



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

NAVMC 4000.5
LPC-2
09 JUL 2014

NAVMC 4000.5

From: Commandant of the Marine Corps
To: Distribution List

Subj: SUPPLY OFFICER'S INTERNAL CONTROLS HANDBOOK

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

Encl: (1) NAVMC 4000.5

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

2. Scope

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

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

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

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

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

4. Certification. Reviewed and approved this date.



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

Distribution: PCN 10040000400

Supply Officer's Internal Controls Handbook 2014



For Military Equipment, Operating Materials and Supplies
and MILSTRIP TAR



Commander's Message



Focus on Audit Readiness

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

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

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

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

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

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<u>SECTION</u>	<u>PAGE</u>
1.0 Executive Summary	5
2.0 Introduction	7
3.0 Supply Officer Audit Readiness Checklist Letter Format	8
4.0 Military Equipment Checklist	9
5.0 Operating Materials and Supplies (OM&S)	11
5.1 <i>Reparable Issue Point (RIP)/Supply Management Unit (SMU)</i>	12
5.2 <i>OM&S Ammunition</i>	14
6.0 MILSTRIP Tri-Annual Review	16
7.0 Supply Automated Information Systems	17
8.0 Sustainment, Education and Training	18
Enclosure 1 Responsibility Matrix	19
Enclosure 2 Corrective Action Plan Instructions	20
Enclosure 3 Corrective Action Plan Certification	21
Enclosure 4 Corrective Action POAM	22
Enclosure 5 Corrective Action Completion Certification	23
Enclosure 6 Completed Corrective Action Plan Example	24
Enclosure 7 References	27
Enclosure 8 Compliance & Internal Controls Standards Points of Contact	28
Enclosure 9 FSMAO Points of Contact	28
Enclosure 10 Sustainment, Education and Training Links	29
Enclosure 11 Audit Support Handbook (ME & OM&S)	30

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

1.0 Executive Summary

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

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



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

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

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

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

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

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

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

Internal controls are established to meet three objectives: to ensure the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations.

The safeguarding of assets is a subset of these objectives.

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

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

2.0 Introduction

What are internal controls?

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

How can this handbook help me?

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

How do I use the handbook?

Since FSMAO or the SMART team cannot analyze or conduct audit readiness testing on every unit or command in the Marine Corps during each fiscal year, Commanders, Officers in Charge (OIC) and Directors must conduct self-assessment actions in order to determine the

audit readiness posture of their command. Using the handbook will provide the Commander and the Supply Officer with a gage on the unit's audit readiness posture.

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

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

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

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

How does this handbook differ from the FSMAO checklist?

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

3.0 Supply Officer Audit Readiness Checklist Results Letter

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

4400
(code)
(Date)

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

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

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

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

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

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

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

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

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

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



4.0 Military Equipment Checklist

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

Military Equipment			
Property Control		Select Yes/No	Date Complete
9. Are annual/cyclic physical inventory voucherable gain or loss transactions pre-approved by the appropriate authority based on approval dollar thresholds and filed in the voucher file? (DODI 5000.64 glossary pg 18; OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11.b.c.f.g.h. and i.; CAP ME-OMS-EC-5)		Yes	No
10. Were all required adjustments as a result of the annual/cyclic inventory processed to correct the accountable balances? (DODI 5000.64 Encl 2 pg 7; OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11; CMC MSG 171419Z Jun 11)		Yes	No
11. Are annual/cyclic physical inventory Money Value Gain/Loss (MVGL) Notices certified by the Commanding Officer/Accountable Officer and are they maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 11.h. and i)		Yes	No
12. Are the results of the annual/cyclic inventory documented and maintained on file? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 9)		Yes	No
13. Quarterly, or upon change of Property Custodian; are Property Custodians reconciling any differences and signing the sub-custody records within 15 calendar days (Semi-Annually if approved in writing by the CO/AO)? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 9; MCO 4400.150 Ch. 2 Para 6.c.(6) and 11.b.(2); CMC MSG DTG 061906Z SEP 12 (GPN 8-12)		Yes	No
14. Are Property Custodians physically reconciling serial numbers and NSNs from the APSR to the serial numbers and NSNs on the equipment identification plates (Data Plates)? (OMB A-123, Appendix A; MCO 4400.150 Ch 2 Para 11.b (2)		Yes	No
15. Is an initialed, signed and dated copy of the Quarterly CMR/sub-account on hand (each page should be initialed in the lower right hand corner) ? (OMB A-123, Appendix A; MCO 4400.150 Ch 2 Para 8 c.(6))		Yes	No
16. Is the unit maintaining for each Property Custodian (i.e. RO) all supporting documentation (receipts, issues and adjustments) that affect the property records for all sub-accounts? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2 Para 6.c.(4), 11.a. and i.; CMC MSG DTG 061906Z Sep 12 (GPN 8-12)		Yes	No
17. Are procedures followed for items on temporary loan? (OMB A-123, Appendix A; MCO 4400.150 Ch. 6 Para 9 and CMC MSG DTG 301115Z Sep 11 (GPN 2-11))		Yes	No
18. Has causative research been conducted and documented for unresolved sub-custody (i.e., CMR, ILF) discrepancies and have appropriate Request for Investigation letters been submitted to the Commanding/Accountable Officer, via the Supply Officer, within five calendar days? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2. Para 6.c.(5), 11.b.(3)(d), and Ch. 5 Para 4.b.(1); CMC MSG DTG 061906Z Sep 12 (GPN 8-12)		Yes	No
19. Has the Commanding Officer/Accountable Officer endorsed each Request for Investigation with applicable direction for follow-on actions within five calendar days of receipt? (OMB A-123, Appendix A; MCO 4400.150 Ch. 2. Para 6.c.(5), 11.b.(3)(d), and Ch. 5 Para 4.b.(1); CMC MSG DTG 061906Z Sep 12 (GPN 8-12))		Yes	No
20. Does the organization process receipts in a correct and timely manner? (OMB A-123, Appendix A; MCO 4400.16H Para 9; MCO 4400.150 Ch. 3 Para 7.b.(3); CMC MSG DTG 301107Z Sep 11 Para 4.B.4.E (GPN 1-11)		Yes	No
21. Is all receipt key supporting documentation (DD 1348-1A, CBL Manifest, DD 1149) signed and dated with the correct data attributes (e.g., serial #, NSN, SDN, qty)? (OMB A-123, Appendix A; DOD FMR 7000.14-R, Volume 6A: MCO 4400.150 Ch. 2 Para 11(a) (1); CAP ME-OMS-EC-6)		Yes	No

