MASTER DIRECTIVE
UNITED STATES MARINE CORPS
4TH FORCE SERVICE SUPPORT GROUP, FMF, USMCR
MARINE CORPS RESERVE CENTER
1300 GRESHAM ROAD, MARIETTA, GA 30062-4005

FILE

GruO 4400R.5
G-3
21 May 92

GROUP ORDER 4400R.5

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR EQUIPMENT CUSTODY (SHORT TITLE: SOP FOR EQUIPMENT CUSTODY)

Ref: (a) MCO P4790.2 (MIMMS Field Procedures Manual)
(b) UM 4400.15

Encl: (1) Locator Sheet
(2) Sample Custody Control Officer Letter
(3) Sample Responsible Officer Letter

1. Purpose. To publish standing operating procedures for equipment custody during Annual Training (AT).

2. Information. This SOP incorporates requirements from the references and addresses areas of concern from previous AT after action reports. All efforts have been made to avoid interference with the duties of the Reserve Support Unit (RSU) and of the Combat Service Support Element (CSSE) supporting the exercise.

3. Recommendations. Recommendations concerning the contents of this SOP are invited. Such recommendations will be forwarded to the Commanding General, 4th Force Service Support Group (AC/S, G-3) via the appropriate chain of command.

4. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

5. Certification. Reviewed and approved this date.

F. J. SMITH III
Deputy

DISTRIBUTION: A

# LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR EQUIPMENT CUSTODY (SHORT TITLE: SOP FOR EQUIPMENT CUSTODY)

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

SOP FOR EQUIPMENT CUSTODY

RECORD OF CHANGES

Log completed change action as indicated.

| Change Number | Date of Change | Date Received | Date Entered | Signature of Perso Entering Change |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SOP FOR EQUIPMENT CUSTODY

CONTENTS


| CHAPTER | |
|---|---|
| | INTRODUCTION |
| 1 | GENERAL |
| 2 | COMMAND RELATIONSHIPS |
| 3 | CUSTODY CONTROL OFFICER |
| 4 | RESPONSIBLE OFFICER |
| 5 | EQUIPMENT PROCEDURES |

# SOP FOR EQUIPMENT CUSTODY

## INTRODUCTION

0001. PURPOSE. The purpose of this SOP is to provide specific duties and responsibilities for equipment custody during Annual Training (AT).

0002. APPLICABILITY

1. This SOP applies to all 4th Force Service Support Group (4th FSSG) units.

2. There will be no deviation from this SOP without authorization by the CG, 4th FSSG (AC/S, G-3).

0003. SCOPE. This SOP contains specific information on the duties and responsibilities inherent in the custody of equipment. Specifically, it explains the requirements, relationships with other units, tasks and functions to be performed, personnel background requirements and equipment procedures.

0004. RESPONSIBILITY. The currency, accuracy, modification and distribution of this SOP is the responsibility of the CG, 4th FSSG (AC/S, G-3). Staff sections and commanders are responsible for timely reporting of recommended changes and physical maintenance of their copies of this SOP.

0005. ALLOWANCES

1. Requests for changes in the authorized allowances of this SOP will be forwarded to the CG, 4th FSSG (AC/S, G-3).

2. Missing pages may be obtained separately in the same manner as above.

0006. TERMS

1. ACCOUNTABILITY. The obligation imposed by law or lawful order or regulation on an officer or other person for keeping accurate record of property, documents or funds. The person having this obligation may or may not have actual possession of the property, documents or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care and safekeeping. (Joint Pub 01)

2. RESPONSIBILITY. The obligation for the proper custody, care and safekeeping of property entrusted to the possession or supervision of an individual. (Joint Pub 0-1)

# SOP FOR EQUIPMENT CUSTODY

## CHAPTER 1

## GENERAL


| | PARAGRAPH | PAGE |
|---|---|---|
| BACKGROUND . . . . . | 1000 | 1-3 |
| COMMAND RELATIONSHIPS . . . . . | 1001 | 1-3 |

