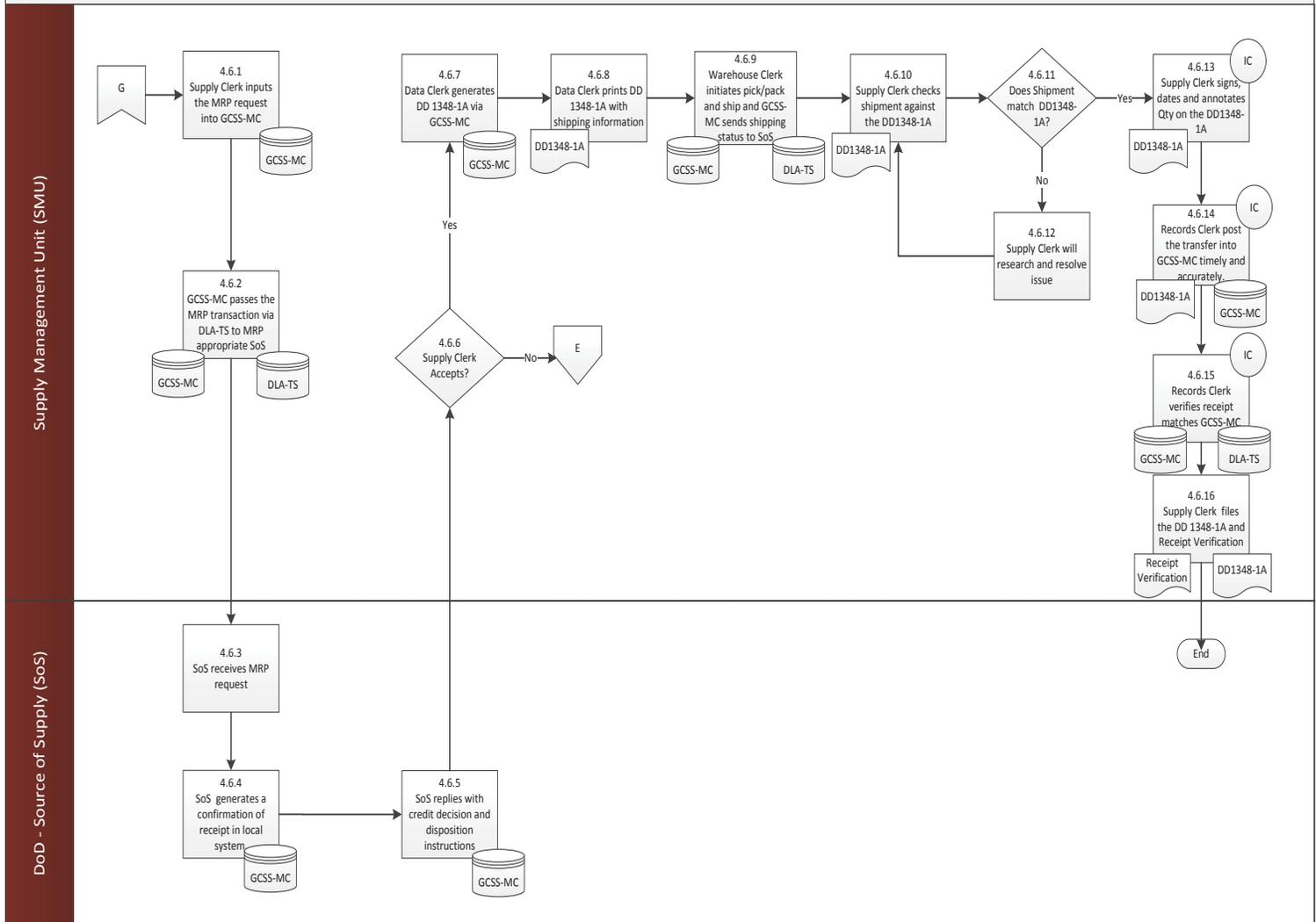
Supply Management Unit (SMU)

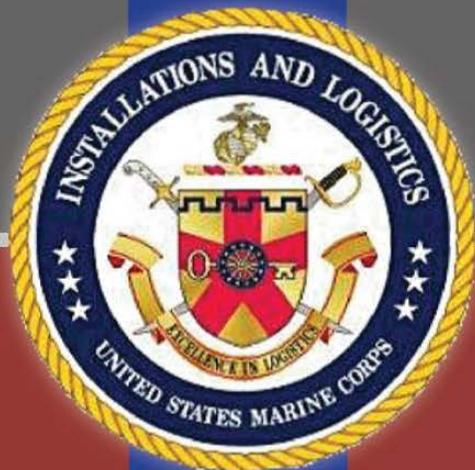


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United States Marine Corps (USMC) 4.6 SMU - Materiel Returns Program (MRP)





For more information, visit:

[https://eis.usmc.mil/sites/HQMCLP/LPC/EGEM/fusioncenter/CIC/default.aspx.](https://eis.usmc.mil/sites/HQMCLP/LPC/EGEM/fusioncenter/CIC/default.aspx)