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

5.0 Operating Materials & Supplies Checklist

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

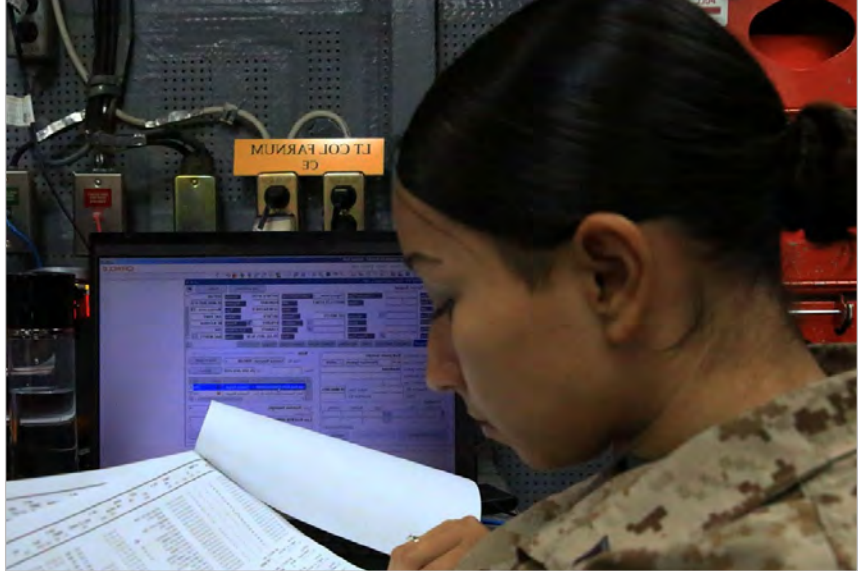
Operating Materials & Supplies: Repairable Issue Point (RIP) / Supply Management Unit (SMU)			
General Information	Select Yes/No		Date Complete
1. Is the SMU/RIP OIC appointed in writing by the Commanding Officer/Accountable Officer and are applicable DD Form 577 Appointment/Termination Record-Authorized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

Operating Materials & Supplies: Repairable Issue Point (RIP) / Supply Management Unit (SMU)			
General Information	Select Yes/No		Date Complete
13. Are property custodians physically reconciling serial numbers and NSNs from the APSR to the serial numbers and NSNs on the equipment identification plates (Data Plates)? (OMB A-123, Appendix A; MCO 4400.150 Ch 2 Para 11.b (2))	Yes	No	
14. Does the organization receipt and maintain key supporting documentation for requisitioned items in accordance with UMMIPS? (OMB A-123, Appendix A; MCO 4400.16H Para 9; MCO 4400.150; CMC MSG DTG 301107Z Sep 11 Para 4.B.4.E (GPN 1-11))	Yes	No	
15. Does the organization process receipts in a correct and timely manner? (OMB A-123, Appendix A; MCO 4400.16H Para 9; MCO 4400.150 Ch. 3 Para 7.b.(3); CMC MSG DTG 301107Z Sep 11 Para 4.B.4.E (GPN 1-11))	Yes	No	
16. Is all receipt key supporting documentation (printed summary reports of receipts) signed and dated with the correct data attributes (NSN, SDN, Quantity, DoDAAC, etc)? (DODFMR 7000.14-R, OMB A-123, Appendix A; Volume 6A: CAP ME-OMS-EC-6)	Yes	No	
17. Is all key supporting documentation for issues/outbound shipments (e.g., DICs A5A, and A5J transactions, DD 1348-1s, etc.) signed and dated with the correct data attributes (NSN, SDN, Quantity, DoDAAC, etc) and filed in the voucher file ? (MCO 4400.150; DoD 7000.14-R, Volume 6A; DoDM 4140.01; CMC MSG DTG 112000Z Jan 12 (GPN 2-12); CMC MSG DTG 271623Z Jul 12 (GPN 1-12); CMC WASHINGTON DC L LP 111316Z Feb 13; CAP ME-OMS-EC-6)	Yes	No	
18. Can the command certify that transfer/disposal assets were removed from the APSR? (DODI 5000.64 Encl 2 pg 7; OMB A-123, Appendix A)	Yes	No	
19. Does the organization process transfer/disposal transactions in a correct and timely manner? (OMB A-123, Appendix A; MCO 4400.16H Para 9; MCO 4400.150 Ch. 3 Para 7.b.(3); CMC MSG DTG 301107Z Sep 11 Para 4.B.4.E (GPN 1-11))	Yes	No	
20. Does the command retain required supporting documentation for receipts, issues, and adjustments of inventory that affect the records? (DODFMR 7000.14-R, Volume 6A, MCO 4400.150, Ch 2, Para 11.i; CAP ME-OMS-EC-6)	Yes	No	
21. Did the organization complete its semi-annual OM&S financial reporting requirement? (DOD 7000.14.R, Volume 4, Chapter 4; OMB Circular A-136; SFFAS No. 3; MCBul 4440)	Yes	No	
22. Have OM&S financial reporting workbooks been completed and endorsed by the applicable chain of command? (MCBul 4440)	Yes	No	
23. Have semiannual OM&S financial reporting workbooks, Certification Letters and applicable endorsements been provided to HQMC I&L (LP) and maintained on file? (MCBul 4440)	Yes	No	
24. Is the OM&S financial reporting data retained and available for review? (MCBul 4440)	Yes	No	