SOP FOR EQUIPMENT CUSTODY

# CHAPTER 1

# GENERAL

1000. BACKGROUND. Fourth FSSG units participate in numerous Annual Training (AT) exercises each year. The majority of these exercises are comprised of one increment of two weeks, thereby allowing a single RO to be appointed for the control of the equipment used during the AT. There are, however, some AT's which consist of two or more increments of two weeks. Representative of these are the Combined Arms Exercises (CAXs) held at the Marine Air Ground Combat Center (MCAGCC) at 29 Palms, CA. Individual CAXs are two weeks in duration and require equipment from Home Training Centers (HTCs), the Equipment Allowance Pool (EAP) at MCAGCC and from active forces. The expense to transport equipment to and from each CAX is considerable. Therefore, CAXs are conducted back-to-back utilizing the same equipment in an effort to reduce transportation costs. This method of conducting exercises, however, requires that equipment be shipped to MCAGCC prior to the first CAX/AT exercise and remain throughout all planned exercises. Because the exercise participants are only there for a two week period, an in-place turnover of equipment, supplies and facilities is conducted. From past exercises, this is an extremely confusing period and the accountability of equipment has been a problem. The procedures used to prevent problems have evolved into the assignment of several officers at different levels and the development of this SOP to direct their actions.

1001. COMMAND RELATIONSHIPS. Because CAXs are directly controlled by MCAGCC personnel, command relationships with the host unit, through the Reserve Support Unit (RSU) are unique and provide an example of an exercise which requires more than just the typical RO. Further, the training is conducted tactically for the actual conduct of the CAX and for that reason, the entire AT period is task organized as a MAGTF. The following diagram reflects the command relationships of the AT participants and their parent commands.

SOP FOR EQUIPMENT CUSTODY

# CHAPTER 2

# COMMAND RELATIONSHIPS


| | PARAGRAPH | PAGE |
|---|---|---|
| REQUIREMENT . . . . . | 2000 | 2-3 |
| GROUP RESPONSIBILITIES . . . . . | 2001 | 2-3 |
| BATTALION RESPONSIBILITIES . . . . . | 2002 | 2-3 |

SOP FOR EQUIPMENT CUSTODY

# CHAPTER 2

## COMMAND RESPONSIBILITIES

2000. REQUIREMENT. The requirement for increased custody guidance arose from the problems associated with accountability each year. The need for an officer to be present from arrival to departure, as well as during AT turnovers, became evident from after action reports. Proper organization and accountability, prior to the arrival of AT units, provides a firm foundation on which to base operations.

2001. GROUP RESPONSIBILITIES. One of the inherent responsibilities of command is accountability for equipment assigned. Therefore, the responsibility to ensure proper use and maintenance begins with the CG, 4th FSSG. The CG, 4th FSSG or the appropriate commander who has cognizance over the entire exercise will appoint in writing an officer to serve as the custody control officer for those AT's where the traditional RO is inadequate to cover the entire period. This billet is further discussed in Chapter 3.

2002. BATTALION RESPONSIBILITIES. Battalion Commanders have the same responsibility for the equipment from their battalions, as well as ensuring the proper equipping and functioning of their Marines during the AT. Each Battalion Commander will,

1. Ensure 4th MarDiv (G-4/TMO), 4th FSSG (G-3/OPS), the lead battalion and the RSU/Host Unit are provided copies of the GBLs for equipment being shipped to the AT site.

2. Ensure that equipment shipped is accompanied by the requisite paper work (i.e. SF 696, ECR Card).

3. Appoint an I-I representative to assist and advise their Marines as necessary while at AT. The primary function of this individual, in addition to providing advice in functional areas and overseeing the general well being of their Marines and Sailors, is to ensure that the battalion's equipment is present and controlled properly. If a discrepancy or problem is noted, the I-I representative will notify the CSSE Commander and the CCO immediately so that proper action can be initiated.

