

VOLUME 13

“INDIVIDUAL CLOTHING, FLAGS, PERSONAL EFFECTS, AND THE
CONSOLIDATED STORAGE PROGRAM”

SUMMARY OF VOLUME 13 REVISIONS

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**VOLUME 13: INDIVIDUAL CLOTHING, FLAGS, PERSONAL EFFECTS, AND THE
CONSOLIDATED STORAGE PROGRAM**

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- (a) DoD Instruction 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," May 19, 2011
- (b) DoD 7000.14-R, "Department of Defense Financial Management Regulation (DoD FMR)," Volumes 1-15, dates vary by volume
- (c) MCO 10120.31F
- (d) MCO 4000.57A
- (e) MCO P1020.34G
- (f) SECNAV M-5210.1
- (g) 5 U.S.C. 552a
- (h) SECNAVINST 5211.5E
- (i) Title 37, United States Code (U.S.C.)
- (j) MCBul 10120
- (k) TM-10120-15/1, "Technical Manual for Fitting and Alteration"
- (l) SECNAVINST 1640.9C
- (m) NAVSOP-1000
- (n) MCO 3040.4
- (o) NAVMEDCOM 5360.1
- (p) JAGINST 5890.1A
- (q) MCO P7301.104
- (r) MCO P1070.12K
- (s) TM 4700-15/1H, "The Ground Equipment Records Procedures Manual"
- (t) MCO 4855.10C
- (u) Title 10, United States Code (U.S.C.)
- (v) DoD Instruction 1338.18, "Armed Forces Clothing Monetary Allowance Procedures," January 7, 1998
- (w) MCO 3000.19B
- (x) Title 4, United States Code (U.S.C.)
- (y) DLM 4000.25, "Defense Logistics Management Systems (DLMS)", Volumes 1-7, dates vary by volume
- (z) MCO 5420.17A
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- (ab) MCO 5750.1H
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- (ae) Joint Travel Regulations, April 1, 2016
- (af) Joint Publication 4-06, "Mortuary Affairs," October 12, 2011
- (ag) JAGINST 5800.7F
- (ah) MCO P4600.39
- (ai) DoD 4160.21-M, "Defense Materiel Disposition Manual," August 18, 1997
- (aj) DFAS-KC 7220.31-R, "Automated Pay Systems Manual"
- (ak) SECNAVINST 5510.36A
- (al) MCO 5530.14A
- (am) MCO P1900.16F
- (an) Title 5, United States Code (U.S.C.) 5514

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References **MCO 4400.201-V13**

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- (ao) DoD Instruction 1300.18, "Department of Defense Personnel Casualty Matters, Policies, and Procedures," January 8, 2008
- (ap) National Firearms Act
- (aq) DoD Instruction 4715.8, "Remediation of Environmental Contamination Outside the United States," November 1, 2013

Report Required: Inventory Control Effectiveness Report General Supplies (Report Control Symbol DD-4400-51), (External Report Control Symbol DD-AT&L(Q)935),
<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>

VOLUME 13: CHAPTER 1

“INTRODUCTION”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 1

INTRODUCTION

0101 GENERAL

010101. This Volume provides policy and procedural guidance for the administration and management of individual clothing, flags, Personal Effects (PE), and the Consolidated Storage Program (CSP).

010102. Detailed procedures contained in this Volume are limited to those related to individual clothing, flags, PE, and the CSP and are not contained in other Marine Corps directives.

010103. Chapters 2 through 8 provide policy and procedural guidance for:

- A. Clothing Allowances
- B. Clothing Accounting and Record Keeping
- C. Clothing Sources of Supply
- D. Clothing, Retention, Recovery, and Replacement
- E. Organizational Clothing and Equipment
- F. Reserve Clothing
- G. Deployment Activation/Mobilization

010104. Chapter 9 provides policy and procedural guidance for the CSP.

010105. Chapters 10 through 13 provide policy and procedural guidance for:

- A. The National Flag's History, Use, and Placement
- B. The National Flag's Size, Display, and Mast, Folds
- C. Marine Corps Colors, Standards, Flags, Guidons, Plates and Streamers
- D. Miscellaneous Flags

010106. Chapters 14 through 25 provide policy and procedural guidance for:

- A. Personal Effects Administration and Disposition
- B. Personal Effects Inventory Procedures

- C. Personal Effects for Deceased and Missing Status
- D. Personal Effects for Hospitalizations
- E. Personal Effects for Unauthorized Absences without Leave
- F. Personal Effects for Incarcerations
- G. Personal Effects for Leave, Liberty, and Temporary Additional Duty
- H. Personal Effects for Unit Deployments
- I. Personal Effects for Lost, Abandoned, or Unclaimed Privately-Owned
Personal Property
- J. Personal Effects in a Combat Environment
- K. Baggage Held by Commercial Carriers
- L. Personal Effects and Baggage Centers

010107. This chapter provides detailed roles and responsibilities for the administration of individual clothing and the CSP. Clothing stakeholders and their primary roles and responsibilities are identified in paragraph 0102 and Figure 1-1. Specific roles and responsibilities pertaining to flags and personal effects are covered in Chapters 10 through 13 and Chapters 14 through 25, respectively.

0102 ROLES AND RESPONSIBILITIES

010201. Unit and Organization Commanders

A. Unit and organization commanders are responsible for enforcing the policy contained within this Volume. First and foremost is the responsibility to protect the spirit and intent of the clothing allowances to ensure no unauthorized issues are charged against the Military Personnel Marine Corps (MILPERS) and Reserve MILPERS open allotments for clothing allowances.

B. Specific clothing responsibilities are as follows:

1. Ensure strict compliance with this Volume when authorizing individual clothing allowances, ensuring that allowance issue forms are accurately and completely filled out and reflect the actual allowance items and quantities authorized, per Chapter 3 of this Volume.

2. Ensure completion of required clothing inventories, per Chapter 3 of this Volume.

3. Perform clothing inspections to ensure serviceability, proper fit, and compliance with applicable Minimum Requirements Lists (MRLs), per paragraph 0218 of this Volume.

4. Collect clothing upon separation of specific individuals and provide disposition of recovered clothing, per Chapter 5 of this Volume.

010202. Deputy Commandant, Installations and Logistics (DC I&L)

A. Publish policy pertaining to the administration and management of individual clothing, flags, PE, and the CSP in compliance with overarching Department of Defense (DoD) policy and providing technical support and guidance to the Permanent Marine Corps Uniform Board (PMCUB).

B. Specific clothing responsibilities are as follows:

1. Establish clothing program logistics support responsibilities and policy for the administration of individual clothing and equipment.

2. Work with the PMCUB to develop uniform and accessory project directives, as required, for both system and non-system clothing items.

3. Assist the PMCUB with the development of an annual budget for uniform clothing initiatives and clothing allowances.

4. Provide clothing allowance rate information to assist the PMCUB with allowance decisions and implementation plans and to assist Marine Corps Systems Command (MARCORSYSCOM) with new clothing fielding plans.

5. Coordinate annual Marine Corps Clothing Allowances and Clothing Replacement Allowances (CRA) with the DoD.

6. Publish annually, per fiscal year (FY), all applicable clothing allowances and MRLs.

7. Provide policy oversight and assist with supply support to Military Clothing Sales Stores (MCSS):

a. Coordinate with the Defense Logistics Agency (DLA) on clothing item pricing.

b. Provide timely notification and guidance to all clothing stakeholders concerning policy changes.

c. Provide technical assistance on uniforms and uniform matters as required.

d. Provide policy oversight to the administration of agreements between the Marine Corps and the Army and Air Force Exchange Service (AAFES) and the Naval Exchange Command (NEXCOM) for sale and/or issue of uniform clothing.

C. Develop and publish CSP policy and guidance for selected Class II/VII commodities.

D. Develop a strategic plan in conjunction with Marine Corps Logistics Command (MARCORLOGCOM) and Marine Corps Installations Command (MCICOM) to provide the necessary infrastructure support for the centralized management of selected Class II/VII requirements.

010203. Deputy Commandant, Programs and Resources (DC P&R)

A. DC P&R is responsible for providing fiscal instructions for clothing administration and oversight of the clothing budget.

B. Specific clothing responsibilities are as follows:

1. Provide technical support and guidance to the PMCUB for development of an annual budget for uniform clothing initiatives and clothing allowances. Provide data on MILPERS and Reserve MILPERS funds available for clothing allowances to assist the PMCUB with allowance decisions and implementation plans and to assist MARCORSYSCOM with new clothing fielding plans.

2. Coordinate with the MARCORSYSCOM for funding associated with new item fielding, to include initial item cost, applicable CRA and price increases for existing allowances. Provide MARCORSYSCOM, upon submission of a Supply Request Package (SRP), the fund to be billed (i.e. appropriation data, signal code, fund code, etc.), address of billing office, and point-of-contact.

3. Provide fiscal instructions and oversee the spending of MILPERS/Reserve MILPERS for the clothing budget line. Coordinate with Manpower and Reserve Affairs (M&RA) throughout the year if any variances occur in the budget plan.

010204. Deputy Commandant, Manpower and Reserve Affairs (DC M&RA)

A. Administer MILPERS appropriations and operations of Marine Corps Exchange (MCX) MCSSs.

B. Specific clothing responsibilities are as follows:

1. Provide the PMCUB with technical support and guidance, including manpower plans and data, planned accessions and numbers of personnel in allowance rating billets. This data will assist with clothing allowance decisions and allowance fielding and implementation plans.

2. Provide fiscal programming and budgeting oversight, via the Program Objective Memorandum (POM) officer, for all clothing allowances to include initial clothing allowances, supplementary clothing allowances, cash clothing allowances, and miscellaneous and special issues.

3. Provide MILPERS POM programmatic (formats, timelines, etc.) and assist the PMCUB with submission of the POM and related initiatives (Unfunded Programs List, Unified Legislation and Budgeting initiatives, Budget Estimate Submission, etc.) for clothing allowances.

4. Provide issues and sales of supply system uniform clothing items and sales of commercial non-system uniform clothing items via MCX MCSSs. Provide for uniform clothing alterations, per paragraphs 022305 and 022306 of this Volume.

5. Provide for deployment support of uniform clothing items via MCX MCSSs. Ensure that MCSS mobilization plans parallel and support Headquarters Marine Corps (HQMC) operational plans concerning the disposition of Marine Corps MCSS stocks in the event of mobilization. See paragraph 0806 of this Volume.

6. Provide oversight to the MCX MCSSs per Chapter 4 of this Volume and ensure compliance with all applicable Marine Corps policies and procedures.

7. Prepare procurement instructions and invitations for quotations and administer contracts for the procurement of approved non-system uniform clothing items.

8. Consolidate requirements and establish stockage points/objectives for system and non-system uniform clothing items provided for sale and/or issue at MCX MCSSs.

9. Develop and provide MARCORSYSCOM with long-range uniform sales projections for the purpose of budgeting and planning basic uniform material requirements.

10. Coordinate with MARCORSYSCOM and MARCORLOGCOM to ensure that:

a. Contractors meet and maintain quality control standards. In this regard, DC M&RA will coordinate with all MCX MCSSs in the submission of Quality Deficiency Reports (QDRs) for non-system items and Product Quality Deficiency Reports (PQDRs) for system items, per paragraph 0403 of this Volume.

b. Uniform clothing specifications or Commercial Item Description (CID) and patterns are current.

11. Provide representation at DLA reviews of materiel obligations (backorder briefs).

12. Provide disposition instructions for recovered clothing, to include recovered clothing sales, per Chapter 5 of this Volume.

13. Respond to requests from other HQMC organizations for management/operational information in response to audits, congressional inquiries, etc.

14. Coordinate with MARCORLOGCOM to perform a bi-annual reconciliation of the Navy Working Capital Fund (NWCF) money value of the inventory loan in order to maintain supporting documentation for financial statements and audits.

010205. Deputy Commandant, Combat Development and Integration (DC CD&I)

A. Ensure all equipment allowances are loaded into the Total Force Structure Management System (TFSMS) by Unit Identification Code (UIC) at the operational/organizational level.

B. Conduct an annual review of all selected Class II/VII allowances resident in TFSMS.

C. Coordinate with CG MARCORLOGCOM and service component-level commanders to compute the required contingency sustainment inventory levels sufficient to support deploying commands and personnel.

010206. Commanding General, Marine Corps Logistics Command (CG, MARCORLOGCOM)

A. Manage NWCF for the operation of MCSSs.

B. Specific clothing responsibilities are as follows:

1. Provide Marine Corps liaison to DLA-Troop Support in order to interface between item managers and USMC customers and to resolve issues on uniform clothing requisitions.

2. Manage the PQDR Program for system uniform clothing items.

3. Serve as designated focal point to process clothing related DD 1277, "Cataloging Action Requests" forwarded by MARCORSYSCOM.

4. Serve as screening point monitor for Marine Corps Supply Discrepancy Reports (SDRs).

5. Oversee and pay fees associated with the Memorandum of Agreement (MOA) between the Marine Corps and the NEXCOM for providing mail order support services for uniform clothing items to Marine Corps personnel worldwide. This MOA is executed by MARCORLOGCOM.

6. Manage and fund the NWCF used on loan to M&RA MCX and AAFES on Okinawa to stock MCSSs. Per paragraph 0303 of this Volume, MARCORLOGCOM will increase the money value of the initial loan, as required, so that the MCSSs can maintain sufficient stock to support each installation's requirements.

C. Provide centralized inventory management and consolidated storage of select Class II/VII in support of units participating in the CSP. This includes property accountability, disposition and control, requisitioning, materiel receipt acknowledgement, care-in-storage, maintenance management, issue, recovery, repair, laundry, calibration, and shelf life management.

D. Ensure that all CSP items are accounted for within the accountable property system of record (APSR), to allow for vouchering actions associated with approved Missing/Lost Gear statements/approved investigations, as well as vouchering actions associated with third party logistics (3PL) provider transition, cyclic, and spot inventories.

E. Inform DC I&L, Marine Forces (MARFORS), Training and Education Command (TECOM), and MARCORSYSCOM of all issues and concerns that may affect readiness to include transfers of equipment in/out of regional facilities.

F. Manage all property acquired, leased, or otherwise obtained throughout an asset's lifecycle: from initial acquisition and receipt, through accountability and custody, until formally relieved of accountability through disposition or approved adjustment voucher.

G. Designate in writing, the accountable officer, per Volumes 3 and 4 of this Order and reference [\(a\)](#) to allow for vouchering actions associated with the 3PL provider transition, cyclic, and spot inventories. Also, designate in writing, approving and appointing authorities to allow for the assessment of financial liability per Volumes 3 and 4 of this Order.

H. Appoint, in writing, accountable property officers (APOs), as required per reference [\(a\)](#) to include an APO from within the LOGCOM CSP Program Office to allow for vouchering actions associated with the 3PL provider transition, cyclic, and spot inventories.

I. Ensure APOs comply with Volume 3 of this Order, reference [\(a\)](#), reference [\(b\)](#), and the following.

1. For items issued by the CSP, coordinate and support the establishment and maintenance of an organization's accountable property records, systems, and financial records, in connection with government property, irrespective of whether the property is in the individual's or unit's possession. This includes the requirement for auditability and the ability to maintain a complete audit trail of all transactions.

2. Designate custodial areas within an accountable area and appoint property custodians, in writing, for each area designated.

3. Monitor the receipt, storage, utilization, transfer, and disposal of property.

4. Issue Individual Memorandum Receipt (IMR)/ Consolidated Memorandum Receipt (CMR) documentation for all property assigned to an individual or organization.

5. Require that all persons entrusted with government property are made aware of and understand their responsibilities, which include proper care and stewardship, as well as potential legal ramifications for misuse or loss.

6. Certify that property assigned to a unit or organization is properly inventoried; a joint physical inventory was conducted when transferring the organization's property account; properly execute and sign the required documentation.

J. Coordinate with MARCORSYSCOM to identify and integrate the scheduling of CSP commodity equipment fielding procedures with associated recovery and disposition instructions.

K. Develop POM input for contracted logistics support and program management requirements.

L. Manage the contract support necessary to operate the CSP.

M. Provide the accountable officers an equipment list of all missing, lost, stolen and damaged items in order to obtain funding for these items not returned by individuals or units.

N. Conduct quarterly IMR/CMR reconciliation and submit discrepant conditions/findings to the Commanding General MEF/MARFORs/TECOM for adjudication as applicable.

O. Quarterly provide DC I&L, MARFORs, TECOM and MARCORSYSCOM with valid metrics; i.e., equipment shortfalls dollar value, excess value and consumer satisfaction.

P. Semi-annually provide a DD 2338-2, "Inventory Control Effectiveness (ICE) Report General Supplies" to DC I&L, MARFORs, and CG TECOM. Report Control Symbol DD-4400-51 (External Report Control Symbol DD-AT&L(Q)935)) has been assigned to this reporting requirement. DD 2338-2 is available at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>.

Q. As a Management Control Activity (MCA) for government furnished property (GFP), validate and approve issue items to contractors as GFP in accordance with Volume 10 of this Order.