5.2 Ammunition

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

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



6.0 MILSTRIP TAR Checklist

General Information	Select Yes/No		Date Complete
1. Has the MILSTRIP Tri-Annual Review (TAR) been completed for the period of performance? (DoDFMR 7000.14-R Vol. 3, Chapter 8, 080401; P7300.21A, Chapter 12; MCO 4400.150; DLM 4000.25-1; DLM 4000.25-2; MILSTRIP TAR MARADMIN pending)	Yes	No	
a. Has the NAVMC11675 been certified by the Commanding Officer/Accountable Officer? (MILSTRIP TAR MARADMIN pending)	Yes	No	
b. Has the MILSTRIP TAR Report been annotated with the appropriate status codes to describe the condition of the open requisition? (MILSTRIP TAR MARADMIN pending)	Yes	No	
2. Is key supporting documentation maintained for a period of 6 years 3 months and readily available for audit? (MCO 4400.150)	Yes	No	
a. Are DD Form 577s or Appointment Letters maintained and on hand for the MILSTRIP requisitioning unit? (MCO 4400.150; DoDFMR, 7000.14-R, Vol. 5)	Yes	No	
b. Is NAVMC 11869 Notice of Delegation of Authority forms maintained and on hand for the MILSTRIP requisitioning unit? (MCO 4400.150; DoDFMR, 7000.14-R, Vol. 5)	Yes	No	
3. Have all open requisitions been validated in SABRS to confirm that the appropriate condition of the transactions is reflected? (MILSTRIP TAR MARADMIN pending) <i>Note: Coordination with Comptroller is necessary.</i>	Yes	No	
4. Were all commitments and obligations properly reviewed and approved by an authorized official? (MCO 4400.150)	Yes	No	
5. Have requisitions been back ordered for longer than 45 days? (MCO 4400.16H)	Yes	No	
a. Does a bona fide need still exist and is there a valid requirement? (DoDFMR 7000.14-R)	Yes	No	
b. Did the unit attempt to acquire the item from an alternate source of supply?	Yes	No	
6. Have the materials/services been received?	Yes	No	
a. Has receipt/acceptance been performed? (MCO 4400.150)	Yes	No	
b. Was the receipt/acceptance properly reviewed and approved by an authorized official? (MCO 4400.150)	Yes	No	
7. Did the goods/services information on the invoice agree with information on the receiving report and original obligation documentation?	Yes	No	
8. Was the invoice/billing statement properly reviewed and approved by an authorized official? (MCO 4400.150)	Yes	No	
9. Have corrective actions been taken for erroneous requisitions that do not meet commitment/obligation criteria?	Yes	No	

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7.0 Supply Automated Information Systems Checklist

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

8.0 Sustainment, Education & Training Checklist

Sustainment, Education & Training			
General Information		Select Yes/No	Date Complete
1. Have the following personnel appointed to expend funds completed the Fiscal Law Course? (MCO 4400.150; CMC MSG DTG 061906Z Sep 12 (GPN 8-12); CAP ME-OMS-EC-6; DOD FINANCIAL MANAGEMENT REGULATION 7000.14-R; MARADMIN 350/11 FUND CONTROL PERSONNEL TRAINING REQUIREMENT)		Yes	No
a. Supply Officer		Yes	No
b. Fiscal Officer		Yes	No
c. Due and Status File (DASF) Clerk		Yes	No
d. Fiscal Clerk		Yes	No
e. Other Personnel		Yes	No
2. Have the following personnel who were appointed to expend funds completed the Budget Execution Course?		Yes	No
a. Supply Officer		Yes	No
b. Fiscal Officer		Yes	No
c. Due and Status File (DASF) Clerk		Yes	No
d. Fiscal Clerk		Yes	No
e. Other Personnel		Yes	No
General Information		Select Yes/No	Date Complete
1. Have personnel dealing with Property Control (i.e. Supply Officer, Supply Chief, Responsible Officers, Accountable Property Officer, etc.) completed the following courses? (MCO 4400.150)		Yes	No
a. Foundations of Government Property (CLM039) Course		Yes	No
b. Fiscal and Physical Accountability and Management of DoD Equipment (CLM047) Course		Yes	No
c. Proper Financial Treatment for Military Equipment (PFAT4ME) (CLM040) Course		Yes	No
d. Audit Readiness Requirements for DoD Equipment (CLM048) Online Course		Yes	No
e. Physical Inventories (CLM037) Course		Yes	No

Enclosure 1 Responsibility Matrix

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

1: When the HQMC command slated Accountable Officer is a Command General/Commander or in unique command organizations (as described in Chapter 1, paragraph 5c(2))

(b) of MCO 4400.150) the AO has the authority to appoint the most appropriate officer as the Accountable Officer.

2: Appointed by the Responsible Officer

Enclosure 2 - Corrective Action Plan Instructions

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

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

The Corrective Action Plan (CAP) Certification Letter (Encl 3) will be completed by the Supply Officer and submitted to the Commanding Officer. This action will ensure that the 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 (POAM) (Encl 4) if corrective actions are not or cannot be completed within 45 days of the self-assessment date. The POAM will serve to guide corrective action implementation while allowing for the Supply Officer and Commander to monitor audit readiness progress.

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



Enclosure 3 - Corrective Action Plan Certification

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

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

Enclosure 4 - Corrective Action POAM

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

Detailed Corrective Action Plan Timeline:

Completed milestones:

Date	Description of actions completed

Planned milestones:

Date	Description of actions planned

Point of Contact:

Approver:

Unit/DoDAAC:

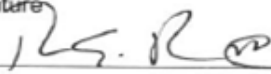
Enclosure 5 - Corrective Action Completion Certification

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

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

Enclosure 6 - Completed Corrective Action Plan Example

Below is an example of a Corrective Action Plan Certification.

Corrective Action Plan Certification		1. Applicable Naval Message:
		DTG 131934Z
		2. Date of Naval Message:
		Dec 2013
3. Unit/DoDAAC: MWCS-18/M00107		
4. Deficiency Due to the GCSS-MC cut over occurring in 2010, we are unable to positively locate 14 of the 15 items on the MSAG 41 CMR. These 14 items were created/shipped in 2010 prior to the cutover therefore we are unable to trace the principle end items that these secondary reparables were associated to. Per UM 4400.124 we are not required to maintain 1348-1A receipts for longer than two years. Since these items were loaded to the MSAG 41 in 2010, we are unable to produce receipts illustrating transfer of custody of these secondary reparables from the RIP to M00107.		
5. Method of Evaluation (Use a or b. If "a" is selected, indicate source of checklist.)		
a. Checklist	b. Alternative Method: (Describe below)	
	Record's causative research	
6. Evaluation conducted by: 2ndLt Yanes, Alvaro L.		
a. Name (Last, First) Yanes, Alvaro		b. Date of evaluation: 20 March 2014
7. Remarks: (Continue on reverse side or additional sheets)		
<p>The proper corrective action is to conduct (14) D9Z transactions in order for the MSAG 41 CMR to reflect the proper number of items on hand. This transaction will have to be approved by the Accountable Officer for M00107, LtCol Dobrydney, who is currently in Korea in support of MEFEX. Per MCO 4400.150, all MVGL transactions are to be approved by the commanding officer or acting commanding officer. In the absence of the Accountable officer, these transactions will need to be executed upon his return on or about 1 April 2014.</p>		
8. CERTIFICATION		
I certify that the attached corrective action plan has been reviewed and approved, and will be implemented to resolve the deficiencies noted above. I also certify that internal reviews are in place to monitor these implementation efforts. This certification statement, corrective action plan and any supporting documentation will be retained on file subject to audit/inspection until implementation of corrective actions has been verified.		
a. Commanding Officer/Accountable Officer		b. Date certified
(1) Name and title T.E. Richards, by direction		
(2) Signature  20140320		