SOP FOR EQUIPMENT CUSTODY

# CHAPTER 3

# CUSTODY CONTROL OFFICER


| | PARAGRAPH | PAGE |
|---|---|---|
| GENERAL . . . . . | 3000 | 3-3 |
| CCO AUGMENT . . . . . | 3001 | 3-3 |
| CCO CRITERIA . . . . . | 3002 | 3-3 |
| CCO DUTIES . . . . . | 3003 | 3-3 |

SOP FOR EQUIPMENT CUSTODY

# CHAPTER 3

## CUSTODY CONTROL OFFICER

3000. GENERAL. As stated above, the CG, 4th FSSG/Appropriate Commander will appoint an officer as the Custody Control Officer (CCO) during ATs of more than two weeks duration. The CCO will report ADCON to the CO, RSU/Host Unit at least three days prior to the arrival of the first advance party and depart after the last RO.

3001. CCO AUGMENT. The CCO will be augmented by personnel from each CSSE advance, main and rear party once administrative check-in procedures are completed. The following is the minimal augmentation:

| Rank | MOS | Qty |
|---|---|---|
| SSgt - GySgt | 3043 | 1 |
| Cpl - Sgt | 0411 | 1 |
| Pvt - Cpl | 0151 | 1 |

These Marines must be MOS qualified and familiar with the use of ADP in the performance of their duties. Sufficient equipment (vehicles, ADP, etc) to support the CCO's duties will be provided by FSSG tasking.

3002. CCO CRITERIA. The CCO has a difficult job. To accomplish it he must have certain characteristics and experiences. The following selection criteria will be used by the CG, 4th FSSG/Appropriate Commander in selecting the CCO:

1. Major or Major (Select) for CAX size operation. Appropriate rank for other operations.

2. Strong leadership and managerial skills.

3. Significant PC experience.

4. MOS 0402 or significant 0402 or 3XXX experience.

5. Maintenance and/or supply experience.

6. Available for continuous activation for the entire period.

3003 CCO DUTIES. Specific duties of the CCO are:

SOP FOR EQUIPMENT CUSTODY

# CHAPTER 4

# RESPONSIBLE OFFICER


| | PARAGRAPH | PAGE |
|---|---|---|
| CSSE COMMANDER . . . . . | 4000 | 4-3 |
| RESPONSIBLE OFFICER . . . . . | 4001 | 4-3 |

# CHAPTER 4

## RESPONSIBLE OFFICER

4000. CSSE COMMANDER. The CSSE Commander will designate in writing those individuals assigned as responsible officers for equipment provided to each detachment. This individual will subsign from the CCO and fulfill the duties listed below until properly and officially relieved of this assignment.

4001. RESPONSIBLE OFFICER. The Responsible Officer (RO) will:

1. Have, in serviceable condition, those items of authorized material required for the performance of the assigned mission.

2. Ensure all items are properly maintained, safeguarded and employed.

3. Determine by frequent inspections that all items of equipment on hand are complete and serviceable.

4. Ensure that all personnel under his/her control are properly instructed in the care, use and maintenance of the equipment. He/she will rigidly enforce such instructions.

5. Maintain records which reflect at all times the status of all equipment in his charge.

6. If desired or required, designate one or more authorized representatives to receipt for equipment and supplies in his/her name.

7. Trace physical inventory at required intervals and adjust discrepancies.

8. Make immediate reports to the CCO via the CSSE Commander when there is loss, damage or destruction of equipment for which he/she is responsible.

9. Report to the CCO via the CSSE Commander any equipment on hand which is not included on his receipt, thereby permitting recovery or inclusion in property records.

10. Request instructions from the CCO via CSSE Commander, for all equipment and supplies in excess of authorized allowances and for all items not required for the performance of the mission assigned.

SOP FOR EQUIPMENT CUSTODY

# CHAPTER 5

# EQUIPMENT PROCEDURES


| | PARAGRAPH | PAGE |
|---|---|---|
| SMCR EQUIPMENT . . . . . | 5000 | 5-3 |

# CHAPTER 5

# EQUIPMENT PROCEDURES

## 5000. SMCR EQUIPMENT

1. Once the Equipment Density List (EDL) is finalized and an equipment tasking letter published, SMCR units will initiate a request to CG, 4th MarDiv for Transportation of Things (TOT) funds and appropriation data to ship equipment. A round trip, open ended GBL will be used.