R. Coordinate with Commander, Marine Forces Reserve (MARFORRES) on Selected Marine Corps Reserve (SMCR) support requirements for Chemical, Biological, Radiological, and Nuclear Defense Equipment (CBRND-E), Special Training Allowance Pool (STAP) and Soft Walled Shelters and Camouflage Netting (SWS&CN).

S. Oversee the MOA between the Marine Corps and AAFES for operation of MCSSs in Okinawa.

010207. Commander MARCORSYSCOM

A. Responsible for total lifecycle program management of uniform clothing items.

B. Specific clothing responsibilities are as follows:

1. Provide supply and logistics support and requirements/demand determination for system and non-system uniform clothing items.

2. Provide technical support and guidance to the PMCUB in order to develop a budget for uniform clothing research and development (R&D) and quality assurance activities. Coordinate with the PMCUB for development of a POM and budget for new uniform clothing fielding, associated CRAs, price increases for existing allowance items, and initial sustainment.

3. Perform uniform clothing R&D and new item development, as directed by the PMCUB via uniform project directives.

a. For new items, fabricate or procure a minimum of nine samples for each item; seven to be maintained by MARCORSYSCOM, one for PMCUB and one for the National Museum of the Marine Corps (NMMC), 18900 Jefferson Davis Hwy, Triangle, VA 22172.

b. For each item introduced into the Federal Supply System or for an item currently in the system that has changed significantly, MARCORSYSCOM shall tag six of the sample items as guide samples and provide them to DLA for use in procurement.

4. Perform clothing design functions for the Marine Corps by developing and maintaining detailed drawings and current specifications/CIDs, preparing patterns, fabricating and/or procuring prototypes, experimental fabrics, and items/accessories, as directed or required.

5. Provide DC P&R, in writing, the total projected price quotation and subsequent up-front funding changes for new item introduction.

6. Coordinate item standardization review, including substitutability/acceptability, and supply planning data for federal supply system items. Specifically:

a. Coordinate with DLA on projected up-front funding costs in support of new system item introduction/standardization and provide DC P&R in writing the total projected price quote. Any subsequent up-front funding changes will also be provided to DC P&R.

b. Initiate, prepare, and submit DD 1277 for newly introduced items and SRPs, requirements data, etc., to DLA (per reference [\(c\)](#)) via MARCORLOGCOM. Include in the SRP the fund to be billed, address of billing office, and point-of-contact.

c. Develop phase-in/phase-out plans, per reference [\(c\)](#). Coordinate with DLA, DC I&L, DC P&R, DC M&RA, CG, MARCORLOGCOM and the PMCUB on all proposed phase-in/phase-out plans. Provide timely notification and guidance to all clothing

stakeholders concerning disposition of phase-out merchandise to allow sufficient and appropriate actions.

7. Initiate and evaluate technical or manufacturing changes in specifications/CIDs for existing Marine Corps uniform items and materials when such changes will result in ease of manufacturing or higher percentage of acceptability of finished items, without in any way altering the appearance or basic utility of the improved item. Proposed specification/CID changes that will alter the appearance, basic utility, or basic fabric of an item will require prior approval of Commandant of the Marine Corps (CMC) via the PMCUB. Provide subject approved changes to the Institute of Heraldry.

8. Establish shade tolerance and approve/disapprove shade deviations based upon evaluation and recommendations of the DLA laboratory for system uniform clothing items, where neither the appearance nor the function of the item is affected.

9. Provide quality assurance for all uniform clothing items as follows:

a. Establish and maintain a Marine Corps Uniform Items Certification Database of approved commercial sources of supply for non-system uniform clothing items authorized for sale through the military clothing sales system. This area of responsibility includes soliciting, receiving, inspecting, and approving/disapproving samples of uniform clothing and accessories from manufacturers and distributors.

b. Upon acceptance of the manufactured sample, issue an approval number/USMC serial number and letter of approval to the manufacturer/distributor. One tagged sample will be returned to the manufacturer/distributor, and one tagged sample will be maintained for reference purposes. Furnish DC M&RA, DC I&L, and the PMCUB a copy of each letter of approval.

c. Maintain liaison with approved commercial sources and the MCSSs to ensure that the quality of Marine Corps uniform items supplied meet Marine Corps standards and specifications/CIDs. Perform, as required or requested, onsite visits to suppliers for first article inspections and follow-up visits, as necessary.

d. Resolve quality deficiency reports received for non-system uniform clothing items. Remove from the approved source listing those suppliers that do not correct reported deficiencies or continue to provide items not meeting Marine Corps standards. Cancel approval numbers for items discontinued by individual suppliers. Prior to canceling uniform approval numbers, coordinate with DC M&RA and provide DC M&RA, DC I&L, and the PMCUB a copy of each cancellation letter.

10. Provide newly established approved sources with specifications/CIDs and a full range of patterns on a one-time basis free of charge when awarded a contract. Subsequent expense for replacement patterns or pieces shall be borne by the approved source. Approved sources that have not been actively producing but were previously provided a full range of patterns will only be provided revised pattern pieces/revisions free of charge, to include specification/CID changes/revisions.

11. Provide, as requested, detailed specifications/CIDs and a standard size pattern, including all changes thereto, to DC M&RA, AAFES, and/or NEXCOM, for use in competitive procurement for those non-system uniform clothing items provided through the military clothing sales system.

12. Coordinate and assist, as required, DC M&RA in the preparation of invitations for quotations for the procurement of approved Marine Corps officer optional uniform items.

13. Attend meetings for clothing and textile (C&T) standardization projects with other military services and industry. Present and defend the Marine Corps position based on R&D and evaluation studies for items under discussion within the guidelines of Marine Corps policy and established procedures.

14. Provide representation at DLA reviews of materiel obligations (backorder briefs). Subsequent to each meeting, provide a status-type report to DC I&L, DC M&RA, and via Marine administrative message (when required) within 10 working days.

15. Publish new item availability and initial fielding message notification and limited availability messages, as required, in coordination with CG, MARCORLOGCOM.

16. Provide assistance in resolving supply support problems pertaining to Marine Corps uniform clothing items.

17. Provide useful service life data on all new system uniform items and periodically perform research to adjust existing useful service life data, as the useful service life is a critical component for establishing the CRA.

C. Per reference [\(d\)](#), program managers are vested with Total Life Cycle Management responsibilities, to include the authority and resources necessary for timely and effective acquisition and initial procurement of selected Class II/VII. Serve as the single point for acquisition and disposition of selected Class II/VII managed by the CSP.

D. Fund for the acquisition and initial sustainment of CBRND-E and STAP to include SL-3 items and associated repair parts. Initial sustainment concludes once the SRPs and Technical Data Packets are accepted by DLA. Subsequently, after 24-36 months, the sustainment for CBRND-E and STAP will become the responsibility of the operating forces, supporting establishments and base, post and stations.

E. Fund for the acquisition and sustainment of SWS&CN equipment.

F. Coordinate new and replacement selected Class II/VII fielding and disposal plans with MARCORLOGCOM and the MARFORS.

G. Coordinate with the Marine Corps, Navy and Army Air Force MCSSs to stock and promote the sale of assorted and approved Marine Corps individual equipment to

individuals who voluntarily choose to replace missing, damaged, or destroyed government equipment, per Volume 4 of this Order and Chapters 1 thru 8.

H. Coordinate with CG MARCORLOGCOM to ensure the proper Controlled Item Inventory Codes are properly assigned and cataloged to the corresponding equipment prior to initial fielding.

010208. Commander, TECOM

A. Fund sustainment for training commands supported by the CSP.

B. Assist DC CD&I in validating initial issue and contingency sustainment allowances in TFSMS.

C. Ensure subordinate commands publish amplifying local guidance, in coordination with MARCORLOGCOM and MARCORSYSCOM procedures for CSP management and support. At a minimum, local procedures will include:

1. Individual issue equipment support procedures.

2. Equipment lists issues, based on training requirements.

3. Unit and individual equipment recovery procedures.

4. Adjudicate procedures for damaged, lost, or stolen gear, voluntary gear replacement, and associated voucher file management.

5. Support for the quarterly Individual and Alpha Roster Reconciliation Report provided by MARCORLOGCOM CSP personnel.

6. Coordinate with MARCORLOGCOM and MARCORSYSCOM regarding any additions or deletions to individual and unit equipment managed by CSP operations.

D. Fund replacement and replenishment sustainment for individual combat clothing and equipment (ICCE) to include SL-3 items and associated repair parts for TECOM units after initial fielding is complete and the items are available through the supply system (i.e., Catalog Action Request (CAR) actions are complete).

E. Coordinate with MARCORLOGCOM on the transfer of select ICCE out of the regional facilities.

F. Coordinate with the MARCORLOGCOM MCA to obtain approval to issue items to contractors as GFP. Volume 10 of this Order provides additional policy and guidance.

G. Coordinate support requirements with the MARFORs, as required.

010209. Commanders, MARFORs

- A. Monitor CSP operations to ensure centralized logistics support meet user requirements.
- B. Assist DC CD&I in validating initial issue and contingency sustainment allowances in TFSMS.
- C. Ensure subordinate commands (e.g., MEFs) publish amplifying local guidance, in coordination with MARCORLOGCOM and MARCORSYSCOM procedures for CSP management and support. At a minimum, local procedures will include:
 - 1. Individual issues for Marines, Sailors, civilians, and unit equipment support procedures for deploying units.
 - 2. Equipment lists for Marines, Sailors, civilians and unit equipment based on operational and training requirements.
 - 3. Unit and individual issue and equipment recovery procedures.
 - 4. Adjudication procedures for damaged, lost, or stolen gear, voluntary gear replacement, and associated voucher file management, per Volume 4 of this Order.
 - 5. Ensure subordinate commands support reconciliation of the quarterly IMR, CMR and Alpha Roster Reconciliation Reports, provided by MARCORLOGCOM CSP personnel.
 - 6. Coordinate with MARCORLOGCOM and MARCORSYSCOM regarding any additions or deletions to individual and unit equipment managed by CSP operations.
- D. Fund replacement and replenishment sustainment for ICCE to include SL-3 items and associated repair parts for MARFOR units after initial fielding is complete and the items are available through the supply system (i.e., CAR actions are complete).
- E. Coordination with MARCORLOGCOM on the transfer of select ICCE out of the regional facilities.
- F. Coordinate with the MARCORLOGCOM MCA to obtain approval to issue items to contractors as GFP. Volume 10 of this Order provides additional policy and guidance.
- G. Coordinate support requirements with the MARFORs, as required.

010210. Commander, MARFORRES

- A. Coordinate SMCR support requirements for CBRND-E, STAP and SWS&CN with MARCORLOGCOM.

B. Publish amplifying local guidance, in coordination with MARCORLOGCOM and MARCORSYSCOM procedures for centralized logistics management and support of CRBND-E, STAP, and SWS&CN. At a minimum, local procedures shall include:

1. Individual and unit equipment support procedures for deploying units;
2. Unit equipment issue lists based on training requirements.
3. Unit/individual issue and recovery procedures.
4. Adjudication procedures for damaged, lost, or stolen gear, voluntary gear replacement, and associated voucher file management, per Volume 4 of this Order.
5. Establish reimbursement procedures to the issuing facility for all lost and unserviceable equipment.

C. Coordination with MARCORLOGCOM and MARCORSYSCOM regarding any additions and deletions to the individual and unit equipment managed by CSP operations.

D. Fund, manage, and distribute select ICCE requirements for SMCR units.

E. SMCR personnel will report to the gaining organization with a full issue of ICCE from their Home Station Training Center.

F. Coordinate with MARFORS to fund all shortfalls if SMCR personnel do not report to the gaining organization with a full issue of ICE.

010211. Permanent Marine Corps Uniform Board (PMCUB)

A. The PMCUB is the program sponsor for uniform clothing, accessories, and materials and is responsible for executing CMC authorized clothing allowances and uniform wear regulations.

B. Specific clothing responsibilities of the PMCUB are as follows:

1. Consider any matter related to Marine Corps uniforms in which a perceived problem exists or in which a possible improvement can be made, via a seabag review or similar reviews. Implement new clothing allowances or clothing allowance changes, as necessary. The basic process for implementing new or modified clothing allowances is outlined in Figure 1-2 following. A need for a new clothing allowance (either via cash payment or in-kind issue) or an allowance change is presented to the PMCUB for consideration. The PMCUB uses R&D, allowance working groups, and technical support and guidance from clothing subject matter experts to consider the requests, analyze fiscal impact and supportability, and make recommendations to the formal Marine Corps Uniform Board (MCUB). The formal MCUB is a task-organized board facilitated by the PMCUB to address new or modified allowance recommendations. The formal MCUB then makes recommendations to the CMC, via the Assistant Commandant of the Marine Corps (ACMC)

Committee. The ACMC Committee will comment on the MCUB's recommendations and forward to CMC for decision.

2. Initiate new clothing item project directives (to improve existing items or develop new items) in order to:

a. Develop and/or fabricate proposed uniforms, materials, and accessories.

b. Introduce approved items into the Federal Supply System or the MCX, AAFES, and NEXCOM.

3. Approve designs and materials for all uniform clothing and accessory items, to include field uniform items.

4. Coordinate with clothing stakeholders and subject matter experts to develop a budget for uniform initiatives (including R&D and new item fielding) using the Planning, Programming, Budgeting, and Execution process. Prioritize available funding for new uniform clothing fielding and new uniform clothing allowances and assist with the fielding plan for new clothing items.

5. Administer and approve all uniform clothing allowances and MRLs.

6. Approve an implementation plan for new or modified clothing allowances.

7. Establish the need for and authorized wear of uniform clothing, accessories, and materials. Uniform wear regulations are not discussed in this Manual as they are provided in reference [\(e\)](#).

0103 ADMINISTRATION AND LOGISTICS

010301. Records Management. Records created as a result of this Order shall be managed according to the National Archives and Records Administration approved dispositions per reference [\(f\)](#) to ensure proper maintenance, use, accountability and preservation regardless of format or medium.

010302. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference [\(g\)](#)) and implemented per reference [\(h\)](#).

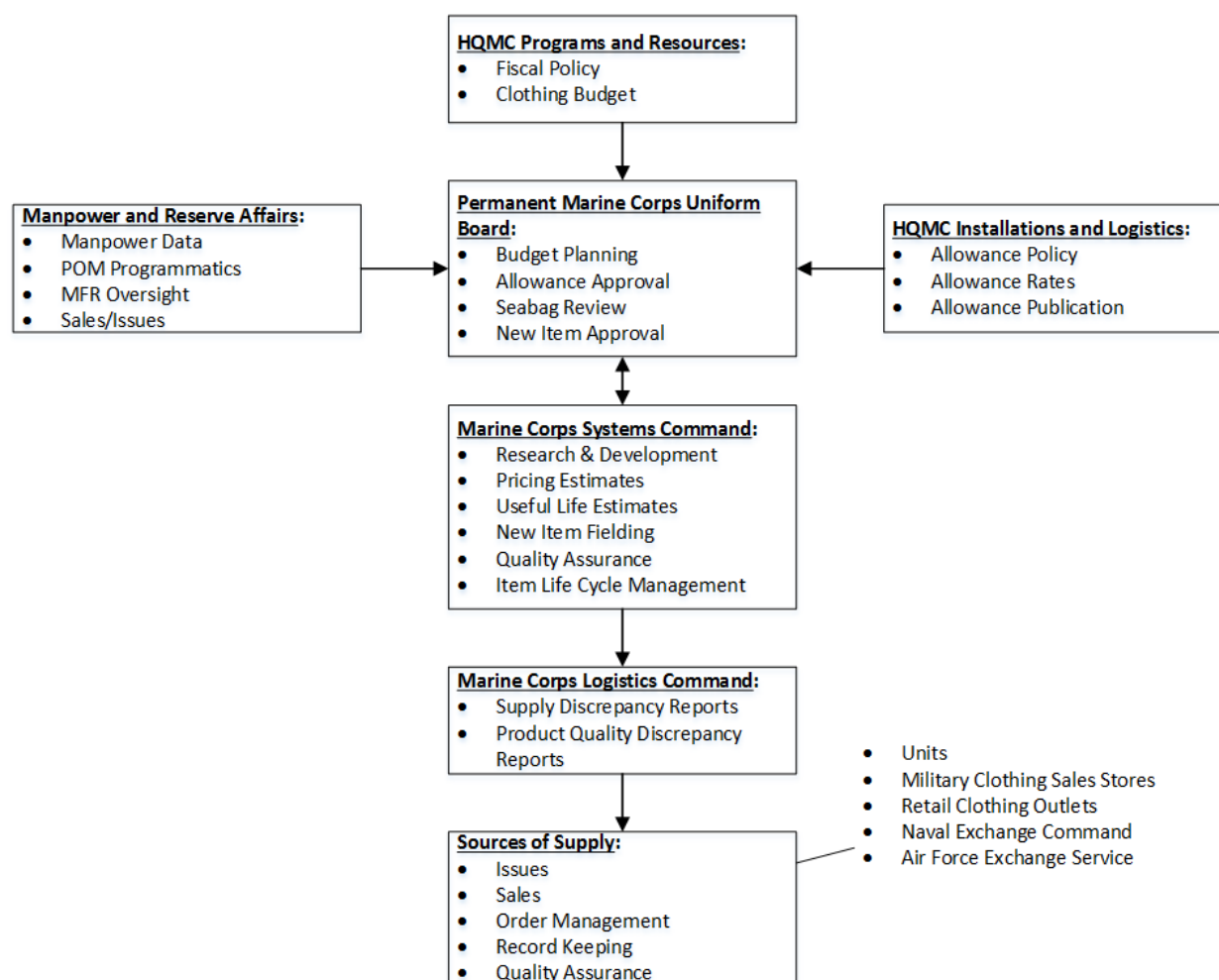


Figure 1-1. Clothing Allowance Stakeholder Roles and Responsibilities.