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

ATTACHMENT 2

Detailed Corrective Action Plan Timeline:

Completed milestones:

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

Planned milestones:

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

Point of Contact: 2ndLt Yanes, Alvaro L.

Approver: 2ndLt Yanes, Alvaro L.

Unit/DoDAAC: MWCS-18/MSAG41

Below is an example of a Corrective Action Completion Certification.

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

Enclosure 7 - References

Reference		Link
DLM 4000.25	Defense Logistics Management System (DLMS) Manual	http://www2.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp
DLM 4000.25-1	DLMS Manual Volume 1, Concepts and Procedures	http://www2.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp
DLM 4000.25-2	DLMS Manual Volume 2, Supply Standards and Procedures	http://www2.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp
DoDFMR 7000.14-R	DoD Financial Management Regulation	http://comptroller.defense.gov/fmr.aspx
DoDI 5000.64	Accountability and Management of DoD Equipment and Other Accountable Property	http://www.dtic.mil/whs/directives/corres/pdf/500064p.pdf
DoDI 5010.40	Managers' Internal Control Program Procedures	http://www.dtic.mil/whs/directives/corres/pdf/501040p.pdf
DODM 4140.01	DoD Supply Chain Materiel Management Procedures: Operational Requirements	http://www.dtic.mil/whs/directives/corres/pdf/414001m/414001m_vol01.pdf
FIAR Guidance	Financial Improvement and Audit Readiness Guidance	http://comptroller.defense.gov/Portals/45/documents/fiar/fiar_guidance.pdf
MCO 4400.150	Consumer Level Supply Policy	http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/158169/mco-4400150-prelim.aspx
MCO 4400.16H	Uniform Materiel Movement and Issue Priority System	http://www.marines.mil/Portals/59/Publications/MCO%204400.16H.pdf
MCO 5200.24D	Marine Corps Managers' Internal Control (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 8 - Compliance and Internal Controls Standards Office POCs

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

Enclosure 9 - FSMAO POCs

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

Enclosure 10 - Sustainment, Education and Training Links

Course	Category	Link
Fiscal Law	Fiscal	http://www.finance.hq.navy.mil/fmc/Pep_Training.asp
Budget Execution	Fiscal	http://www.finance.hq.navy.mil/fmc/Pep_Training.asp
Foundations of Government Property (CLM039) Course	Property Control	http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx?tab=CLM
Fiscal and Physical 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 11 - Audit Support Handbook (ME & OMS) - Key Supporting Documents (KSDs)



contents

Background and Purpose ... 32

11.1 - SF26: Award/Contract 33

11.2 - Contracting Officer Appointment/Warrant Eligibility Transfer/ Term Request 35

11.3 - DD Form 448: Military Interdepartmental Purchase Request (MIPR) 39

11.4 - SF110s: U.S. Government Bill of Lading (GBL) 41

11.5 - DD Form 250: Material Inspection and Receiving Report (MIRR) 45

11.6 - DD Form 1348: Issue Release/Receipt Document 48

11.7 - DD Form 1149: Requisition and Invoice/Shipping Document 52

11.8 - DD Form 1662: DoD Property in the Custody of Contractors 56

11.9 - Letter of Authorization (LOA) ...	58
11.10 - Mechanized Allowance List (MAL)	61
11.11 - Consolidated Memorandum of Receipt (CMR)	62
11.12 - Physical Inventory Count Report/Sheet	65
11.13 - Responsible Officer (RO) Appointment Letter	68
11.14 - Responsible Officer (RO) Appointment Acceptance Letter	71
11.15 - Delegation of Authority (DOA) Letter	74
11.16 - Supply Officer (SO) Appointment Letter	76
11.17 - Supply Officer (SO) Appointment Acceptance Letter	78
11.18 - DD Form 577 Appointment/Termination Record-Authorized Signature	83
11.19 - Physical Inventory Certificate of Results	86
11.20 - Annual Physical Inventory Results	88
11.21 - Commander's Annual Physical Inventory Certification	90
11.22 - NAVMC 11869: Notice of Delegation of Authority	92
11.23 - WAWF Receiving/Acceptance Report	94
Appendix A - List of Acronyms / Abbreviations	99
Appendix B - KSD Completion Instructions	100
Appendix C - Tier 2 KSDs	147

Background and Purpose

BACKGROUND

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

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

PURPOSE

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

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

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

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

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

11.1 - SF26s: Award Contract

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: SF26, Award Contract

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES		
2. CONTRACT (Proc. Inst. Indent.) NO. A1		3. EFFECTIVE DATE B1		4. REQUISITION/PURCHASE REQUEST/PROJECT NO. C1			
5. ISSUED BY D1 CODE		6. ADMINISTERED BY (If other than Item 5) CODE					
7. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) E1		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 ITEM			
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. 253(c)()		14. ACCOUNTING AND APPROPRIATION DATA F1					
15A. ITEM NO. G1	15B. SUPPLIES/SERVICES	15C. QUANTITY G1	15D. UNIT G1	15E. UNIT PRICE G1	15F. AMOUNT 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					
CONTRACTING OFFICER WILL COMPLETE ITEM 17 (SEALED-BID OR NEGOTIATED PROCUREMENT) OR 18 (SEALED-BID PROCUREMENT) AS APPLICABLE							
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 _____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)			
AUTHORIZED FOR LOCAL REPRODUCTION Previous edition is NOT usable				STANDARD FORM 26 (REV. 5/2011) Prescribed by GSA - FAR (48 CFR) 53.214(a)			

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

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

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

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

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

page 1

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer / Termination Request				DATE A2.	
<p>PRIVACY ACT STATEMENT: Title 10 USC 8013; Title 10 USC, Subtitle A, Chapter 87; FAR 1.602.</p> <p>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.</p> <p>ROUTINE USES: None.</p> <p>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.</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	
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	
NAME OF SCHOOL		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/ENDORING OFFICIAL (IF USED BY MAJCOM/DRU)	SIGNATURE OF REVIEWING/ENDORING 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 100.