2. All equipment/supplies will be shipped from the owning unit in condition code "A", complete with an ECR card, all collateral equipment, SL-3 components, temporary record jacket and a copy of the owning unit LTI clearly marked as "pre-ship" LTI.

3. TMO will receive the equipment, notify the RSU/Host Unit and request pickup.

4. The RSU will arrange for pickup and storage of the equipment until the CCO is ready to LTI and take delivery of the equipment.

5. The CCO will complete an ECR Card/CMR for all items of equipment/supply.

6. At the conclusion of the LTI, appropriate action will be taken if not in condition code "A". Significant discrepancies will be noted and investigated. If damage occurred during shipment, the CCO will notify TMO, RSU/Host unit, Parent Battalion and the CG, 4th FSSG.

7. A notification letter to the appropriate command is forwarded to inform the commander of the arrival and condition of their equipment.

8. The CCO will divide the equipment by element (ACE, GCE, CSSE). The CCO will direct, through a master plan and chart, the staging and flow of equipment. The CCO will plan and implement measures to control and account for equipment being moved from the staging area.

9. Upon arrival of the ROs, as designated in writing by the Unit Commander, the CCO will effect LTIs and turnover of inventories, equipment and supplies in accordance with the exercise T/E and Bill of Materials (BOM).

10. The CCO will ensure accurate accountability of the distribution of equipment and supplies.

SAMPLE CUSTODY CONTROL OFFICER LETTER

4400
Code
Date

From: Commanding Officer
To:

Subj: APPOINTMENT OF CUSTODY CONTROL OFFICER (CCO)

Ref: (a) UM 4400.15

1. In accordance with reference (a) you are appointed as the Custody Control Officer for the period _____ to _____.

2. You are directed to proceed to Annual Training duty under Separate Orders vice Group Orders.

3. Your duties as CCO will be to provide liaison between the CG, 4th FSSG, the Reserve Unit (RSU)/Host Unit and the CSSE Commander with respect to 4th FSSG equipment. Inherent in this assignment is the receipting for and accountability of equipment from arrival at the AT site, turnover between users and retrograde to the owning unit's HTC.

4. You are responsible to ensure appropriate, joint if required, LTIs are conducted. A chain of custody will be maintained on all equipment.

5. You will provide assistance to the RSU/Host unit and CSSE Commander, as required, on equipment custody matters.

6. You will maintain files and provide a point of continuity for the AT.

7. You will provide the CG, 4th FSSG (G3 Ops) and CSSE Commander weekly updates on significant events. Urgent problems will be reported upon identification. A final report will be submitted upon resolution.

8. Upon completion of the AT, you are responsible for ensuring all equipment is returned to the lending unit or HTC. You will ensure that an SL-3 inventory and LTI are conducted, that all required class IX is requisitioned under the AT JON and that all equipment is properly accounted for.

9. You will remain at the AT site until released by the RSU/Host unit.

Encl (2)

SAMPLE RESPONSIBLE OFFICER LETTER

4400
Code
Date

From: Commanding Officer
To:

Subj: APPOINTMENT OF RESPONSIBLE OFFICER

Ref: (a) UM 4400.15

1. In accordance with reference (a) you are appointed as the Responsible Officer for your detachment for the period _____ to _____.

2. You are directed to proceed to Annual Training duty under Separate Orders vice Group Orders.

3. Your duties as Responsible Officer will be to conduct an acceptance LTI with your host unit, retaining a receipt copy, and inventory all augmented equipment designated for your detachment. Each item of equipment will be checked for completeness and serviceability including major end item collateral equipment.

4. If all property is accounted for, you will sign and date equipment custody record (ECR) cards provided by your host unit. Ensure all discrepancies such as unserviceable or missing equipment are qualified prior to accepting custody.

5. You are responsible for the proper care, utilization and maintenance of equipment and property in your charge. You are encouraged to subcustody property in your charge whenever practical. In no case will the chain of custody be broken without the prior approval of the host unit (the _____) Commanding Officer.

6. Upon completion of the operational phase of AT, you are responsible for preventative maintenance, final LTI and turn-in of equipment to the RSU/host unit. All discrepancies such as missing or damaged equipment will be resolved prior to your departure and release from AT.

Encl (3)