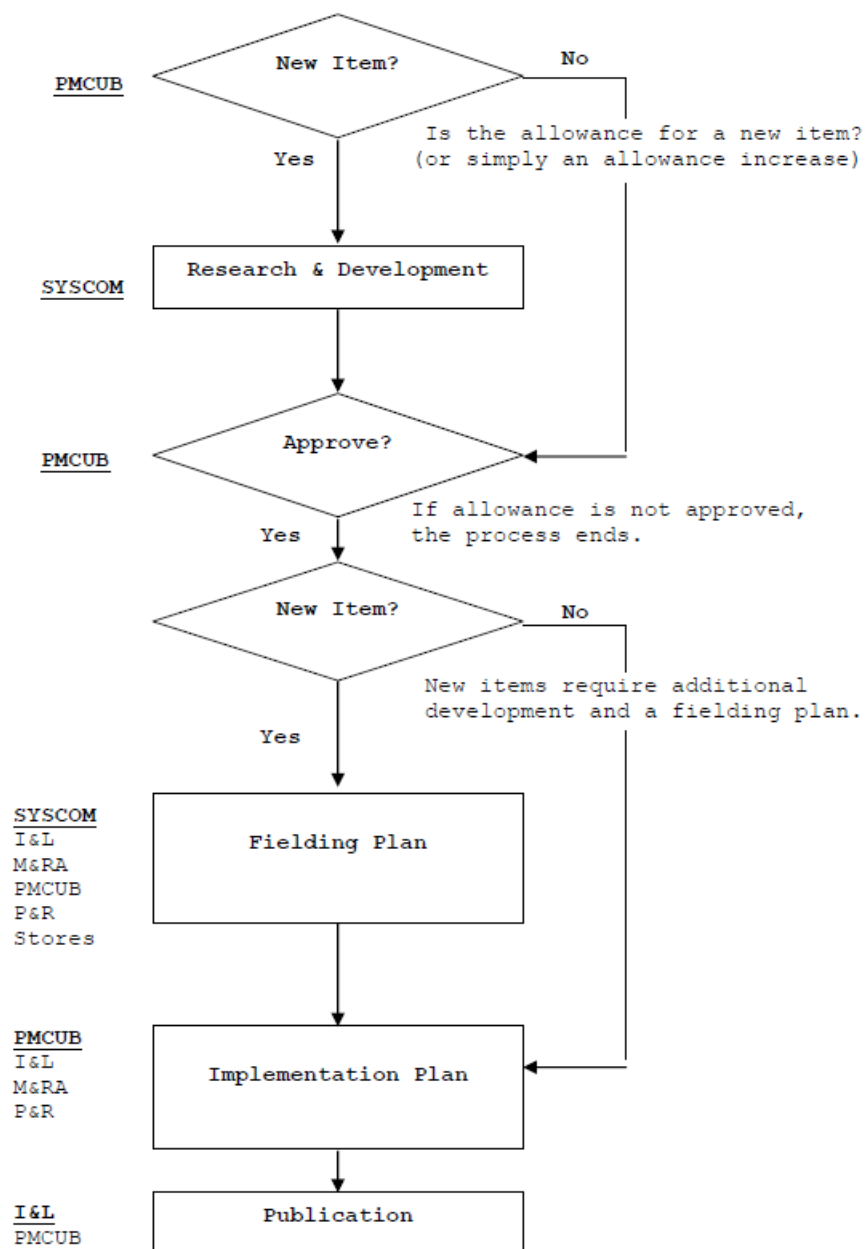


Figure 1-2. Clothing Allowance Implementation.

VOLUME 13: CHAPTER 2

“CLOTHING ALLOWANCES”

SUMMARY OF MAJOR CHANGES

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 2

CLOTHING ALLOWANCES

0201 GENERAL

020101. Reference (i) directs the services to provide enlisted service members with all uniforms required for wear. Initially, this requirement is met by issuing all recruits the Initial Clothing Allowance (commonly known as the “seabag”) at recruit training. Marine recruits are issued required uniforms, t-shirts, shorts, and sweat suits; at a cost to the Marine Corps and not the Marine. This Volume contains a listing of the Initial Clothing Allowance (seabag) issue and other authorized clothing allowances, issues, and entitlement criteria.

020102. These allowances pertain to enlisted personnel of the Regular and Reserve Establishment (unless otherwise specified), Reserve personnel on extended active duty (more than 6 months of active duty), and authorized civilians serving with the Marine Corps, as designated. Reference (i) is published annually, and contains amplified instructions for new or modified allowances and, where in conflict, takes precedence over the policy contained herein. Additional allowances and procedures for Reserve personnel are provided in Chapter 7.

020103. The furnishing of individual clothing to officers on other than a sales basis is not authorized, except as otherwise specified in this Volume or as directed by the CMC.

020104. Uniform clothing allowances are authorized under the DoD Clothing Monetary Allowance (CMA) System, per reference (b). Allowances can be provided as either clothing gratuitously issued or as cash paid to authorized individuals. Clothing issued under the CMA System may not be replaced in-kind (one-for-one replacement), unless specifically authorized in writing by HQMC. Clothing items issued to personnel under the provisions of these allowances may be either new or serviceable recovered clothing suitable for resale, per Chapter 5 paragraph 0512.

020105. Serviceable recovered clothing will be the first source of supply considered for allowance issues. Initial Clothing Allowance issues may be either new or Condition Code A, per Chapter 5 paragraph 0514, at the commander’s discretion.

020106. The administration of individual clothing and clothing allowances requires a coordinated team effort by several clothing stakeholders. Clothing allowances, in particular, are unique, in that they cross boundaries between supply and manpower entitlements and are not incorporated within the Marine Corps capabilities based assessment process. The CMC is the approving authority for all uniform clothing allowances and allowance changes.

020107. The PMCUB makes clothing allowance recommendations to CMC and seeks additional funding, with the support of subject matter experts from various organizations.

0202 INITIAL CLOTHING ALLOWANCES

020201. Initial clothing allowances in this section are only authorized for enlisted personnel and only one entitlement to an initial clothing allowance will accrue during any period of continuous active duty in an enlisted status. Initial clothing allowances consist of: Initial Issue to recruits, reenlistees, or activated personnel (seabag issue).

020202. Initial Issue is authorized under the following instances:

A. Upon first enlistment or induction in the Marine Corps (both Regular and Reserve).

B. Upon reenlistment in the Regular Marine Corps, acceptance of an Active Reserve contract, or assignment to extended active duty (more than 6 months of active duty), subsequent to expiration of 3 months from completion of Marine Corps obligated service (i.e., must have been off of obligated service for 90 days or more). See Chapter 8 for additional details on issues to reservists recalled to active duty during partial or total mobilization/activation, including issue of a Minimum Combat Load (MCL) in lieu of an entire Initial Issue.

C. Upon enlistment or reenlistment in the Marine Corps following discharge from another branch of the service.

D. Upon recall to active duty, subsequent to the expiration of 3 months from the date of last release/retirement from active duty (to include personnel of the Fleet Marine Force Reserve); also known as a “non-obligor.” Only one such allowance shall be authorized during any period of 4 consecutive years. See Chapter 8 for additional details on issues pertaining to recalled retirees.

E. Upon reenlistment in the Regular Marine Corps after having been on the temporary disability retirement list in excess of 18 months.

0203 INITIAL ISSUE TO ENLISTED MUSICIANS OF THE U.S. MARINE BAND

020301. This Initial Issue is prescribed each FY with the maximum monetary value set by the Secretary of Defense. This allowance is authorized to both male and female enlisted personnel under the following instances:

A. Upon appointment to the U.S. Marine Band.

B. Upon appointment to the U.S. Marine Band, following discharge from another branch of the service.

020302. If appointed to the U.S. Marine Band from another band or drum and bugle corps of the Regular Establishment, the Initial Issue will be reduced by the amount of clothing they were last required to maintain, as documented on NAVMC 631, “Individual Clothing Record (Men’s)” and NAVMC 631A, “Individual Clothing Record (Women’s).”

0204 REDUCED INITIAL ISSUE TO RESERVE REENLISTEES OR ACTIVATED PERSONNEL

020401. This Reduced Initial Issue is authorized when a member has enlisted from a Reserve component of the Marine Corps (i.e., is still under obligated service, also known as an “obligor”) or has been off of obligated service (“non-obligor”) for less than 3 months.

020402. The Reduced Initial Issue consists of the Initial Issue reduced by the amount of clothing the individual was last required to maintain (i.e., exit inventory per Chapter 3 paragraph 0308), as documented on the NAVMC 631/631A. An MCL may be issued in lieu of an entire Initial Issue to mobilized/activated personnel.

020403. For Individual Ready Reserve (IRR) personnel the Reduced Initial Issue consists of the difference between the current active duty MRL and the active duty exit inventory. Unserviceable clothing possessed by the individual and listed on the exit inventory will be replaced at government expense, only once, immediately upon reenlistment.

020404. For SMCRs the Reduced Initial Issue consists of the difference between the current active duty MRL and the current reserve MRL. Unserviceable clothing possessed by the individual and listed on the exit inventory will be replaced at government expense, only once immediately upon reenlistment.

0205 REDUCED INITIAL ISSUE TO COMMISSIONED OFFICERS OR WARRANT OFFICERS

020501. This reduced Initial Issue is authorized when an officer initially commissions or reverts to enlisted status to serve on active duty, other than for the purpose of retirement or transfer to the Fleet Marine Corps Reserve.

020502. This reduced Initial Issue consists of the Initial Issue reduced by the items and quantities contained in the officer’s minimum uniform requirements list, per reference (e).

020503. Entitlement to this reduced Initial Issue will not be considered as the “last authorization of an initial allowance” for the purpose of determining entitlement to a CRA. Only one such allowance will be authorized during any period of 4 consecutive years. Unserviceable clothing possessed by the individual and listed on the exit inventory will be replaced at government expense, only once immediately upon commissioning or reversion.

020504. Reduced Initial Issue to Unsuccessful Officer Candidates

Reduced Initial Issue is authorized when the candidate is assigned to further duty in an enlisted status. This issue consists of the clothing necessary to bring the amounts furnished the individual up to the current active duty MRL.

0206 REDUCED INITIAL ISSUE TO ENLISTED PRISONERS

020601. This Reduced Initial Issue is authorized to enlisted personnel restored to duty after being sentenced to confinement and punitive discharge. This Reduced Initial Issue consists of only the items of clothing recovered during their PE inventory, per Chapter 5.

020602. The individual will be required to purchase those items still required after the preceding issue has been made, in order to bring the quantity of clothing in that person's possession up to the applicable MRL. Policy for issue to prisoners (while still in a prisoner status) is provided in paragraph 0226.

0207 ISSUES TO CIVILIANS SERVING WITH MARINE CORPS UNITS

020701. Issues to civilians serving with Marine Corps units are authorized when so designated by CMC via the MCUB.

020702. Authorized civilians may wear Marine Corps service or utility uniforms with designated civilian technician insignia, but no distinctive grade or Marine Corps or Navy device or insignia may be worn, per reference [\(e\)](#).

020703. Documentation of such issues will be recorded on a NAVMC 604, "Combined Individual Clothing Requisition and Issue Slip (Men's)," and NAVMC 604B, "Combined Individual Clothing Requisition and Issue Slip (Women's)," and maintained by the issuing organization for record keeping purposes only. NAVMC 631/631A is not required.

0208 SPECIAL INITIAL ALLOWANCES TO NAVY PERSONNEL

020801. Special Initial Utility Uniform Allowance (SIUUA)

The SIUUA is intended for both Active and Reserve Navy enlisted personnel serving with Marine Corps who units are authorized to wear the utility uniform during the performance of their work while assigned to Marine Corps units.

020802. The SIUUA is authorized for Regular Navy enlisted personnel and Reserve Navy enlisted personnel on extended active duty (more than 6 months of active duty), permanently assigned or assigned on a Temporary Additional Duty (TAD) basis for augmentation purposes due to contingency operational commitments to Marine Corps forces, or on inactive duty assigned to SMCR support units.

020803. Authorized Navy enlisted personnel will receive only one entitlement to this allowance during any one period of continuous assignment to such duty. Additionally, personnel who have received this allowance will not be authorized a subsequent allowance of the same items upon assignment to a new Marine Corps unit if less than 3 years have elapsed between assignments (i.e., there must be a 3-year break in service with the Marine Corps in order to receive a new SIUUA).

020804. Navy officers may purchase and wear the utility uniform at their option and expense, per the Navy appearance standards.

0209 SPECIAL INITIAL SERVICE UNIFORM ALLOWANCE (SISUA)

020901. The SISUA is intended for Navy Hospitalmen and Religious Program Specialists, both Regular and Reserve, on extended active duty (more than 6 months of active duty), permanently assigned to Marine Corps units (other than combat-committed units) and drilling Selected Naval Reserve personnel in these ratings on inactive duty assigned to SMCR support units. Those assigned to combat-committed units will receive the SIUUA above only.

020902. Authorized Navy enlisted personnel will be given a 60-day option period in which to elect to wear the Marine Corps service uniforms. This 60-day period begins upon the member reporting to the gaining force command (GFC). Those who elect to wear and maintain Marine Corps service uniforms will be provided the SISUA. Navy personnel who receive this allowance will be required to wear these uniforms as directed for the duration of their continuous service with a Marine Corps organization and will abide by Marine Corps uniform and grooming regulations, per reference (e). Those who elect not to wear Marine Corps service uniforms will wear their Navy service uniforms, when service uniforms are required.

020903. Navy enlisted personnel will receive only one entitlement to this allowance during any one period of continuous assignment to such duty.

020904. Navy enlisted personnel who have received this allowance will not be authorized a subsequent allowance of the same items upon assignment to a new Marine Corps unit if less than 3 years have elapsed between assignments (i.e., there must be a 3-year break in service with the Marine Corps in order to receive a new SISUA).

020905. Navy officers may purchase and wear the Marine Corps service uniform at their option and expense, per the Marine Corps grooming and physical appearance standards provided in reference (e).

0210 INITIAL ALLOWANCES FOR OFFICERS

021001. The Initial Clothing Allowance for officer programs is authorized for:

- A. Platoon Leaders Course Candidates.
- B. Officer Candidates Course Candidates.
- C. Naval Reserve Officers Training Corps (NROTC) Marine-Option Midshipmen.
- D. Service academy students directed to attend Officer Candidates School (OCS), Marine Corps Combat Development Command (MCCDC), Quantico, VA.

021002. Enlisted personnel selected for assignment to a military service academy as a student, enrolled in the NROTC, or selected to attend OCS as a candidate are responsible for retaining their issued Marine Corps clothing. Accordingly, only those items and quantities of the applicable allowance which are in excess of the applicable MRL will be issued.

021003. If an individual returns to extended active duty (more than 6 months of active duty) within 3-months of last separation from active duty, the individual is considered as having been in a "continuous active duty status" and remains under the CMA System until appointment as an officer (i.e., clothing replacement in-kind is not authorized). In the event the enlisted person is discharged from a military service academy or the NROTC or fails to complete OCS, credit toward entitlement of the cash CRA will only be given for active duty with the Marine Corps.

021004. Personnel who receive this Initial Clothing Allowance will not be entitled to cash CRA.

0211 CLOTHING REPLACEMENT ALLOWANCE (CRA)

021101. CRA amounts are prescribed annually by the Secretary of Defense and are based on the replacement price and useful service life of items in the initial clothing allowance ("seabag"). CRA is paid in cash via direct deposit to regular enlisted Marines and reserve enlisted Marines on extended active duty (more than 6 months of active duty) to replace individual seabag items, as required.

021102. CRA payments are made in addition to other pay and allowances and are paid annually, at the end of the Marine's enlistment anniversary month. Reserve enlisted Marines, not on extended active duty, are not eligible for CRA. Drilling reservists are authorized replacement in-kind of clothing items, per Chapter 7.

021103. CRA accrues on each Initial Clothing Allowance (seabag) item monthly and is to be used with discretion by the individual for the replacement of seabag items initially issued or to purchase newly fielded seabag items (i.e., items on the MRL).

021104. Seabag MRL inspections should be conducted routinely to ensure that Marines are using the CRA to replace clothing items. It is recommended that an individual inspection be monitored by the command concurrent with each Marine's annual CRA payment.

021105. CRA is not intended to cover the cost of repair, laundering, dry-cleaning, or alteration of clothing.

021106. Whenever feasible, improved or new individual uniform clothing items introduced will be phased in during a time period that will allow personnel to accrue CRA to purchase the new item. Concurrent with the phase-in of the new item, a fair wear-out (phase-out) period will be announced for individual uniform clothing items replaced/deleted from initial and/or supplementary allowances.