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

3. KSD: DD Form 448: Military Interdepartmental Purchase Request (MIPR)	Yes	No	N/A	Comments
A3. Is the date prepared recorded on the MIPR DD Form 448?				
B3. Is the MIPR number recorded on the MIPR DD Form 448?				
C3. Is the "To" field (requesting agency name, address, etc.) recorded on the MIPR DD Form 448?				
D3. Is the "From" field (originating agency name, address and phone number) recorded on the MIPR DD Form 448?				
E3. Is the item number, description (NSN, Nomenclature, specification and/or drawing number), Quantity, Unit, Estimated Unit Price, Estimated Total Price and Grand Total recorded on the MIPR DD Form 448?				
F3. Is the Paying Office Department of Defense Activity Address Directory (DODAAD) recorded on the MIPR DD Form 448?				
G3. Is the Authorizing Officers 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 103.

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

4. KSD: SF1103: U.S Government Bill of Lading (GBL)	Yes	No	N/A	Comments
A4. Does the Bill of Lading Number on the GBL SF1103 agree to the Bill of Lading Number on the DD Form 250 and/or DD Form 1149?				
B4. Is the date Bill of Lading prepared recorded on the GBL SF1103?				
C4. Is the Destination (USMC name, address, etc.) recorded on the GBL SF1103?				
D4. Is the Origin (Contractor/Vendor name, address, etc.) recorded on the GBL SF1103?				
E4. Is the Agency Location Code recorded on the GBL SF1103?				
F4. Is the Number of Packages/kind and Description of Articles recorded on the GBL SF1103?				
G4. Is 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. M4. Does the Contract Number and date on the GBL SF1103 agree to the Contract Number and date listed on the Contract SF26?				
K4. Is the Issuing Office recorded on the GBL SF1103?				
L4. Is the Issuing Officer recorded on the GBL SF1103?				
M4. Does the Contract Number and date on the GBL SF1103 agree to the Contract Number and date listed on the Contract SF26?				

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

4. KSD: SF1103: U.S Government Bill of Lading (GBL)	Yes	No	N/A	Comments
N4. Is the date recorded on the GBL SF1103?				
O4. Is the Freight on Board (FOB) point of contact recorded on the GBL SF1103?				

Preparer

Title: _____
Printed Name: _____
Signature: _____

Date: _____

Reviewer

Title: _____
Printed Name: _____
Signature: _____

Date: _____

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

page 1

U.S. GOVERNMENT BILL OF LADING				ORIGINAL		B/L NO. A4.
1. TRANSPORTATION COMPANY TENDERED TO		2. SCAC	3. DATE B/L PREPARED B4.		4. ROUTE ORDER/RELEASE NUMBER	
5. DESTINATION (Name, address and ZIP code) C4.		6. SPLC (Dest.)	8. ORIGIN (Name, address and ZIP code) D4.			
		7. SPLC (Orig.)				
9. CONSIGNEE (Name, address and ZIP code of installation)		10. GBLOC (Cons.)	11. SHIPPER (Name, address and ZIP code)			
12. APPROPRIATION CHARGEABLE			13. BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP)			
14. VIA (Route shipment when advantageous to the Government)			AGENCY LOC CODE E4.			
15. MARKS AND ANNOTATIONS (If extra services are ordered, see Administrative Directions No. 2 on reverse)						

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

20. TARIFF/SPECIAL RATE AUTHORITY		21. PICKUP SERV. FURNISHED VEHICLE FULLY LOADED <input type="checkbox"/> YES <input type="checkbox"/> NO		SHIPPER'S INITIALS G4.	22. CARRIER WAY/FREIGHT BILL NO. AND DATE	
23. STOP THIS SHIPMENT AT		24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS				
		INITIALS & NO.	SERIAL NUMBERS H4.	LENGTH/CUBE ORDERED	MARKED CAPACITY ORDERED	DATE FURNISHED
FOR:		APPLIED BY:		FURNISHED	FURNISHED	
25. CARRIER'S PICKUP DATE (Year, month & day) I4.		26a. SIGNATURE OF AGENT I4.		26b. PER	B/L NUMBER	
27. MODE	28. ESTIMATE	29. NO. OF CLS/TLS	30. TYPE RATE	31. PSC	32. REASON	
Received by the transportation company named above, subject to conditions named on the reverse side hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.						
FOR USE OF ISSUING OFFICE				FOR USE OF CARRIER ORIGINATOR/CONSIGNEE MUST NOT BE FOLDED		
33a. ISSUING OFFICE (Name and complete address)				34a. DELIVERED ON (Year, month, & day) L4.		34b. AT (Actual delivery point) L4.
33b. GBLOC				34c. BY (Name of delivering carrier) L4.		
33c. ISSUING OFFICER				34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED M4. <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGED		
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY J4.				33e. DATED		34f. NAME OF BILLING CARRIER N4.
33f. FOB POINT NAMED IN CONTRACT K4.				<input type="checkbox"/> CARRIER OS&D REPORT ATTACHED <input type="checkbox"/> DELIVERY AT DESTINATION FURNISHED <input type="checkbox"/> ACCESSORIAL SERVICES CERTIFICATION ATTACHED		34g. SIGNATURE OF CARRIER'S AGENT N4.

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

NSN 7540-00-656-1476 1103-121 STANDARD FORM 1103 (Rev. 4-65) DESCRIBED BY GSA FPMR (41 CFR) 101-11.3

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

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 119.

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

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

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

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

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

MATERIAL INSPECTION AND RECEIVING REPORT				Form Approved OMB No. 0704-0248	
<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.		ORDER NO.	6. INVOICE NO./DATE		7. PAGE OF
2. SHIPMENT NO.		3. DATE SHIPPED	5. DISCOUNT TERMS		8. ACCEPTANCE POINT
9. PRIME CONTRACTOR		CODE	10. ADMINISTERED BY		CODE
11. SHIPPED FROM (If other than 9) CODE		FOB:	12. PAYMENT WILL BE MADE BY		CODE
13. SHIPPED TO		CODE	14. MARKED FOR		CODE
15. ITEM NO.	16. STOCK/PART NO.	DESCRIPTION	17. QUANTITY SHIP/REC'D	18. UNIT	19. UNIT PRICE
		(Indicate number of shipping containers - type of container - container number.)	20. AMOUNT		
21. CONTRACT QUALITY ASSURANCE			22. RECEIVER'S USE		
a. ORIGIN <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.			b. DESTINATION <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.		
DATE TYPED NAME TITLE MAILING ADDRESS COMMERCIAL TELEPHONE NUMBER			DATE RECEIVED SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME TITLE MAILING ADDRESS COMMERCIAL TELEPHONE NUMBER		
23. CONTRACTOR USE ONLY			* 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.		

DD FORM 250, AUG 2000

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Reset

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

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

11.6 - DD Form 1348: Issue Release/Receipt Document

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

DD Form 1348: Issue Release/Receipt Document continued

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

Preparer

Title: _____
Printed Name: _____
Signature: _____

Date: _____

Reviewer

Title: _____
Printed Name: _____
Signature: _____

Date: _____

Example: DD Form 1348 - Issue Release/Receipt Document

page 2

DD Form 1348-1A ISSUE RELEASE RECEIPT DOCUMENT																														FORM APPROVED OMB No. 0704-0188																																																											
1. DOC. FROM										2. QUANTITY										3. SUPPLEMENTARY ADDRESS										4. UNIT PRICE										5. TOTAL PRICE										6. SHIP FROM										7. SHIP TO																													
A6										B6										C6										D6										E6										F6										G6																													
EA 00250										07										22.50										5625.00										1HLD9										N25622																																							
34. Document Number & Suffix (11-44)										35. Barcode										36. DATE										37. NMFC										38. FRT RATE										39. TYPE CARD										40. PS																													
N6										DLA90089X1234										2010OCT18																																																																					
75. Material Stock Number & Add (8-22)										76. Barcode										77. QTY RECD										78. UP										79. UNIT WEIGHT										80. UNIT CU										81. UPC										82. SL																			
M6										1111223330002										I6																																																																					
28. RPT (4-6)										29. RPT (7-9)										30. RPT (10-12)										31. RPT (13-15)										32. RPT (16-18)										33. RPT (19-21)										34. RPT (22-24)																													
L6										EA00250 2250																																																																															
27. ADDITIONAL DATA																														16. FREIGHT CLASSIFICATION NOMENCLATURE										17. ITEM NOMENCLATURE										18. TYPE CONT										19. NO CONT										20. TOTAL WT										21. TOTAL CU									
NAVAL WEAPONS CENTER PHILADELPHIA, PA 01322																																								STOPPER, DUCKY																																																	
M/F: USS PRINCETON CG 59 San, AP 96675-1179																																								22. RECEIVED BY										23. DATE																																							
																																								K6										K6																																							
Receiving Officer Rating: DO-A7 ACRN: AB																																								MARK FOR										DIMENSIONS																																							
																																								ISSUED BY										PACKED BY										SHIPPED BY																													
																																								S0514A										1HLD9										1HLD9																													
PARTIAL SHIPMENT																																																																																									
Unique Item Identification (UII)																														O6																																																											
CAGE																														FRI										23SKDO-STP																																																	
LDT																														S/N																																																											

TrueForm by Mil-Pac Technology, www.milpac.com
Form MPLH0442 Rev 003.080906

(Previous Editions Are Obsolete)

DD FORM 1348-1A

PRIME CONTRACTOR		CODE: 1HLD9		CONTRACT NUMBER		ORDER		CLIN	
Mil-Pac Technology				DLA900-89-X-1234		5678		0017AB	
PO Box 2066				ADMIN OFC		PAYMENT OFC		INVOICE DATE	
Ramona, CA 92065				S0514A		HQ0339			
				FREIGHT CHARGE		INVOICE AMOUNT		TERMS	
				0.00		\$0.00			
SHIP TO		CODE: N25622		MARK FOR		CODE: R21447			
NAVAL WEAPONS CENTER				USS PRINCETON CG 59					
PHILADELPHIA, PA 01322				San, AP 96675-1179					

1111223330002EA00250 12345200H065 07

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

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

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

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

DD Form 1149: Requisition and Invoice/Shipping Document continued

Preparer

Title: _____
Printed Name: _____
Signature: _____

Date: _____

Reviewer

Title: _____
Printed Name: _____
Signature: _____

Date: _____

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

page 1

SHIPPING CONTAINER TALLY										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																							
REQUISITION AND INVOICE/SHIPPING DOCUMENT																				OMB No. 0704-0248 OMB approval expires June 30, 2009													
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.																																	
1. FROM: (Prescribed Use) President, Marine Corps University 2076 South Street Quantico, VA 22134-5067										2. SHEET NO. 1		3. NO. OF SHEETS 1		4. REQUISITION DATE		5. REQUISITION NUMBER																	
										7. DATE MATERIAL REQUIRED (YYYYMMDD)		8. PRIORITY																					
2. TO: (Prescribed Use) Head, Regional Contracting Office, Northeast (RCO-NE) 2010 Henderson Road, Suite 206 Quantico, VA 22134										9. AUTHORITY OR PURPOSE Deputy Director, Lejeune Leadership Institute																							
										10. SIGNATURE		11a. VOUCHER NUMBER & DATE (YYYYMMDD)																					
3. SHIP TO: (Mark for) Marine Corps University ATTN: Lejeune Leadership Institute 2076 South Street, Room 032 Quantico, VA 22134-5067										12. DATE SHIPPED (YYYYMMDD)		b.																					
										13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER																					
										15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.																							
4. APPROPRIATIONS DATA LOA FIP																				AMOUNT													
																				17.													
ITEM NO. (a)										FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)										UNIT OF ISSUE (c)		QUANTITY REQUESTED (d)		SUPPLY ACTION (e)		TYPE CONTAINER (f)		CONTAINER 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 CONTAINERS		TYPE CONTAINER		DESCRIPTION		TOTAL WEIGHT		TOTAL CUBE		19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)		BY		SHEET TOTAL							
CHECKED BY										L7										L7						0.00							
PACKED BY																				DATE (YYYYMMDD)		BY		GRAND TOTAL									
																				DATE (YYYYMMDD)		BY		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.																							
																				Reset Adobe Designer 2.0													

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. For detailed instructions, see page 135.