021107. Enlisted Navy personnel who are furnished Marine Corps clothing continue to receive Navy CRA while serving with Marines. Therefore, they are not entitled to CRA from the Marine Corps.

0212 TYPES OF CLOTHING REPLACEMENT ALLOWANCES (CRA)

021201. CRA is payable in two types, basic and standard, based on the enlisted person's time on active duty. Entitlements to the following CRAs are reported into the Marine Corps Total Force System via unit diary entry for payment.

A. Basic CRA (BCRA)

BCRA is intended for enlisted Marines (both Regular and Reserve on extended active duty) in their first 3 years of active duty and computes to approximately 70 percent of Standard CRA (SCRA). BCRA accrues beginning with the first day of the month following the completion of 6 months continuous active duty without regard to time lost, from the date of last authorization to the Initial Issue. BCRA will continue to accrue during the remainder of the first 3 years of continuous active duty.

B. Standard CRA (SCRA)

SCRA is intended for enlisted Marines (both Regular and Reserve on extended active duty) serving beyond 3 years of active duty. SCRA will accrue to enlisted Marines beginning with the first day of the month following the completion of 36 months of active duty without regard to time lost, from the date of last authorization of the Initial Issue. This allowance will continue during the remainder of the period of continuous active duty.

021202. Restriction on CRA Accrual

Time served under one of the following circumstances does not count towards accrual of continuous active duty time (for either BCRA or SCRA) while:

- A. Serving in a temporary commissioned or warrant status.
- B. Pay is forfeited.
- C. CRA is suspended because a replacement in-kind process has been instituted during a declared combat period (extremely rare).
- D. Confined and sentenced to a punitive discharge at the expiration of the period of confinement.
- E. In a declared missing status.
- F. Serving active duty with another Service.

0213 CASH CLOTHING ALLOWANCES

Entitlements to the following clothing cash allowances are reported into the Marine Corps Total Force System for payment:

021301. Civilian clothing monetary allowances are provided to procure an initial allowance of civilian clothing or replace civilian clothing for individuals ordered by the CMC to wear civilian clothing more than half the time performing official duties. Civilian clothing is defined as clothing suitable for the duties being performed and may vary in formality from business attire to casual clothing appropriate for rugged field wear. All enlisted personnel meeting the eligibility and conditions of entitlement may receive this allowance.

021302. Only officers assigned to a permanent duty station outside the United States are authorized to receive these allowances. The allowances described in this section are furnished in addition to other clothing allowances to which an individual may be entitled; therefore, CRA continues to accrue while an enlisted Marine receives a civilian clothing monetary allowance.

0214 TYPES OF CIVILIAN CLOTHING MONETARY ALLOWANCES

021401. Initial Permanent Duty Civilian Clothing Allowance

This allowance is for Marines required to wear civilian clothes more than half the time when performing official duty. This allowance provides for civilian clothing required during the first year of a permanent duty assignment.

021402. Civilian Clothing Replacement Allowance

This is an annual allowance intended to provide funds to individuals who received the Initial Permanent Duty Civilian Clothing Allowance and serve more than 1 year in positions requiring the wear of civilian clothes.

A. This allowance is payable at the end of the anniversary month of the Marine commencing the qualifying assignment if it is projected that he or she will serve at least 6 additional months in that assignment. The value of this replacement allowance will not exceed one third of the Initial Permanent Duty Civilian Clothing Allowance.

B. The Commanding Officer (CO) of Marine Corps Embassy Security Group (MCESG) may elect to authorize an up-front payment of 2 years worth of this replacement allowance along with the Initial Permanent Duty Civilian Clothing Allowance, subject to the following limitations:

1. This up-front payment is limited to one time in a Marine's career; and
2. Marines who receive the up-front payment will not be authorized another Civilian Clothing Replacement Allowance until 3 years have elapsed from the date of the initial payment.

0215 TEMPORARY ADDITIONAL DUTY (TAD) CIVILIAN CLOTHING ALLOWANCES

021501. Short Term TAD allowance is authorized when civilian clothing is required in connection with TAD of at least 15 days (consecutive or cumulative) within a 30-day period. The value of this short term TAD allowance will not exceed one third of the Initial Permanent Duty Civilian Clothing Allowance.

021502. Long Term TAD allowance is authorized when civilian clothing is required in connection with TAD of at least 30 days (consecutive or cumulative) within a 36-month period. The value of this long term TAD allowance will not exceed two thirds of the Initial Permanent Duty Civilian Clothing Allowance.

021503. Eligibility

A. Enlisted personnel are eligible for civilian clothing monetary allowances while serving on extended active duty (more than 6 months of active duty) in one of the following capacities:

1. White House duty, as determined by the military aide.
2. Congressional escort duty, as determined by the CMC Office of Legislative Affairs.
3. Intelligence, security, and related activities.
4. Permanent or temporary duty in a foreign country when required by host government or U.S. ambassador (State Department duty).
5. Explosive Ordnance Disposal (EOD) personnel and Military Working Dog (MWD) handlers, while TAD in support of the US Secret Service or Department of State.
6. Law enforcement, military police, or criminal investigative duty.
7. As required by the CO of MCESG and in accordance with paragraph

021402.B.

B. Regular officers and Reserve officers assigned to extended active duty (more than 6 months of active duty) are eligible for civilian clothing monetary allowances, if required, when permanently assigned to duty station outside of the United States (outside the 48 contiguous states, Alaska, Hawaii, and the District of Columbia).

0216 REQUESTS FOR CIVILIAN CLOTHING MONETARY ALLOWANCES

021601. COs must attest to the following conditions and provide in a written request to the PMCUB:

A. Amount of time civilian clothing is required to be worn by the individual in the official capacity of his/her duty (approximate number of days or months).

B. Individual's effective date of assignment to qualifying duty.

C. Individual's end of current contract date.

D. Individual's rotation date.

E. For officers, requests must also include a copy of Permanent Change of Station orders.

021601. Requests for each of the civilian clothing monetary allowances (except the Civilian Clothing Replacement Allowance) must then be submitted to the PMCUB, via the Defense Finance and Accounting Service (DFAS) Center for written approval prior to running unit diary entries. Send requests to:

Commandant of the Marine Corps (CMC)
Permanent Marine Corps Uniform Board (PMCUB)
2200 Lester Street
Quantico, VA 22134-6050

via:

Defense Finance and Accounting Service (DFAS) Center
Support Services Division
Accounts Maintenance Section (PMCF)
Kansas City, MO 64197-0001

A. Upon receipt, DFAS will review the individual's pay record to determine whether the individual previously received any civilian clothing allowances and endorse the request. The endorsement will indicate the amount and date of any such civilian clothing allowance which was authorized during the previous 3-year period, as specified by the conditions of entitlement provided in Figure 2-1.

B. Upon verification from DFAS, the MCUB will determine whether a civilian clothing monetary allowance is authorized and will notify the command in writing. Only upon written approval from the MCUB can the unit diary entry be made to initiate payment of the cash allowance.

C. The individual's CO will annually certify/recertify an individual's qualifications for the Civilian Clothing Replacement Allowance and upon approval report appropriate unit diary transaction.

D. The Personal Items Allowance for female enlisted Marines is a one-time cash allowance paid to supplement the Initial Issue to recruits/reenlistees. This allowance covers the purchase of underclothing, shoes, nylons, and other personal items not stocked within the supply system. This cash allowance is reported into the Marine Corps Total Force System for payment.

E. Miscellaneous enlisted cash clothing allowances are cash allowances provided to unique organizations for the purchase of clothing items not stocked within the supply system. Typically, these allowances are paid to supplement gratuitous issues of clothing. Miscellaneous enlisted cash clothing allowances are listed annually in reference (i) and must be reported into the Marine Corps Total Force System for payment.

0217 CASH CLOTHING ALLOWANCES FOR OFFICERS

021701. Officers are entitled to two Cash Clothing Allowances as reimbursement for the purchase of required uniforms items (see reference (i)). These allowances must be reported into the Marine Corps Total Force System for payment and can be paid concurrently.

021702. Initial Uniform Allowance for Officers

Allowance is payable only once to eligible officers, commissioned or appointed in the Regular or Reserve components of the Marine Corps. The Initial Uniform Allowance for officers is payable as follows:

A. Upon first reporting for active duty (other than for training) for a period of more than 90 days. A member entering active duty as an officer in a Regular Component upon Reserve Officer Training Corps (ROTC) graduation after October 12, 1964 is considered to have entered on active duty for more than 90 days.

B. Upon completing at least 14 days of active duty or active duty for training as a member of a Reserve Component.

C. Upon completing 14 periods of inactive-duty training as a member of the Ready Reserve. Each period must be of at least 2 hours duration.

D. Upon transfer from another service Reserve component. Regular officers may not receive this allowance when transferring from another military service.

E. If a member has received the Initial Uniform Allowance in any amount as an officer under conditions other than those listed in subparagraphs 021702.A through 021702.E preceding, the member cannot again be entitled to this allowance.

F. Only periods of duty that require wearing of the uniform are counted for entitlement to this allowance.

G. An officer must be determined physically qualified for active duty before entitlement to this allowance accrues.

021703. Additional Active Duty Uniform Allowance for Officers

The Additional Active Duty Uniform Allowance for officers is payable to eligible officers commissioned in the Reserve component and ROTC graduates appointed in the Regular component

of the Marine Corps. The Additional Active Duty Uniform Allowance for officers is payable as follows.

A. Each time of entry or reentry on active duty, or active duty for training (including authorized travel time) for more than 90 days. The period served may be under orders specifying active duty for more than 90 days or under two or more orders requiring a continuous period of more than 90 days' active duty.

B. An officer commissioned in a Regular component upon ROTC graduation after October 12, 1964 accrues entitlement to the allowance on commencement of duty as a regular officer. The officer is considered then to have entered on active duty for more than 90 days.

C. This allowance is not payable if the officer has received an initial uniform allowance of more than the current Additional Active Duty Uniform Allowance for officers during the current tour of active duty or within a period of 2 years before entering on that tour.

D. This allowance is not payable when the tour of duty for which payment is being considered began within 2 years after the end of a previous period of active duty, or active duty for training, of more than 90 days. This applies whether or not a uniform allowance was paid for the previous tour of duty. It applies only if the prior service was performed as a Reserve officer or as a Regular officer commissioned upon ROTC graduation after October 12, 1964.

E. A Reserve officer ordered to an indefinite tour of active duty or active duty for training is not entitled to this allowance until the member completes more than 90 days of that tour.

F. Only periods of duty requiring the wearing of the uniform are counted for entitlement to the allowance prescribed in this paragraph.

G. To be entitled under this paragraph, an officer must be determined physically qualified for active duty.

H. Reference (b) provides additional restrictions and examples on how to compute the 2-year period.

0218 MINIMUM REQUIREMENTS LIST (MRL)

021801. The MRL is a listing, by item and quantity, of individual uniform clothing that enlisted personnel must have in their possession and maintain in a serviceable condition.

021802. These requirements pertain to enlisted Marines of the Active and Reserve components and enlisted Sailors issued a Special Initial Uniform Allowance, per paragraph 0208. Minimum requirements for officers are provided in reference (e). The updated MRLs are published annually, at the beginning of each FY, per reference (i).

021803. These regulations specifically prohibit enlisted personnel from being required to possess clothing in excess of the MRL. Personnel are permitted to purchase additional items above the MRL at their own expense, but may not be directed to do so by their superiors.

021804. Recruit Initial Clothing Allowance Issue

While undergoing recruit training, enlisted personnel will be required to maintain a minimum allowance of individual uniform clothing provided as an Initial Issue, per Chapter 2.

021805. Mandatory Possession Dates

Mandatory possession dates are established for enlisted Marines and Sailors to possess new clothing items or revised quantities, per reference (j). New items not issued with an initial clothing allowance or via a gratuitous issue will not be added to the MRL and assigned a mandatory possession date until CRA is adjusted and sufficient time has been provided to accrue funds to purchase the new items.

021806. Optional Items

Amplifying notes to MRLs explain circumstances that permit personnel to have in their possession items other than those listed. Per references (c) and (j), personnel are authorized to buy, as optional replacements to meet MRLs, approved commercial uniform items that in some cases are of higher quality than those initially issued. These optional uniform items are often more expensive than the issued uniform items. Personnel cannot be directed to purchase optional commercial uniform items.

021807. During TAD

When personnel are assigned to TAD and return to the parent organization is contemplated upon completion of such TAD, the individual is only required to take those quantities and types of clothing expected to be utilized in performing TAD. Per the provisions of Chapters 14 to 25 of this Volume, clothing not taken by the individual will be stored at the parent organization unless the individual is residing in other quarters.

0219 SUPPLEMENTARY CLOTHING ALLOWANCES

021901. Supplementary Clothing Allowances are additional/extra clothing allowances authorized to enlisted personnel when they are assigned to a tour of duty that requires extra clothing for the performance of such duty. Supplementary Clothing Allowances are additional quantities or special items of uniform clothing not required by the majority of other enlisted personnel.

021902. Organizational clothing should also be considered as a means for providing additional, mission-specific uniform clothing, per Chapter 6. Supplementary Clothing Allowances may not exceed 20 percent of the Initial Clothing Allowance established by the Assistant Secretary of Defense.

021903. Eligibility

Unit or activity commanders are responsible for verifying eligibility for a Supplementary Clothing Allowance for enlisted personnel only as set forth in reference (j). Certification that the requesting individual's record has been checked and the individual is authorized to the allowance(s) is done by signing the NAVMC 604/604B and subsequent documentation on the NAVMC 631/631A, per Chapter 3. The unit/organization commander or his designee, authorized in writing to sign by-direction for the commander, must certify (sign) the NAVMC 604/604B.

021904. Supplementary Clothing Allowances will be furnished to enlisted personnel prior to transfer to an organization which is authorized such allowances, per reference (j) with the following exceptions.

A. In those cases where a Marine Corps detachment is physically located at another service activity and/or the detachment is not authorized supply personnel within their Table of Organization (T/O) to process clothing orders, the Officer in Charge (OIC) will issue a duplicate copy of the NAVMC 604/604B for insertion on top of the enlistment contract of the transferring individual's Official Military Personnel File (OMPF) to ensure the gaining command is aware of the requirement for subsequent issuance, citing this paragraph as authority for noncompliance with the provisions of Chapter 3.

B. Personnel assigned to MCESG, Quantico, VA, for duty with the Department of State will receive a Supplementary Clothing Allowance only upon the satisfactory completion of a course of instruction and when actually assigned to the Department of State for duty.

C. The Recruiters Blue Uniform Allowance will be issued to students immediately upon successful completion of the Recruiters School, Marine Corps Recruit Depot (MCRD), San Diego. When transfer orders are received and special measurement clothing is required, the clothing officer will forward the requisition and appropriate measurements to DLA requesting that the special measurement clothing be forwarded to the CO of the organization to which the individual was transferred.

D. Supplementary Clothing Allowances will not be issued prior to transfer of enlisted personnel to Marine Barracks, 8th and I Streets, S.E., Washington, DC, or to those Navy enlisted personnel who are authorized the Special Initial Clothing Allowances.

021905. Only one entitlement to the same type of allowance will accrue during any one period of continuous assignment to such duty. An individual who has received a Supplementary Clothing Allowance will not be authorized a subsequent allowance of the same items upon assignment to duty requiring the wearing of uniform clothing for which the allowance is provided, if less than 3 years have elapsed between the effective date of the new assignment and the last day of the previous assignment to such duty.

021906. If the individual is transferred from a unit or duty which afforded an allowance to another unit or duty that provides for entitlement to a larger or different type of allowance than that initially furnished, the individual will be entitled to the difference between the

two allowances, as appropriate. Additionally, if a Supplementary Clothing Allowance increases for a unit or activity, all members assigned to that unit or activity that will be remaining more than 6 additional months will be issued the increase items (i.e., allowance will be “grandfathered”), if so designated in the allowance approval document.

021907. Grade insignia, service stripes, trouser stripes, and waist plates may be issued in conjunction with Supplementary Clothing Allowances and sewn on (if applicable) using Operations and Maintenance, Marine Corps (O&M MC) funds, under the specific circumstances in Figure 2-3.

021908. Personnel who are furnished a Supplementary Clothing Allowance will be permitted to retain such clothing upon transfer from the duty for which the clothing was authorized, provided they have served more than 6 months since the date of issue of the allowance.

0220 METHOD OF ISSUE

Most issues of Supplementary Clothing Allowances will be made by authorized MCSSs via the use of a NAVMC 604/604B. If a unit or activity is not supported by a MCSS, the supply officer must order and issue the authorized items, per Figure 2-2 following. Specific instructions for accounting and record keeping for clothing allowance issues are provided in Chapter 3.

0221 TYPES OF SUPPLEMENTARY CLOTHING ALLOWANCES

Supplementary Clothing Allowances consist of:

022101. Maternity Uniform Allowance

The Maternity Uniform Allowance is authorized to pregnant enlisted Marines or enlisted Navy personnel serving with active Marine Corps units (who have elected to wear the Marine Corps uniform) who expect to remain on active duty or in an active Reserve status beyond the time when they can no longer wear the service/utility uniform properly.

A. The Maternity Uniform Allowance is authorized only once during a 36-month period, commencing on the date of initial issuance.