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

8. KSD: DD Form 1662: DoD Property in the Custody of Contractors	Yes	No	N/A	Comments
A8. Is the Date recorded on DD Form 1162?				
B8. Is the To and From recorded on DD Form 1662?				
C8. Is the Contract Number Recorded on DD Form 1662 and agree to the actual contract?				
D8. Is the Official Name or Company recorded on the DD Form 1662?				
E8. Is the property location(s) recorded in the DD Form 1662?				
F8. Is the following information recorded clearly nity, do they agree with 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	
<p>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.</p> <p style="text-align: center;">PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 1.</p>							
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.

11.9 - Letter of Authorization (LOA) **

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

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

Example: Letter of Authorization (LOA)

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



UNITED STATES MARINE CORPS
UNIT LETTERHEAD

8000
S-3
DATE

B9. From: Commanding Officer, UNIT
C9. To: Commanding Officer, Weapons Training Battalion, Marine
Corps Base, Camp Lejeune, NC (Attn: Armory)
D9. Subj: AUTHORIZATION TO SIGN TEMPORARY WEAPONS CUSTODY RECEIPTS
(NAVMC 10520)

Ref: (a) TM 4700.15/1G

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

F9. <u>RANK</u>	<u>NAME</u>	F9. <u>SSN</u>	<u>SIGNATURE</u> F9.
GySgt	Marine, John M.	XXX XX XXXX	_____

G9. 2. Point of contact is Armory Chief at extension 910-XXX-XXXX.
3. This letter supersedes all other letters.

I. M. COMMANDING

H9.

Enclosure (6)

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

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

11.10 - Mechanized Allowance List (MAL)

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Mechanized Allowance List (MAL)

M11001

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

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

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

11.11 - Consolidated Memorandum of Receipt (CMR)

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

Consolidated Memorandum of Receipt (CMR) continued

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____


Printed Name: _____

Signature: _____

Date: _____

Example: Consolidated Memorandum of Receipt (CMR)

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



GCCSS-MC
For Official Use Only

C11 AAC: M1330 B11
C11 TAC-2 Location: MAGTF MATERIAL DISTRIBUTION CENTER HQ (2TH 3D MARDIV M1330) BLDG 400 BAY 4 CAMP KINER JA 6374004 OKINAWA JP 901 2100
D11 Accountable Officer: SPENCER, Maj, PATRICK S D11 Responsible Officer: CRITES, CWO3, JOHN D
D11 Subordinate Unit Code: YSUR

B11 TAMCN:	Total On-Hand: 37 F11	Total Price: \$13,235.65 C11	
H11 NSN: 1080011796025	Nomenclature: SUPPORT ASSEMBLY, CA	U: EA SAC: 1 CIC: Unit Price: \$147.00	
H11	NSN Total On-Hand: 36	NSN Total Price: \$12,492.00	J11
<u>Serial Numbers Found at</u>			
C11	P1-UNIT 36070 TOECR Change Required		
L11	Total On-Hand at this Location: 36	Extended Price: \$12,492.00	L11
NSN: 4910013539944	Nomenclature: WASHER, PRESSURE, POR	U: EA SAC: 1 CIC: Unit Price: \$743.65	
	NSN Total On-Hand: 1	NSN Total Price: \$743.65	
<u>Serial Numbers Found at</u>			
	P1-UNIT 36070 TOECR Change Required		
	Total On-Hand at this Location: 1	Extended Price: \$743.65	
TAMCN: A00167G	Total On-Hand: 1	Total Price: \$2,506,712.00	
NSN: 1290999530*42	Nomenclature: GROUND COUNTER FIRE	U: EA SAC: 3 CIC: A Unit Price: \$2,506,712.00	
	NSN Total On-Hand: 1	NSN Total Price: \$2,506,712.00	
<u>Serial Numbers Found at</u>			
	P1-UNIT 36070 TOECR Change Required (00)		
	Total On-Hand at this Location: 1	Extended Price: \$2,506,712.00	
TAMCN: A01167G	Total On-Hand: 4	Total Price: \$600,000.00	

M11

1 of 5
Last page has space for final signature.
M11

M11
YAC
21 MAR 12

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

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

11.12 - Physical Inventory Count Report/Sheet (MARCORLOGCOM)

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

Physical Inventory Count Report/Sheet (MARCORLOGCOM) continued

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Physical Inventory Count Report/Sheet (MARCORLOGCOM)

page 1

A12. ORIGINATOR YKA B12. REFERENCE INDIC 2136112 DATE 05/15/12
 C12. NSN 5998 01 440 C12. NOMENCLATURE 1310 00 CIRCUIT CARD AS RITQ 0000000 UI EA STK LEV 0000001 FREQ 00017 GROSS QTY ISS 0000034 SECUR RITY 9 SHLF LIFE 0 OTC NO REC PHY CAT DEMIL CODE D NMFC 0617003 D12. UFC 34580W D12. MOD
 WT CU CARGO CODE AIR COM WATER COMM AIR DIM REA SL3-PLF COM MAN ECH BIN ROP BIN LEVEL ORIG COMP SPC REQ SAC NO THLR STANDARD UNIT PRICE
 0000000 0000000 HZ 65829 A 4 2 00000 00000 2 002 50,979.00
 OWNER COND CODE LOCATION INV SEG QTY H12. LOT NO I12. INSP DATE F12. FREZ TYPE DISCRETE TYPE SIZE SIZE REMARKS
 CODE
 4 F M131660BA Y1 0000008 2136 2
 4 F M132763AA Y1 0000001 2136 505 F
 19
 F
 7
 All recorded count match the IIF records

page 2

K12. PHYSICAL INVENTORY COUNT REPORT PAGE 8
 SUSPENSE-CONTROL-NUMBER 213600074 CUTOFF-DT L12. 136 REPORT-DT L12. 2136
 NATIONAL-STOCK-NUMBER M12. 5998-01-440-1310 UI EA NOMENCLATURE M12. CIRCUIT CARD AS OTC O12. REC O12. TIC O12. 9 E
 OC LOCATION CC R12. TPC LOT-CONTR-NR
 4 M131660BA F
 P12. Q12. S12. S12. S12. S12.
 COUNT-QTY COUNT-DT ORIG ECC
 S12. FIRST COUNT: 8 2137 224
 S12. SECOND COUNT:
 S12. THIRD COUNT:

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

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

11.13 - Responsible Officer (RO) Appointment Letter **

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

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

Example: Responsible Officer (RO) Appointment Letter **

page 1



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

IN REPLY REFER TO:
 4400

SUP
 DEC 15 2012 B13.

C13. From: Commanding Officer, Combat Logistics Regiment 3
 D13. To: Capt. Jesse R. Shook USMC
 E13. Subj: ASSIGNMENT OF RESPONSIBLE OFFICER, ACCOUNT NUMBER YMT

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

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

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

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

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

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

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

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

Example: Responsible Officer (RO) Appointment Letter

page 2

Subj: ASSIGNMENT OF RESPONSIBLE OFFICER, ACCOUNT NUMBER YMT

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

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

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

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

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

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

G13.


J. J. CHANDLER

Copy to:
HQCO

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left blank.}



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

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

11.14 - Responsible Officer (RO) Appointment Acceptance Letter

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Responsible Officer (RO) Appointment Acceptance Letter



UNITED STATES MARINE CORPS
COMBAT LOGISTICS REGIMENT 3
1D MARINE LOGISTICS GROUP
UNIT 38416
FPO AP 96604-8416

A14.

IN REPLY REFER TO:
4400
Sup

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

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

D14. To: Commanding Officer, Combat Logistics Regiment 3

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

Ref: (a) MCO P4400.150E

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

G14.

J. R. SHOOK

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

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

11.15 - Delegation of Authority (DOA) Letter **

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

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

Example: Delegation of Authority (DOA) Letter **



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

IN REPLY REFER TO:
 4400

SUP

MAR 21 2013

C15.

From: Responsible Officer, Account YMT

D15.

To: Supply Officer, Combat Logistics Regiment 3

E15.

Subj: DELEGATION OF AUTHORITY LETTER

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

F15.

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

F15.

NAME	RANK	SSN	SIGNATURE
Santo Rivera	CySgt	8736	[Signature]
Nyan Kendrick	SSgt	4760	[Signature]
Antoine Allen	SSgt	1440	[Signature]

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

F15.

NAME	RANK	SSN	SIGNATURE
Santo Rivera	CySgt	8736	[Signature]
Nyan Kendrick	SSgt	4760	[Signature]
Antoine Allen	SSgt	1440	[Signature]

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

F15.

NAME	RANK	SSN	SIGNATURE
Santo Rivera	CySgt	8736	[Signature]
Nyan Kendrick	SSgt	4760	[Signature]
Antoine Allen	SSgt	1440	[Signature]

G15.

[Signature]
 Responsible Officer

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

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

11.16 - Supply Officer (SO) Appointment Letter **

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

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

Example: Supply Officer (SO) Appointment Letter **



UNITED STATES MARINE CORPS

III MEF HEADQUARTERS GROUP
 III MARINE EXPEDITIONARY FORCE, MARFORPAC
 UNIT 35607
 FPO AF 96606-5607

A16.

IN REPLY REFER
 4400
 CO

B16. 1 Apr 13

C16.

D16.

From: Commanding Officer, III MEF Headquarters Group
 To: First Lieutenant Andrew J. Heiple 1248803467/3002 USMC

E16.

Subj: APPOINTMENT AS UNIT SUPPLY/FISCAL OFFICER

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

F16.

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

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

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

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

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

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

G16.

S. E. LEWALLEN

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

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

11.17 - Supply Officer (SO) Appointment Acceptance Letter

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

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Supply Officer (SO) Appointment Acceptance Letter

page 1



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

IN REPLY REFER TO:
 4400
 SUPP

C17. From: Supply Officer, Combat Logistics Regiment 3
 D17. To: Commanding Officer, Combat Logistics Regiment 3
 E17. Subj: ACCEPTANCE OF SUPPLY ACCOUNT

B17. MAY 10 2013

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

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

a. Personnel

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

b. Dollar Value of Supply Assets

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

c. Fiscal

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

Example: Supply Officer (SO) Appointment Acceptance Letter

page 2

Subj: ACCEPTANCE OF SUPPLY ACCOUNT

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

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

d. Mechanized Allowance List

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

e. Consolidated Memorandum Receipts

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

f. Personal Effects Management

(1) No cases are currently on file.

g. Publications

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

h. Due and Status File (DASF)

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

Page 2 of 4

Example: Supply Officer (SO) Appointment Acceptance Letter

page 3

Subj: ACCEPTANCE OF SUPPLY ACCOUNT

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

i. Perpetual Inventory (01A)

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

j. Warehouse procedures

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

k. Packaged Operational Rations

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

l. Control of Serialized Small Arms

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

m. Investigations

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

n. Inspections

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

Page 3 of 4

Example: Supply Officer (SO) Appointment Acceptance Letter

page 4

Subj: ACCEPTANCE OF SUPPLY ACCOUNT

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

G17. 
E.G. LAMM

Page 4 of 4

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

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

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

18. KSD: DD Form 577 Appointment/Termination Record-Authorized Signature	Yes	No	N/A	Comments
A18. Does the Appointment/Termination Record identify the Appointing Authority's printed name?				
B18. Does the Appointment/Termination Record identify the Appointing Authority's title?				
C18. Does the Appointment/Termination Record identify the Appointing Authority's DOD component/ Organization?				
D18. Does the Appointment/Termination Record have the date recorded?				
E18. Does the Appointment/Termination Record have the Appointing Authority's signature recorded?				
F18. Does the Appointment/Termination Record identify the Appointee's printed name?				
G18. Does the Appointment/Termination Record identify the Appointee's social security number?				
H18. Does the Appointment/Termination Record identify the Appointee's title?				
I18. Does the Appointment/Termination Record identify the Appointee's DOD component/organization?				
J18. Does the Appointment/Termination Record identify the Appointee's address?				
K18. Does the Appointment/Termination Record identify the Appointee's telephone number?				
L18. Does the Appointment/Termination Record identify the Appointment effective date?				
M18. Does the Appointment/Termination Record identify the position to which appointed?				
N18. Does the Appointment/Termination Record identify the Appointee's responsibilities?				
O18. Does the Appointment/Termination Record identify the regulations the Appointee should abide to?				