B. Enlisted Marines or Sailors are required to present to their CO a certificate of pregnancy, signed by a proper medical officer. This certificate of pregnancy must accompany the submission of form NAVMC 604B for the Maternity Uniform Allowance.

C. Maternity Uniform Allowance issues shall be recorded on a NAVMC 631A, per Chapter 3.

022102. Blue Uniform Allowances

Blue Uniform Allowances are authorized to specific enlisted Marines required to wear the blue uniform as part of their assigned duties. Blue Uniform Allowances are issued in various compilations and quantities (small, medium, large, and recruiters issues), per reference (i). Marines

who have been issued a Supplementary Blue Uniform Allowance will retain the issued items for 3 years after detachment from qualifying duty, regardless of whether or not the items are still serviceable. This will allow replacement of unserviceable items should an individual be assigned to subsequent duty which requires a Supplementary Blue Uniform Allowance issue.

022103. Special Blue Uniform Replacement Allowance

The Special Blue Uniform Replacement Allowance is an authorization to replace unserviceable components of authorized Supplementary Blue Uniform Allowances, not a complete new issue of the applicable Supplementary Blue Uniform Allowance. This Special Blue Uniform Replacement Allowance is authorized to the following enlisted Marines.

A. Those assigned to career specialty duties only (recruiters in Military Occupational Specialty (MOS) 8412 and musicians in occupational field 55 and MOS 9812). This replacement of unserviceable blue uniform components is authorized every 3 years, beginning with the third anniversary of assignment to such duty.

B. Those assigned to duty entitling them to a Supplementary Blue Uniform Allowance and less than 3 years have elapsed since their previous assignment wherein blues were required. This replacement of unserviceable blue uniform components is authorized at the beginning of each subsequent assignment to qualifying duty.

C. Those assigned to duty entitling them to a Supplementary Blue Uniform Allowance and are subsequently extended on such duty beyond 3 years, including Marines on extended active duty (more than 6 months of active duty). This replacement of unserviceable blue uniform components is authorized on the third anniversary of assignment to such duty.

D. Those transferred from a unit or duty which afforded a Supplementary Blue Uniform Allowance to another unit that provides for a Supplementary Blue Uniform Allowance. This replacement of unserviceable blue uniform components is authorized only for those items included in the new unit's allowance.

E. Replacement on an item basis will be effected only if the individual has more than 6 months remaining on qualifying duty and will not exceed the types and quantities of items contained in the current applicable Supplementary Blue Uniform Allowance.

F. Inspections of Supplementary Blue Uniform Allowance items will be conducted to determine serviceability. Personnel conducting inspections for Marines in career specialties 8412 and 9812 will be limited to Recruiting Station COs (RSCOs), band officers, and drum and bugle corps officers. Inspections for other authorized Marines will be conducted by the individual's CO. For those Marines who are geographically isolated from the command structure (e.g., Marine security guards), the senior Marine is authorized to conduct inspections for serviceability.

G. All items designated as unserviceable for which replacement will be effected must be recovered by the supporting organic supply account and turned over to the local DLA-Disposition Services (DLA-DS) for proper disposal.

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H. Recovery of the unserviceable item and issue of the replacement item will be recorded on the NAVMC 631/631A, per Chapter 3.

022104. Miscellaneous Uniform Allowances

Miscellaneous Uniform Allowances are authorized to enlisted Marines required to wear unique items or regular items more frequently than usual as part of their assigned duties. Miscellaneous Uniform Allowances are issued in various compilations and quantities as specified in reference (i) and must be maintained for a period of three years following authorized duty. Supplementary Clothing Allowance documentation and record keeping procedures apply.

0222 REQUESTS FOR SUPPLEMENTARY CLOTHING ALLOWANCES

022201. Submit requests to the MCUB at the following address:

Commandant of the Marine Corps (CMC)
Permanent Marine Corps Uniform Board (PMCUB)
2200 Lester Street
Quantico, VA 22134-6050

022202. All requests must be signed by the CO and submitted via the chain of command for endorsement. Requests shall contain the following information: name and military address of the organization, reporting unit code, monitor command code, T/O number and date, line number(s) and billet description, tour length, recommended allowance (specify individual items required and/or type of allowance), number of Marines to be issued the allowance, and the justification. The following additional information, based on a 12-month period, is required, depending on the type of clothing requested.

A. Dress Blue Uniform Items

Number and description of various military ceremonies (indicating other commands involved), civil community functions, other public relations activities, and/or assigned duties when the blue uniform would be more appropriate than the service uniform and the total number of hours involved during duty performance.

B. All Other Uniforms/Items

Weather factors, duties involved, and available laundry or dry-cleaning facilities, services, and costs.

0223 OTHER CLOTHING ISSUES AND SERVICES

Clothing items and services gratuitously provided to authorized personnel, per the guidance in this section, are as follows:

022301. Uniform accessories, including grade insignia, service stripes, trousers stripes, and waist plates, will be gratuitously issued per the following guidance:

022302. Figure 2-3 lists authorized accessories and occasions authorized for issuance. The quantities to be issued will be based on the amount of items in the current applicable MRL and any other additional allowance required to be possessed and maintained by the individual. When a Supplementary Clothing Allowance is issued, the quantities of grade insignia and/or stripes to be issued will be limited to the quantities required to complement those items contained in the Supplementary Clothing Allowance.

022303. Authorized uniform accessories will be financed by unit or HQMC O&MMC appropriations, except those specifically identified as being funded by MILPERS appropriations, per Figure 2-3 following. The expense of additional grade insignia, service stripes, trousers stripes, or waist plates in excess of authorized quantities or to replace those worn out will be borne by the individual. Sewing on at government expense is not authorized for other occasions to include gratuitous issues of accessories, additional promotions, time-in-service being met, etc. Under these circumstances, the sewing on will be at the expense of the individual.

022304. Issues are to be made using NAVMC 604/604B, per Figure 2-2, using the proper appropriation data from the funding source identified in Figure 2-3. Units may also purchase uniform accessories in bulk from the local MCSS, supply permitting, for issue via NAVMC 604/604B to authorized individuals. Gratuitous issues must be further documented on NAVMC 631/631A, per Chapter 3.

022305. Uniform alterations are authorized to obtain an improved fit and still retain a military appearance, per reference (k), but will not change the intended appearance or function of the garment; however, stocks of altered clothing are not desirable and should be avoided to the maximum extent possible.

022306. Local tailors should be cautioned not to cut away excess material when performing alterations, in order that future necessary alterations may be accomplished. Uniform fit alterations and other alteration services required to sew on authorized uniform accessories will be provided per the following guidance.

A. Gratuitous alterations of outer uniform clothing provided to the individual (except commissioned officers and warrant officers) from government supply sources, including recovered clothing, shall be gratuitously altered to fit the individual at the time of sale or issue.

B. Alterations shall not be made if the cost exceeds 50 percent of the standard price of the item being issued or sold. Alteration costs which exceed 50 percent of a recovered clothing item being sold will be borne by the individual. This cost limitation does not apply to initial issues made at the MCRDs or the MCCDC during initial training. Additional gratuitous alteration services and the occasions they are authorized are listed in Figure 2-3.

C. Gratuitous alterations will only be provided to officers when required for the clothing replacements specifically designated in Chapter 6.

D. Profile changes following initial training may make alterations necessary for initially issued items of outer uniform clothing. These alterations may be performed at government expense up to 6 months after the individual reports to his/her first permanent duty assignment, per

Figure 2-3. Outer clothing includes service and dress trousers, service and dress shirts, dress coats, and utility coats and trousers; it does not include sweaters or footwear.

E. When physical profile changes up to 6 months after reporting to the first permanent duty assignment are such that garments cannot be altered to obtain an acceptable fit or the alteration costs would exceed the cost of a new garment, replacement of such garments is authorized. Issues shall be made from stocks of serviceable recovered clothing, whenever possible. The exchanged clothing will be recovered by the issuing organization.

F. Alteration costs shall not exceed 50 percent of the price of the item being reissued. Such replacement issue shall be made upon certification by the OIC of the MCSS that replacement issue is more economical than alterations and shall be approved by the individual's commander. Utility uniforms cannot be altered, so a replacement (with recovery of non-fitting utilities) is authorized. The serviceability of the recovered clothing should be inspected and gross negligence, if suspected, should be reported to the individual's command for investigation.

G. Authorized gratuitous uniform alterations will be provided using O&MMC appropriations, per Figure 2-3.

1. Alterations to uniform clothing issued or sold over the counter or by mail order by an MCSS, will be performed under a contract/agreement between the store and the alteration service provider. Requests for alterations of mail order uniform clothing must be accompanied by a copy of the mail order receipt. Some organizations that do not have access to a MCSS have local contract alteration services available.

2. If unusual circumstances prevent initial alterations at the time and place of issue or sale, a memorandum, signed by the OIC of the MCSS, identifying the garment and explaining why alterations were not accomplished shall be provided to the individual. This memorandum will authorize the alterations at government expense at the individual's next duty station. In the case of organizations that do not have access to a MCSS, the memorandum must include appropriation data to fund the alterations. If no funding appropriation is provided, gratuitous alterations will not be performed.

H. Alteration Sources

Every effort shall be made to provide all personnel proper tailoring facilities. Alterations for Reserve personnel are detailed in Chapter 8.

1. Personnel shall be advised that alterations performed at other than designated military tailoring establishments shall be the individual's responsibility and subject to strict conformance to published Marine Corps regulations.

2. Alterations made to outer uniform clothing of individuals on duty at a location where contract alteration services are not available shall be paid for by the individuals concerned. The following statement, if applicable, shall be completed by the individual and forwarded to the parent organization for reimbursement:

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"I (name, and grade) HEREBY CERTIFY that I paid the attached bill for alterations to outer uniform clothing and that such alterations were in accordance with current Marine Corps regulations.

"It is, therefore, requested that the undersigned be reimbursed in the amount of \$_____, United States currency.

"(Signature)"

3. NOTE: If foreign currency was used to pay for the alterations, an official of the United States must certify the rate of exchange (on date of payment) of United States currency against foreign currency as follows:

"I (name, position, and title) HEREBY CERTIFY that the amount of the attached bill (amount in foreign currency) does convert to \$_____, United States currency."

0224 MARINE CORPS EMBASSY SECURITY GROUP (MCESG)

Costs for alterations required for system uniform clothing issued to/purchased by enlisted Marines serving in overseas duty assignments after the initial issue and altering will be the responsibility of the individual Marine.

0225 REPAIR, LAUNDERING AND DRY CLEANING

The repair, laundering, and/or dry-cleaning of all gratuitously issued clothing items are the responsibilities of the individual. Under no circumstances will these services be provided at government expense. This policy does not pertain to organizational issues discussed in Chapter 6.

0226 MISCELLANEOUS ISSUES TO ABSENTEES, DESERTERS, PRISONERS OR PERSONNEL DISCHARGED UNDER EXCEPTIONAL CIRCUMSTANCES

022601. Issues to Marine Corps Absentees and Deserters

A. Returning absentees and deserters who return to their parent command and are awaiting adjudication that have not been transferred to the brig will be required to purchase only a minimum amount of uniform clothing items necessary to maintain acceptable standards of personal appearance; they will not be issued or required to purchase an entire new MRL of clothing. Serviceable uniform clothing should first be purchased from available stocks of recovered clothing, then from limited or substitute standard item stock or from oldest standard stock.

B. Returning absentees and deserters who voluntarily report to a nonparent command will be required to purchase a minimum amount of uniform clothing items necessary to maintain acceptable standards of personal appearance until they have been transferred to their parent command and restored to a full duty status. Serviceable uniform clothing should first be purchased from available stocks of recovered clothing, then from limited or substitute standard item stock or from oldest standard stock. When it has been determined by the commander that a returning absentee or deserter attached to another command does not have access to sufficient funds for the purchase of required clothing, a checkage sale shall be processed to provide required clothing. The

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commander who approves the checkage shall ensure that the completed NAVMC 604/604B is forwarded, by cover letter, to the commander of the individual's parent command in order that the checkage may be processed against the applicable pay record.

C. Individuals restored to a full duty status, after clothing has been recovered per Chapter 6, shall be issued those items indicated on the certificate of inventory contained in the individual's OMPF as having been recovered in a serviceable condition. If the required inventory is missing, required items will be funded by the unit whose responsibility it was to conduct the inventory; O&MMC funded vice MILPERS funded. Worn gloves, underclothing, and socks which have been recovered will not be gratuitously replaced for the individual. The quantities of clothing which will be provided the individual under this authority will not exceed the amounts contained in the current MRL.

D. Recovered clothing should be used for these issues. If recovered clothing is not available, issues may be made first from limited or substitute standard item stock, then from oldest standard stock.

E. The individual will be required to purchase those items still required after the preceding issue has been made, in order to bring the quantity of clothing in the individual Marine's possession up to the current MRL.

022602. Issues to Marine Corps Prisoners

A. When courts-martial prisoners are transferred and they do not possess the necessary traveling uniform, a suitable portion of the minimum traveling uniform (see Figure 8-1), per Chapter 8, less insignia, will be issued and accounted for as a "miscellaneous issue/replacement issue," per Figure 3-1 and Chapter 3.

B. The traveling uniform will be expended from the individual's clothing account. The expenditure document will include the individual's name, Social Security Number (SSN), and a statement to the effect that the clothing has been issued to provide a necessary traveling uniform to a court-martial prisoner.

C. Recovered clothing should be used for these issues. If recovered clothing is not available, issues may be made first from limited or substitute standard item stock, then from oldest standard stock.

D. Personnel confined to brigs on shore which are under Marine Corps jurisdiction will be required to have in their possession certain articles of individual uniform clothing as prescribed for prisoners in the particular confinement facility, per reference (1). When clothing other than that listed in the current MRL is required, the brig will notify the committing command.

E. Personnel who are in a pay status but who do not have the required items of clothing will be provided necessary articles on a cash and/or checkage sales basis. For personnel in a non-pay status that have not been properly equipped by their parent command, the brig will provide for this issue, per reference (1) using local O&MMC funds and may seek reimbursement from the parent command.

F. Prisoners granted emergency leave may be issued a portion of the minimum traveling uniform (see Figure 8-1), per Chapter 8, necessary for travel and charged accordingly. If the individual granted emergency leave is in a non-pay status, the issue rendered the individual will be expended from the account as a “miscellaneous issue/replacement issue,” per Figure 3-1 and Chapter 3. Upon return from such leave, the clothing furnished to the individual will be applied against the clothing allowance to which the individual may be entitled, or, if the individual is not entitled to a clothing allowance, the outer garments furnished will be recovered.

G. Prisoners awaiting authority to be restored to duty or awaiting action by the Judge Advocate General of the Navy or appellate review may be issued a portion of the minimum traveling uniform (see Figure 8-1), per Chapter 8 paragraph 0808, necessary to maintain acceptable standards of personal appearance. If the prisoner is in a non-pay status, the issue rendered the individual will be expended from the account as a “miscellaneous issue/replacement issue” per Figure 3-1 and Chapter 5 paragraph 0515.

H. If authority is subsequently received to restore the individual to a full duty status, the clothing issued under the foregoing authority will be deducted from the remainder of the clothing to which the individual may be entitled. If the individual is not restored to a full duty status and is not otherwise entitled to an issue of clothing, then all outer garments furnished will be recovered.

022603. Issues to prisoners/detainees from Services other than Marine Corps.

A minimum traveling uniform (see Figure 8-1), per Chapter 8, may be issued when the activity commander determines that the health and comfort or appearance of the individual warrants such an issue. Local O&MMC funds will be used for this issue and reported as an “Issue for Other Purposes.” Normally, however, individuals who surrender or are apprehended will be returned to their parent service in the clothing worn at the time of return to military jurisdiction.

022604. Issues to Personnel Discharged Under Exceptional Circumstances

A. Individuals discharged for the reasons set forth in paragraph 0505 may be issued non-distinct items from the minimum traveling uniform (see Figure 8-1), per Chapter 8 paragraph 0807, or appropriate civilian clothing for wear to their home.

B. Non-distinct uniform clothing items are the belt, buckle, shirt (without insignia), skirt, slacks, trousers, etc. The all-weather coat with insignia of grade removed may be issued at the direction of the CO when weather conditions require. The quantity and unit of issue for any item is one each. The issue rendered will be expended from the account as a “miscellaneous issue/replacement issue,” per Figure 3-1 and Chapter 5 paragraph 0515.

C. Civilian clothing is limited to trousers/slacks, sport shirt, blouse, and the like, only if required to suitably clothe the individual with respect to the season. The quantity and unit of issue for any item is one each. The cost will be charged to unit O&MMC appropriations, per reference [\(m\)](#). The decision to issue civilian clothing vice uniform clothing must be made in writing by the CO. The order will list the articles to be procured and issued and will reference this paragraph as authorization. Copies of receipts will be vouchered to the property records for record purposes

only. They will have attached thereto a receipt signed by the dischargée and a copy of the CO's order. The original receipt will be attached to the CO's order as the authority for such purchase.

0227 ISSUES TO HOSPITALIZED PERSONNEL

Issues to hospitalized personnel are authorized for enlisted Marines who are not in possession of their uniform clothing due to medical evacuation and/or hospitalization. The issue shall consist of the minimum amount of uniform clothing necessary to maintain acceptable standards of personal appearance, up to the minimum traveling uniform (see Figure 8-1), per Chapter 8 paragraph 0807. This issue includes health and comfort items such as bathrobes, slippers, shaving and dental gear. This issue will be expended as a "miscellaneous issue/replacement issue," per Figure 3-1 and paragraph 0515 (using MILPERS appropriations).

0228 ISSUE FOR THE BURIAL OF THE DEAD

Issues for the burial of the dead are authorized to Marines on active duty or other eligible decedent (excluding retired or discharged personnel), per references [\(n\)](#) and [\(o\)](#), if the decedent's uniforms are not available or suitable for burial purposes. The preferred burial uniform for deceased Marines is the blue uniform (white gloves may be obtained for damaged hands). If the blue uniform is not available, the service uniform will be used. If an issue is required, it should be made with new uniforms. Cover and shoes will not be provided.

022801. Officers

Items of system uniform clothing, such as socks, and underclothing, shall be purchased and issued by US Navy Mortuary Affairs. US Navy Mortuary Affairs can be reached at 1-866-787-0081.

A. Uniform items and accessories peculiar to officers, including the cover, appropriate grade insignia, and ribbon bars, will be provided by US Navy Mortuary Affairs. US Navy Mortuary Affairs will ship the uniform items directly to the place where they are needed.

B. The next of kin of a retired or discharged individual authorized to wear Marine Corps uniforms may purchase the necessary uniform for the decedent for burial purposes only upon presentation of DD 256, "Honorable Discharge Certificate," and DD 214, "Certificate of Release or Discharge from Active Duty," to the authorized clothing sales store. More information can be obtained from the Navy-Marine Corps Uniform Program at 1-800-368-4088.

C. Unit supply officers that have questions regarding the funding of burial uniforms per reference [\(o\)](#) should contact US Navy Mortuary Affairs at 1-866-787-0081.

022802. Enlisted Personnel

Necessary uniforms, including underclothing, socks, cap, appropriate grade insignia, and service stripes shall be purchased and issued by US Navy Mortuary Affairs. US Navy Mortuary Affairs can be reached at 1-866-787-0081.

A. Ribbons, ribbon bars, and badges will be purchased and issued by US Navy Mortuary Affairs. US Navy Mortuary Affairs can be reached at 1-866-787-0081.

B. The next of kin of a retired or discharged individual authorized to wear Marine Corps uniforms may purchase the necessary uniform for the decedent for burial purposes only upon presentation of DD 256/DD 214 to the authorized clothing sales store. More information can be obtained from the Navy-Marine Corps Uniform Program at 1-800-368-4088.

C. Unit supply officers that have questions regarding the funding of burial uniforms per reference [\(o\)](#) should contact US Navy Mortuary Affairs at 1-866-787-0081.

022803. Burial in Civilian Clothing

Upon request from the next of kin, a deceased Marine may be buried in personal civilian clothing or clothing provided by the next of kin. Civilian clothing may not be provided or reimbursed at government expense, if the next of kin refuses to use available or offered uniforms. Reimbursement for civilian clothing is allowable if a uniform is not obtainable without undue delay.

0229 REPLACEMENT ISSUES UNDER THE PERSONAL PROPERTY CLAIMS REGULATIONS

Replacement issues under the Personal Property Claims Regulations are those replacements which are made to personnel for damage, loss, destruction, capture, or abandonment of uniform clothing incident to military service, beyond normal wear and tear. Reference [\(p\)](#) provides the policy for handling personal property claims, as follows:

022901. Authorized Personal Property Claims

Claims submitted under this instruction will include only articles of individual uniform clothing. Should an individual desire to submit a claim for other personal property, a separate claim covering non-system clothing items must be submitted. Authorized personal property claims for uniform clothing are provided in Figure 2-4 following. Officers may submit a personal property claim for damaged, lost, destroyed, captured, or abandoned uniform clothing, but replacement issues are only authorized for system clothing, not officer unique commercial clothing items.

022902. Personal Property Claims Not Considered

A. Depreciation

Since replacement is made on an item basis, a depreciation factor may apply. The issuing officer merely enters the current standard cost of a replaced item under the "endorsements of issue" portion of the claim forms.

B. Losses by Postal Authorities

Claims based on the loss of property after it has been delivered to the post office for shipment to the owner do not come within the purview of this policy. Such claims are a matter for

adjudication by postal authorities under the provisions of the post office manual, or by the Judge Advocate General of the Navy under the Navy General Claims Regulations.

C. Damage to or Destruction of Uniform

Damage to or destruction of uniform clothing by battery acid, barbed wire, or sprayed paint, etc. while engaged in duties for which utility clothing is normally intended does not meet the conditions set forth in this or any other class of claim.

D. Loss or Damage When Under Owner's Control

The government's obligation does not extend to property in the custody or under the control of the owner. The owner of the property has an obligation to safeguard said property and any loss or damage caused, in whole or in part, by active or passive negligence of the owner is not payable.

E. Property Stolen From Lockers

The adjudicating authorities will not approve the replacement of clothing items stolen from a locker or other storage space unless it is determined by an investigating officer that the government was negligent in not providing a secure storage location.

F. Losses in Base/Station Laundries

Claims based on loss of clothing in Marine Corps Base (MCB)/station laundries are not payable.

G. Losses by Absentees and Deserters

Replacement of clothing, based on separation of the owners from their property because of unauthorized absence, is prohibited.

022903. Actions Required Prior to Submission of a Personal Property Claim

A. Investigation of Losses

In instances of claims for replacement of clothing that is missing, action is to be taken to show that a loss has occurred. Acceptance of the claimant's statement of the loss should be contingent upon the results of the investigation or search instituted by the investigating officer.

B. Claim Processed with Personal Insurer

The instructions contained in the preceding paragraph regarding losses recoverable from carriers are equally applicable when the property is insured. A claim for personal insurance should be processed and a copy of settlement provided before submitting a personal property claim. Damage to or destruction of uniform clothing by battery acid, barbed wire, or sprayed paint, etc.

while engaged in duties for which utility clothing is normally intended does not meet the conditions set forth in this or any other class of claim.

C. Completion of Claim Forms with or without Exhibits

Ensure that all portions of the personal property claims DD 1842, "Claim for Loss of or Damage to Personal Property Incident to Service," and DD 1844, "List of Property and Claim Analysis Chart," are complete, to include a full and complete statement of the circumstances which led to the submission of the claim.

022904. How to Submit a Personal Property Claim

Personal Property Claims, utilizing DD 1842 and DD 1844, must be submitted to the HQ, M&RA (MFP-2). Individuals may also submit personal property claims via email at hqmc.claims@usmc.mil. Claims instructions can be found at www.manpower.usmc.mil, by selecting Family, Marine and Family Programs Division (MF), Military Personnel Services, Personal Property Claims link.

022905. Processing of Personal Claims for Replacement Issue

A. Following adjudication, if the claim is authorized, proper documentation for processing with the NAVMC 604/604B will be provided by HQ, M&RA (MFP-2). System uniform clothing items listed on the current MRL will be denied for personal property claim cash reimbursement and thus will be authorized for gratuitous replacement issue via a NAVMC 604/604B (using Functional Account Number (FAN) 72048), per Figure 3-1. The issue of items other than those authorized by the claim is not authorized.

B. Once replacement issue has been effected on the approved claim, an authorized clothing officer will endorse the claim indicating the action accomplished, as well as ensure completion of the NAVMC 604/604B. The clothing so issued will be expended from the account and documented as a "Personal Property Claims Issue," per Figure 3-1. A copy of the personal property claim should be filed with the NAVMC 604/604B.

022906. Distribution of Personal Property Claims Forms

A. Every effort will be made to settle all claims by initially affecting a complete issue as indicated by the approved claim. In those cases when the claim can be settled with the first issue, the original of the personal property claim will be retained by the clothing officer to support the clothing officer's retained copy of the NAVMC 604/604B documenting the clothing issued. One completed copy of all documents will be furnished to the activity commander, for proper documentation per Chapter 3. Copies of all completed documents shall also be forwarded to HQ, M&RA (MFP-2).

B. In those cases when only a partial issue can be affected at the first attempted settlement of the claim, the clothing officer making the partial issue will cause three additional certified copies of the claim to be prepared. The clothing officer will indicate such partial issue by

endorsing the personal property claim accordingly. The quantity issued will be documented on the NAVMC 604/604B. Distribution of applicable documents will be as follows:

1. Two certified copies of the NAVMC 604/604B and personal property claim forms will be forwarded to the activity commander; one copy to be provided to service member and a copy for the official files of the organization. The activity commander will prepare a new NAVMC 604/604B for issue to the individual for the items that were not available for issue.

2. One certified copy of the completed NAVMC 604/604B and personal property claim form will be submitted to HQ, M&RA (MFP-2).

3. The original completed NAVMC 604/604B will be retained by the clothing officer to support the retained copy of the reported transaction.

C. In those unusual circumstances when a claim is not settled by two partial issues, the clothing officer making the second partial issue will prepare three additional certified copies of all the documents and make distribution of the claim forms as prescribed for partial issues.

Type of Allowance	Conditions of Entitlement
Initial Permanent Duty Civilian Clothing Allowance	1. Must be individual's permanent duty station. 2. Individual must be required to wear civilian clothing more than 50% of the time. 3. Must be individual's first year of assignment. 4. Effective date is the date of assignment to authorized duty. 5. Allowance will not be paid again unless there is a 1 year break in authorized duty. Instead, individuals may be authorized a Civilian Clothing Replacement Allowance. 6. Individual must have more than 6 months of obligated service remaining and it is anticipated that individual will continue to serve in a qualifying duty for more than 6 months. Reservists are not entitled to this allowance unless they serve on extended active duty (more than 6 months continuous active duty). 7. If individual received a TAD Civilian Clothing Allowance within the preceding 12 months of commencing a qualifying permanent duty assignment, individual will be entitled to the difference between the TAD allowance amount received and the Initial Permanent Duty Civilian Clothing Allowance. 8. Officers are not entitled to this allowance unless assigned to a permanent duty station located outside the U.S.
Civilian Clothing	1. Individual must have received the Initial Permanent Duty Civilian Clothing Allowance and serve more than 1 year in authorized duty. 2. If reassigned to a qualifying duty, time since last payment of an Initial Permanent Duty Civilian Clothing Allowance must be less than 3 years. 3. If individual has a break between qualifying

Replacement Allowance	assignments, break must be less than 12 months. 4. If 2 or 3 above pertain, effective date is date reassigned or the anniversary of the date of any previous civilian clothing allowance, whichever occurs later. 5. Individual must have more than 6 months of obligated service remaining and it is anticipated that individual will continue to serve in qualifying duty for more than 6 months.
Temporary Additional Duty (TAD) Civilian Clothing Allowances	1. Individual must be required to wear civilian clothing more than 50% of the time while TAD for 15 days in a 30-day period or 30 days in a 36-month period (consecutive or cumulative). 2. The 15-day qualification does not apply to EOD and MWD handler personnel, Defense Courier Service couriers, and On-Site Inspection Agency military personnel, who receive the Long Term TAD Civilian Clothing Allowance for 30 days upon their initial TAD travel requirement. 3. Maximum amount payable for all TAD performed in any 36-month period will not exceed the maximum prescribed for the 30-day period. The 30-day allowance payment will be less any amount paid within the past 36-month period for TAD. 4. Not authorized to Marines who received an Initial Permanent Duty Civilian Clothing Allowance or a Civilian Clothing Replacement Allowance within 12 months of performing a qualifying period of TAD. 5. Reservists are not entitled to this allowance unless they serve more than 6 months continuous active duty. 6. Officers are not entitled to this allowance unless assigned to a permanent duty station located outside the U.S.

Figure 2-1. Civilian Clothing Monetary Allowances Conditions of Entitlement.

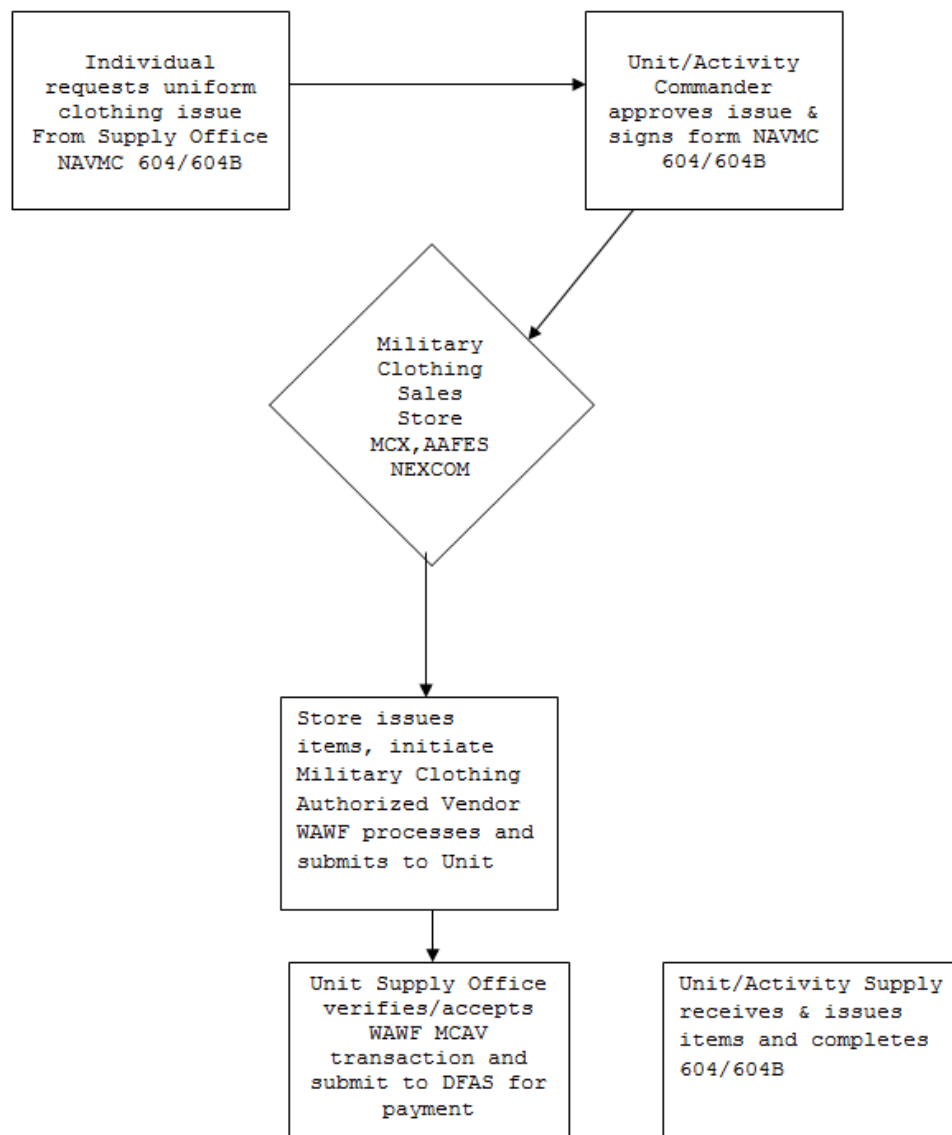


Figure 2-2. Uniform Clothing Issue Process.

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<u>Item</u>	<u>Activity</u>	<u>Occasion</u>	<u>Funding Source</u>
Alteration (If cost is less than 50% U/P)	Altered for Fit	1. Initial clothing allowance. 2. Supplementary allowance. 3. Personal property claims replacement. 4. Up to 6 months after reporting to the first permanent duty assignment following initial training when: a. Individual's profile changes. b. Replacement issue is made upon discovery of defective uniform clothing items. 5. New purchase. 6. Recovered clothing purchase. 7. Other clothing issues, per paragraph 2009 preceding. 8. Organizational/CTEP issue. 9. Specific return from combat.	O&MMC O&MMC O&MMC O&MMC O&MMC O&MMC O&MMC O&MMC O&MMC
Grade Insignia	Issued	1. Initial clothing allowance. 2. Supplementary allowance. 3. Personal property claims replacement. 4. First promotion to grade; additionally, (5) pairs of plastic Marine Corps grade insignia will be issued gratuitously upon promotion and (1) pair of plastic Navy grade insignia for each combat utility coat issued to authorized Navy personnel serving with Marine units and upon promotion. 5. Other clothing issues, per paragraph 2009 preceding. 6. Meritorious promotions during recruit training (service coats and shirts). 7. Organizational/CTEP issue. 8. Specific return from combat.	O&MMC O&MMC MILPERS O&MMC MILPERS O&MMC O&MMC MILPERS

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Grade Insignia	Sewn On	1. Initial clothing allowance. 2. First supplementary allowance issue. 3. Personal property claims replacement. 4. Up to 6 months after reporting to the first permanent duty assignment following initial training when: a. Individual's profile changes. b. Replacement issue is made upon discovery of defective uniform clothing items. 5. Other clothing issues, per paragraph 2009 preceding. 6. Meritorious promotions during recruit training (service coats and shirts). 7. Organizational/CTEP issue. 8. Specific return from combat.	O&MMC O&MMC O&MMC O&MMC O&MMC O&MMC O&MMC O&MMC
Martial Arts Belt	Issued	1. As qualified or replaced. 2. Personal property claims replacement 3. Other clothing issues, per paragraph 2009 preceding. 4. Organizational/CTEP issue. 5. Specific return from combat.	O&MMC MILPERS MILPERS O&MMC MILPERS
Name/Service Tapes	Issued	1. Initial clothing allowance. 2. Supplementary allowance. 3. Personal property claims replacement. 4. Other clothing issues, per paragraph 2009 preceding. 5. Organizational/CTEP issue. 6. Specific return from combat.	MILPERS MILPERS MILPERS MILPERS O&MMC MILPERS
Name/Service Tapes	Sewn On	1. Initial clothing allowance. 2. Supplementary allowance. 3. Personal property claims replacement. 4. Other clothing issues, per paragraph 2009 preceding. 5. Organizational/CTEP issue. 6. Specific return from combat.	O&MMC O&MMC O&MMC O&MMC O&MMC O&MMC
Service Stripes Trouser Stripes	Issued	1. Initial clothing allowance. 2. Supplementary allowance. 3. Upon reaching time-in-service (service stripes). 4. First promotion to NCO (trouser stripes). 5. Personal property claims replacement. 6. Other clothing issues, per paragraph 2009 preceding. 7. Organizational/CTEP issue. 8. Specific return from combat.	O&MMC O&MMC O&MMC O&MMC MILPERS MILPERS O&MMC MILPERS

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Service Stripes Trouser Stripes	Sewn On	1. Initial clothing allowance. 2. First supplementary allowance. 3. Personal property claims replacement. 4. Other clothing issues, per paragraph 2009 preceding. 5. Organizational/CTEP issue. 6. Specific return from combat.	O&MMC O&MMC O&MMC O&MMC O&MMC O&MMC
Waistplate w/ Insignia	Issued	1. Initial clothing allowance. 2. Supplementary allowance. 3. First promotion to grade while in billet requiring the wear of blue uniform. 4. Personal property claims replacement. 5. Other clothing issues, per paragraph 2009 preceding. 6. Organizational/CTEP issue. 7. Specific return from combat.	MILPERS MILPERS O&MMC MILPERS MILPERS O&MMC MILPERS

Figure 2-3. Uniform Accessories and Alterations.

<u>Claim Type</u>	<u>Major Elements Considered or Required</u>
Claims in General	1. Proximate cause of the loss, damage, destruction, or abandonment was the negligent act or omission of agents or employees of the government acting within the scope of their employment. 2. Loss, damage, destruction, or abandonment occurred incident to the service of the claimant.
Losses at Assigned government Quarters or Other Authorized Places	1. Damage or destruction caused by fire, flood, hurricane, or an occurrence of equally serious importance. 2. Location must be designated by superior authority for the reception of the damage or destroyed property. 3. Loss of property through pilferage, theft, or damage when the property is located at a place designated by superior authority for the reception of such property, such as a warehouse, hospital, or baggage dump, or losses or damage arising from the separation of the owner from this property by reason of emergency hospitalization or similar emergencies where the government is obligated to secure and safeguard the property. 4. There existed an obligation on the part of the government, or its agents or employees to safeguard the property of the claimant.
Theft from Possession of Claimant	1. Positive evidence must exist to establish that the claimant exercised due care in the protection of such claimant's clothing and that a larceny, burglary, or housebreaking has occurred. 2. Location must be in assigned government quarters or other authorized place designated by superior authority for the reception of the stolen property.
Transportation and Storage	1. Travel, storage, or shipment involved was either under

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Losses	orders, in connection with orders, or in the performance of military duty. 2. No element of negligence on the part of the claimant exists when the loss arises while the property is in the claimant's personal custody and/or incident to transportation by a private conveyance. 3. Loss, damage, or destruction arises incident to the act of transportation, storage, or shipment of the property. 4. Losses while traveling under orders authorizing a delay en route, when items are in the custody of a Marine owner (or carrier) at the time of loss, damage, or destruction.
Unusual Occurrence	1. Damage or loss must be a direct result of extraordinary risk, differentiated from normal risk. 2. Property is subjected to this risk by the performance of official noncombatant duties by the claimant. 3. Official noncombatant duties included efforts to save government property or human life, or performance of duty in connection with civil disturbances, public disorders, and public disasters. 4. Property has been abandoned or destroyed as opposed to discarded, when such abandonment or destruction was ordered by superior authority or necessitated by military emergency. "Abandonment" is not to be interpreted to cover the act of discarding property.
Property Used for the Benefit of the government	Property (so used or held for use for the benefit of the government at the direction or request of superior authority or by reason of military necessity) is not being used for the purpose for which it was intended.

Figure 2-4. Authorized Personal Property Claims.

VOLUME 13: CHAPTER 3

"CLOTHING ACCOUNTING AND RECORD KEEPING"

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 3

CLOTHING ACCOUNTING AND RECORD KEEPING

0301 GENERAL

This chapter contains policy and procedures for proper accounting, documentation, and other record keeping activities required for the administration of clothing allowance and other issues.

0302 FISCAL ACCOUNTING

030201. Most personal clothing allowances and issues authorized by HQMC are funded using MILPERS or Reserve MILPERS appropriations and require fulfillment of additional fiscal accounting activities. Other personal clothing issues may be directed locally by the unit/organization commander and are funded using local O&M MC appropriations.

030202. HQMC Funded Allowances and Issues

Authorized allowances and issues are currently assigned FANs, per reference [\(q\)](#). FANs for clothing allowance issues are listed in Figure 3-1. The FAN is provided on the NAVMC 604/604B, per paragraph 0303, and issues are typically made at an authorized MCSS, per Figure 2-2. MCBul 7301 will provide a standard document number (SDN) and line of accounting (LOA) required for clothing purchases and reimbursement. A matrix table will be provided via the Bulletin with the SDN/LOA that will be used by the clothing stores to create the voucher to be submitted to DFAS for reimbursement. Units/organizations that do not have access to a MCSS can requisition items through the supply system using a MILSTRIP document with the proper SDN/LOA and a Signal Code B.

030203. The authorizing unit/organization will provide all necessary issue information on the NAVMC 604/604B, per paragraph 0303 following. Required information includes the appropriate FAN, which identifies that MILPERS appropriations should be used to fund the issue. Officers or any other person as delegated by the local CO may sign NAVMC 604/604Bs, as these forms authorize the expenditure of government funds.

030204. Unit/Organization Funded Issues

Issues requiring O&M MC funding must be funded using local O&M MC appropriations. Units/organizations will either authorize issue via the NAVMC 604/604B at an MCSS or order clothing items via the supply system, per Figure 2-2. However, when using the NAVMC 604/604B for an O&M MC funded issue, complete unit appropriation, including a full SDN/LOA, must be provided, per paragraph 0303. Only officers may sign NAVMC 604/604B, as these forms involve the direct expenditure of government funds.

0303 DOCUMENTATION OF ALLOWANCES

Clothing allowance and other issues must be documented on either a HQMC approved local accounting form or a NAVMC 604/604B. The NAVMC 604 (Men's) is identical to the NAVMC 604B (Women's), except for different item lists.

030301. Recruit Training Issues

In lieu of a NAVMC 604/604B for each individual recruit, a roster of all recruits to receive each phased clothing issue may be used by the MCRDs to support items issued. Recruits will sign a receipt to document all items issued.

A. Separate rosters will be prepared by FY and active or reserve component to charge the correct MILPERS/Reserve MILPERS account. The current active duty date (date of last entry for active duty with the Marine Corps) and the names of each Marine will be entered on the appropriate roster.

B. For each Marine who cannot be provided the complete initial issue, a mechanized due-member (DM) form must be inserted on top of the enlistment contract of the transferring individual's OMPF to bring attention to the gaining command of the required subsequent issuance, must be prepared. To ensure all initial issues are charged to the appropriation applicable at the time of entitlement, the words "CHARGE TO FY__ APPROPRIATION" will be annotated on the bottom margin of the DM form.

1. Appropriation data applicable at the time of entitlement will be reflected on the mechanized DM form. To ensure that all initial clothing allowance issues are charged to the appropriation applicable at the time of entitlement, the current active duty date (CURR ACUD) of the Marine will also be entered on the DM form. The forms will be prepared in an original only and will be headed "Due Individual to Complete Initial Issue." The form will be signed by the Depot Clothing Officer or another officer authorized in writing to approve such requisitions and will be inserted on the document side of the individual's OMPF. Items not furnished because of the requirement for special order clothing will be indicated by the notation "SPEC ORDER" which will be shown next to the affected item.

2. If the amounts due the individual cannot be furnished completely by subsequent issue, the foregoing procedures will be repeated, ensuring that all data required is included on the DM form.

3. Commanders will ensure that the foregoing procedures are carefully followed, inasmuch as the mechanized DM form filed in the individual's OMPF constitutes the only authority to make subsequent issues in fulfillment of the individual's Initial Issue at follow-on duty stations.

4. All clothing that is due the individual, including special measurement clothing/footwear, that arrives after the individual has transferred from the MCRD, will be forwarded to the individual's new command for issue. The new command will complete the issue and the DM form and return it to the applicable MCRD. To alleviate delays in delivery of DM clothing and return of receipts required to support stores accounting records, the MCRD must notify the individual's new command to coordinate shipment and receipt. The subject items will be dropped from MCRD's inventory upon shipment and receipt of the completed DM form.

030302. Officer Training Issues

Issues to candidates attending OCS will be documented on the NAVMC 604/604B and charged to the appropriate FAN.

A. The original NAVMC 604/604B will be provided to OCS for inclusion in the individual's OMPF. Enter in Block/Item 18 of the DD 214, "I understand that while I am serving my remaining reserve obligation for military service I am required to maintain all of my individual uniform clothing items for a minimum of 90 days from my discharge."

B. A copy will be retained by the issuing officer.

C. A copy will be furnished to the individual concerned.

0304 SPECIAL INITIAL CLOTHING ALLOWANCES ISSUE TO NAVY PERSONNEL

Issues to authorized Sailors are made at Field Medical School (FMS), typically via the local MCSS, and individual units per Figure 2-2. In lieu of a NAVMC 604/604B for each individual FMS student, the MCSS may use a roster of all students to support a Summary NAVMC 604/604B covering all students and all items issued. MCSSs will follow those instructions provided for bulk recruit issues, per paragraph 0303, substituting "Initial Clothing Allowance" with "Special Initial Clothing Allowance."

0305 CASH CLOTHING ALLOWANCES

Cash Clothing Allowances are documented via unit diary entry and recorded in the member's military pay account.

0306 SUPPLEMENTARY CLOTHING ALLOWANCE AND OTHER HQMC FUNDED CLOTHING ISSUE

Supplementary Clothing Allowance issues and other HQMC funded clothing issues will be documented on a NAVMC 604/604B.

030601. Unit/Organization Responsibilities

Commanders at the battalion/squadron or equivalent level for independent units/organizations will ensure the NAVMC 604/604B is completed properly before sending an authorized individual to a supporting MCSS to receive the allowance issue. Only officers designated in writing by the commander may sign NAVMC 604/604Bs, as these forms authorize the expenditure of government funds. It is not the MCSS's responsibility to ensure that the correct allowance quantities are provided on the NAVMC 604/604B. This responsibility rests solely with the commander. Copies of individual's orders/web orders must be provided with the NAVMC 604/604B to assist the MCSS with authorized issues. When an allowance issue is authorized for an activity not supported by an MCSS, the signed NAVMC 604/604B will be used to support a requisition through the supply system. The following sections on the NAVMC 604/604B must be completed.

- A. Recipient name, grade, date of authorization, and current active duty date (date of last entry for active duty).
- B. Authorized quantity per item to be issued, per reference (j).
- C. Type of issue (initial, supplementary, or replacement) and appropriate FAN.
- D. Reference the paragraph number from this Volume, enclosure and page number from reference (j) or other HQMC/PMCUB authorization and T/O number or UIC, if applicable, which authorizes the allowance.
- E. Complete unit address (unit office stamp with address is permitted).
- F. Unit/organization CO's signature or designee authorized in writing to sign by-direction of the CO. This signature certifies that the requesting individual's record has been checked and the individual is authorized to the clothing allowance issue. A letter identifying the individual authorized to sign the forms and their sample signatures must be provided to the supporting MCSS.
- G. CO's or other authorized individual's printed name and rank.
- H. Grade insignia, service stripes, trouser stripes, and waist plates may be issued in conjunction with a Supplementary Clothing Allowance (if applicable) at government expense under the specific circumstances described in paragraph 0223; however, a separate NAVMC 604/604B with O&M MC appropriation must be provided to the MCSS. After the clothing is received and issue is made, a copy of the NAVMC 604/604B will be forwarded to the unit administrative section for appropriate documentation in the individual's OMPF, per paragraph 0308.

030602. MCSS Responsibilities

MCSSs retain a copy of the NAVMC 604/604B with an accompanying financial voucher to support expenditure from the MILPERS and Reserve MILPERS appropriations. Copies may be maintained electronically (on diskette or CD) and should be retained for a minimum of 6 years and 3 months from date of issue. A copy will be forwarded to the individual's commander for retention in the individual's OMPF. The appropriate data from the NAVMC 604/604B will be transferred to a SF 1034, "Public Voucher for Purchases and Services Other Than Personal," for fiscal processing. The MCSS will require a separate NAVMC 604/604B with O&M MC appropriation for authorized grade insignia, service stripes, trouser stripes, or waist plates, per Chapter 2 paragraph 0223.

0307 UNIT/ORGANIZATION FUNDED CLOTHING ISSUES

030701. Unit/Organization Responsibilities

Commanders at the battalion/squadron level or equivalent level for independent units/organizations will ensure the correct SDN/LOA/Tactical Address Code (TAC) combinations are provided on the NAVMC 604/604B to identify the appropriate O&M MC fund to bill for the issue, per reference (q). Commanders will also ensure that the complete unit address is provided and

that the form is signed, either by himself/herself or by direction of the CO. Only officers designated in writing by the commander may sign NAVMC 604/604B, as these forms authorize the expenditure of government funds. This signature certifies that the requesting individual's record has been checked and the individual is authorized to the clothing issue. The individual will then be issued the clothing by the unit or sent to the local MCSS for issue, per Figure 2-2.

030702. MCSS Responsibilities

If a MCSS is used to make the O&M MC funded clothing issue, the store manager will verify that O&M MC appropriation data is provided on the NAVMC 604/604B and that the form is signed by the individual's CO or other officer authorized in writing to sign by-direction of the CO, prior to making the issue. The O&M MC appropriation data will be transferred to an SF 1034 for fiscal processing. After issue action is completed, the signed NAVMC 604/604B will be used by the MCSS to support the requisition/issue.

0308 INDIVIDUAL CLOTHING RECORDS AND INVENTORIES

030801. Clothing allowance and other clothing issues must be further documented on a NAVMC 631/631A and maintained in the individual's OMPF, per reference [\(r\)](#). Other activities, including individual uniform clothing inventories, must also be documented on the NAVMC 631/631A. Responsibility for the preparation and maintenance of clothing records rests directly with the activity commander; however, details of administration may be delegated to appropriate assistants. Care shall be exercised by all personnel having official access to the records to prevent unauthorized entries.

030802. The Inspector General, Marine Corps inspects OMPFs for proper maintenance of these forms. The NAVMC 631/631A may be downloaded from the Marine Corps Electronic Forms System (MCEFS), per paragraph 0301. The NAVMC 631A (Women's) is identical to the NAVMC 631 (Men's), except for different items lists. Instructions for preparation and maintenance of NAVMC 631/631A, are as follows:

A. NAVMC 631/631A has been designed for use in both the Regular and Reserve Establishments; however, columns 1 through 4, inclusive, and certificate numbers 1 and 2 apply only to clothing furnished to personnel of the Marine Corps Reserve under the replacement in-kind process. Additional details for use by the Reserve Establishment are provided in Chapter 8. Careful attention should be given to the columns and certificates to ascertain their applicability. An inventory and proper documentation on a NAVMC 631/631A is required for the following activities (in the columns and with the certificates indicated):

B. Issues to reservists, recalled retirees, and other individuals reporting for extended active duty (column 5, certificate 3), per Chapter 8

Per paragraph 070905, when an SMCR individual is ordered to extended active duty (more than 6 months of active duty), the SMCR activity commander will conduct a departing inventory. Incoming inventories and issues to other activated reservists will be conducted by the Mobilization Support Battalion and/or GFC per Chapter 8.

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C. Supplementary Clothing or Special Initial Clothing Allowance issues (column 6, certificate 4), per reference (j) and organizational issues of personal retention items (column 7, certificate 4), per Chapter 7

If the individual does not have a NAVMC 631/631A at the time of issue, a new one will be established. Indicate the type of issue (Supplementary Allowance, Special Initial Clothing Allowance, or personal retention item) under the appropriate column of the certificate. The duplicate NAVMC 604/604B used to document the issue may be destroyed after the preceding entries have been made and verified. The NAVMC 631/631A must be maintained for a minimum of 3 years from the date of detachment from the organization where the issue occurred. Certificate 4 may also be used to document inventories of allowance or personal retention items on hand.

030803. Activities Related to Transfer to and From Combat Areas, are as Follows:

A. Clothing placed in storage at a clothing control point prior to transfer to a combat area (column 8, certificate 5), per Chapter 8. A copy of the NAVMC 631/631A will be placed in the storage container. In the event that the clothing is received for storage at a point wherein it will require further transfer to a PEBC, the officer will so indicate on certificate 5, as follows: "Received at (indicate organization). To be forwarded for storage at (indicate appropriate PEBC)."

B. Clothing taken to a combat area, i.e. not placed in storage (column 9, certificate 5). Completion of these sections will provide data which might subsequently be required to effect replacement of such articles, when appropriate.

C. Stored clothing returned to individuals upon arrival from a combat area, as required for further processing, either directly or via shipment (column 10, certificates 5A or 5B).

D. Minimum traveling uniform (see Figure 8-1) issues made to individuals who are hospitalized or otherwise displaced from their clothing upon return from a combat area (column 11, certificate 4), per Chapter 8.

030804. Miscellaneous issues, to include minimum traveling uniform (see Figure 8-1) issues to absentees, deserters, prisoners, hospitalized personnel (other than combat returnees), and issues for the burial of the dead (column 12, certificate 4). When issues are made to USMC absentees and deserters restored to a full duty status, a copy of the certificate will be made to support the supply officer's retained copy of the expenditure document used to expend the clothing so issued.

030805. Exit inventory and required counseling upon release from active duty or discharge (column 14, certificate 6), per paragraphs 0309 and 0502. Prior to affecting the release of an individual from active duty, unit/activity commanders must ensure that a clothing inventory is conducted and recorded and that the NAVMC 631/631A is forwarded with the OMPF when an individual is released from active duty.

030806. Miscellaneous activities, such as replacement issues (i.e. Special Blue Uniform Replacement Allowance,) and other unique issues (column 15). This blank column is provided to allow for the incorporation of additional information as might be required. The recovery

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of unserviceable items to be replaced will be recorded in the blank space for column 15 (i.e., the title for column 15 will read "Recovered Supplementary Blues").

030807. A NAVMC 631/631A is not required to show evidence of receipt of the Initial Issue at recruit training.

030808. After entries to the NAVMC 631/631A have been made from a copy of a NAVMC 604/604B or a copy of the shipping document, the copies of the NAVMC 604/604B or the shipping document will be removed and destroyed.

030809. In those cases when it becomes necessary to establish a new NAVMC 631/631A, such as any time a form is found to be missing or the form begins to appear illegible due to numerous entries or damage, a new inventory will be conducted. If any required items are found to be missing during the inventory, the commander will conduct an investigation to determine whether there is fault or negligence on the part of the individual for not maintaining the MRL of clothing. If a NAVMC 631/631A exists, all applicable information from previous supplementary allowance issues will be transferred to the new record.

0309 ADDITIONAL CLOTHING INSPECTIONS

Commanders shall make inspections to ensure that personnel have in their possession all required items of individual uniform clothing and that these items are in a serviceable condition. Required items of individual uniform clothing are those which constitute the MRL, per Chapter 2, paragraph 0218, plus any additional items issued as supplementary or special initial clothing allowance and required to be possessed and maintained by the individual. Commanders shall direct the replacement of any required clothing found to be in an unserviceable condition. In addition to inspecting uniform clothing of individuals during the inventories detailed in paragraph 8 preceding, inspections shall be conducted under the following circumstances:

030901. Inspections shall be conducted immediately upon attachment of an individual.

030902. Inspections shall be conducted at periodic intervals, for fit and condition, during the individual's assignment to the organization.

030903. Commanders are responsible for the proper fit of uniform clothing on personnel under their command and shall ensure that all alterations, either at government expense or at the expense of the individual, conform to the intent of these regulations and reference [\(k\)](#). The wearing of improperly fitted or altered uniform clothing is prohibited.

030904. Commanders shall give particular attention to recently graduated recruits immediately upon their attachment to their organizations to identify individuals who may have experienced profile changes to the extent that additional alterations of the service uniforms are required, per paragraph 0223.

030905. Commanders from the MCRDs, OCS, and FMS shall designate representatives to act as witnessing officers for sales and issues to recruits, officer candidates, and students.

030906. It is recommended that commanders conduct an annual seabag inspection for each individual, in conjunction with the anniversary month of his/her enlistment, to reinforce responsible management of the annual CRA payment.

0310 TRANSFER FROM UNIT/ORGANIZATION

031001. Commanders shall ensure that individuals being transferred or discharged have in their possession all of the clothing items listed in the current MRL and any authorized supplementary clothing allowance issues (except as specified in paragraph 0219), and that all such items are in a serviceable condition. Authorized supplementary clothing allowance issues would include all of those made during the current assignment and any previous assignment issues made within 3 years. In the event that an individual is being transferred from an overseas command not supported by an MCSS, this requirement may be waived until the individual reaches the new duty station.

031002. Commanders shall ensure that all documents relating to supplementary clothing allowance issues are inserted on top of the enlistment contract of the transferring individual's OMPF prior to transfer. In those cases where a complete issue was not made prior to transfer of the individual, insert a duplicate copy of the NAVMC 604/604B on top of the enlistment contract of the transferring individual's OMPF, listing the items due the individual to complete the supplementary clothing allowance issue. The form will be removed upon arrival at the new unit so that remaining items may be issued.

FAN	ALLOWANCE	DESCRIPTION
72042	Initial Clothing Allowance (Male)	This FAN includes: Initial Issues to male recruits. Replacement issues for active duty male enlisted personnel for profile changes up to 6 months after reporting to the first permanent duty station. Initial Issue to male enlisted musicians of the U.S. Marine Band. Reduced Initial Issue to male reserve reenlistees. Reduced Initial Issue to male commissioned officers or warrant officers (if applicable). Reduced Initial Issue to unsuccessful male officer candidates assigned to further duty in an enlisted status. Reduced Initial Issue to male prisoners restored to duty. This FAN does not include officer procurement programs (FAN 72049), female recruits or other initial female issues (FAN 72057), or Replacement Initial Clothing Issues/Minimum Combat Load (MCL) Issues to enlisted reserve personnel/other activated personnel on extended active duty (more than 6 months of active duty) (FAN 72060).
72043	Supplementary Clothing Allowance (Active Duty)	Extra clothing allowances, per reference (i). This FAN includes: Blue dress uniform allowance issues and replacement blue uniform allowance issues (specific MOS's only). Utility uniform allowance issues. Maternity uniform issues. Other miscellaneous supplementary uniform issues to authorized enlisted personnel. Since all issues of this type cannot be provided a separate FAN for reporting purposes, those issues that are otherwise authorized, but are not specifically described in paragraph 2008, will be identified with this FAN.
72047	Special Initial Clothing	Initial Issues to Navy personnel serving with Marine Corps units. This FAN

	Allowances to Enlisted Navy Personnel	includes: Special Initial Utility Uniform Allowance (SIUUA) Special Initial Service Uniform Allowance (SISUA) to both active duty and reserve Enlisted Navy personnel serving with Marine Corps units.
72048	Miscellaneous Issues/Replacement Issues	This FAN includes: Replacement issues to combat returnees (to include POW's). Replacement issues to hospitalized personnel. Replacement issues for the burial of the dead. Claims authorized by the Personal Property Claims Regulations of the JAG Manual. Replacement issues to absentees and deserters restored to full time duty. Replacement issues to prisoners.
72049	Initial Clothing Allowances for Officer Programs	This FAN includes: Platoon Leader's Class (PLC). Officer Candidates Course (OCC). Enlisted commissioning programs (active and reserve). NROTC Marine-Option. Service academy training at OCS for both men and women.
72053	Replacement Issues Incident to Military Service in a Combat Area (See Chapter 7)	This FAN includes replacement issues for clothing items destroyed, damaged, lost, abandoned, captured, or otherwise rendered unusable incident to military service in a combat area, if the loss was not caused by any fault or negligence of the member. The unit's MSC commander must approve the issues and sign the NAVMC 604/604B.
72057	Initial Clothing Allowance (Female)	This FAN includes the same issues as detailed in FAN 72042, except this FAN is to be used only for females. This FAN does not include officer procurement programs (FAN 72049) or Replacement Initial Clothing Issues/Minimum Combat Load (MCL) Issues to enlisted reserve personnel/other activated personnel on extended active Duty (more than 6 months of active duty) (FAN 72060).
72060	Replacement Initial Clothing Issues or Minimum Combat Load Issues to Mobilized Enlisted Reservists and other Activated Personnel on Extended Active Duty (more than 6 months of active duty) (both male and female) (See Chapter 7)	This FAN includes replacement issues to authorized activated personnel, including civilians serving with Marine Corps units.

Figure 3-1. Clothing Allowance Functional Account Numbers (FANs)

VOLUME 13: CHAPTER 4

“CLOTHING SOURCES OF SUPPLY”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 4

CLOTHING SOURCES OF SUPPLY

0401 GENERAL

This chapter provides information on the authorized sources of supply for uniform clothing, to include organizations and retail store that issue and/or sell uniform clothing items. It also describes responsibilities for each source of supply.

040101. These procedures apply to authorized organizations that provide uniform clothing or clothing support services to Marines and Sailors serving with Marines. Additional contracts and agreements, with sources of supply external to the Marine Corps, apply.

040102. There are two types of uniform clothing items made available through authorized sources of supply for issue or sale to authorized personnel.

A. Marine Corps Supply System Items

Supply system items are those items available for requisition through the Marine Corps authorized supply system for sale or issue at FY established prices with no price mark-up. System items can be either sold or issued to authorized personnel and include Initial Clothing Allowance (seabag) issues and Supplementary Clothing Allowance issues. Prices are established annually by DLA or another HQMC authorized provider.

B. Commercial Non-System Items

Commercial non-system items are those items procured from commercial sources outside of the Marine Corps supply system for sale at a profit, i.e. at marked-up prices per Chapter 5. Commercial non-system items include optional items (per references (c) and (j)) officer uniform items, and required uniform items that are not available through the supply system (i.e., certain personal items, shoes, etc.). For those required items that are not available through the system, a Cash Clothing Allowance is provided per Chapter 2.

0402 SOURCES OF SUPPLY

Authorized system and non-system uniform clothing items may be obtained from any of the following sources:

040201. Marine Corps Exchange (MCX)

In 1981, the United States Congress directed that the three exchange systems (MCX, NEXCOM, and AAFES) take over the uniform clothing cash sales functions for the services. MCSSs operated by MCXs perform these functions at most MCBs and stations. The Business and Support Services Division, M&RA Department, Headquarters Marine Corps, Quantico, Virginia (CMC (MR)) oversees the MCCS operation, management, and supervision of all Marine Corps MCSS facilities, excluding those in Okinawa, which are operated and managed by AAFES, per

paragraph 0405. CMC (MR) also provides oversight to the MCCC mail-order program provided by the Navy Uniform Support Center, Chesapeake, VA, per paragraph 0404.

A. Military Clothing Sales Store (MCSS)

MCSS facilities are authorized to stock and sell supply system uniform clothing, commercially procured non-system military uniform items to support the mission of the installation, and ICCE, in accordance with specific guidance provided by DC I&L. MCSS facilities may also stock and sell (space permitting), non-related military logo items that enhance morale and esprit de corps.

B. MCSSs are established at each of the following bases and stations:

1. Henderson Hall HQMC, Arlington, VA.
2. Marine Corps Air Ground Combat Center (MCAGCC) 29 Palms, CA.
3. Marine Corps Air Station (MCAS) Beaufort, SC.
4. MCAS Cherry Point, NC.
5. MCAS Iwakuni, Japan.
6. MCAS Miramar, CA.
7. MCAS Yuma, AZ.
8. MCB Camp Allen, Norfolk, VA.
9. MCB Camp Lejeune, NC.
10. MCB Camp Pendleton, CA.
11. MCB Kaneohe Bay, HI.
12. Marine Corps Logistics Base (MCLB) Albany, GA.
13. MCLB Barstow, CA.
14. MCRD Parris Island, SC.
15. MCRD San Diego, CA.
16. MCB Quantico, VA.

C. Organizations supported by a MCSS may requisition system items for issue to authorized personnel.

D. Retail Clothing Outlets have been consumed and operated by MCX MCSS to include the management of the initial issues to recruits candidates attending OCS, and personnel deploying as part of the MCESG.

E. MCX MCSS also sell system items to individuals, sales are done by cash or check; credit cards are accepted. Checkage sales are also authorized when purchase by cash sales would create a personal hardship, as certified by the individual's CO on a NAVMC 604/604B.

F. MCX MCSS are responsible for maintaining stock and inventory records, making issues/sales to authorized customers, and reporting transactions to MARCORLOGCOM. Replenishment of clothing stocks will be accomplished by submitting MILSTRIP requisitions to DLA or other HQMC authorized source of supply.

G. Organizations supported by a MCX MCSS may use O&M MC funds via O&M MC appropriation data to requisition system items in bulk for issue to authorized personnel.

H. Many MCSS operations share sales areas with other MCX activities that sell MARCORSYSCOM approved commercial non-system uniform items. The central stocking points for commercial uniform clothing items are The Basic School Uniform Shop at Camp Barrett, MCB Quantico, VA for male and female items, and the MCXs at MCB Camp Lejeune and MCB Camp Pendleton for male only items.

1. The depth of stock and selection of commercially procured items at these central stocking points are designed to provide full support to Marines throughout the Marine Corps through direct purchase, individual mail order, or special orders placed through other MCX resale operations.

2. Other MCX resale operations may purchase commercial uniform clothing items from these central stocking points or directly from MARCORSYSCOM approved sources, and shall likewise provide a balanced stock assortment of uniform clothing items in sufficient quantity to satisfy local demand.

3. Uniform clothing items transferred between central stocking points will be transferred at the established price, plus shipping charges indicated on the invoice.

4. Items provided to other MCXs or to individuals from the Central Stocking Points in support of special orders/mail-orders will be at regular prices less the alteration charge, whenever applicable.

I. Pricing for Commercial Non-System Clothing Items

The sales prices for commercially procured uniform clothing items shall be established by DC M&RA (MR), per the following guidelines:

1. Commercially procured uniform clothing items should be merchandized in the same manner as other merchandise and should be marked up in an amount sufficient to recover

all costs, including a proportionate share of general overhead expenses, and to generate a profit in direct relationship to other similar merchandise.

2. The cost of freight should be considered when establishing an appropriate markup and, when separately stated freight charges are included on the invoice, these separately stated charges will not be added to the sales price.

3. The markup established for those uniform clothing items normally requiring alteration should be sufficient to cover average cost of alteration required for initial fit and no additional charges are authorized. Additional markup to cover the cost of alterations is not appropriate if alteration service is not, in fact, available to the customer.

4. MCXs designated to stock and sell various uniform clothing items are expected to maintain a balanced stock assortment. Therefore, special handling charges for odd or unusual sizes and less than minimum shipments will not be included in the sales price except to the extent that they impact on the overall cost of doing business and the standard markup is applied.

J. Customer Service Support for Commercial Non-System Clothing Items

MCX managers must cooperate fully with each other to ensure maximum support in providing Marines and Sailors with their required uniforms.

1. MCXs not designated as central stocking points will establish a customer service program to assist all individuals in procuring required uniform clothing items. This program will include, but is not limited to, an inter-exchange uniform special order program with appropriate signs, handouts with instructions for special order uniform measurement and alteration services (only for commercially procured uniform clothing items).

2. Mail-order sales shall be priced by the shipping MCX as a regular sale, except when the mail order includes items that have been marked up to include alterations, in which case the invoice will reflect the original sales price of the item less the markup for which alterations have not been provided.

3. Uniform clothing items sent either directly to individuals or MCXs in support of the mail-order program are not eligible for parcel post shipment with postage and fees paid by the government. Shipping charges shall be added and shown on the invoice.

4. For inter-exchange uniform clothing special orders, the receiving MCX shall assess the sale as a sale at cost and will not pay regular and central construction fund assessments. Under these conditions, the uniform sale is eligible for the Uniform Clothing Deferred Payment Plan in existence at the receiving command.

5. The Uniform Clothing Deferred Payment Plan authorizes the sale of commercial uniform clothing items to officers, staff noncommissioned officers (SNCO), chief petty officers, petty officers first class, and to officer candidates on a deferred payment plan in accordance with locally prescribed standard operating procedures (SOP). In view of the central stocking point concept for uniform clothing, it is essential that those commands designated as central stocking

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points expand their Uniform Clothing Deferred Payment Plan to include personnel in the aforementioned categories, regardless of where they are stationed.

040202. NEXCOM

Marines may purchase uniform clothing from a supporting NEXCOM MCSS and will receive the same quality service as is provided to Navy customers. Marines may also receive authorized clothing allowance issues through NEXCOM's Uniform Support Center in Chesapeake, VA, as detailed below. NEXCOM also manages mail-order sales for the MCCS. NEXCOM accepts mail, phone, electronic mail (email), and on-line orders twenty-four-hours-a-day, 7-days-a-week. Ordering methods are as follows.

A. In-Store Ordering

For special orders and authorized clothing allowance issued via a NEXCOM store, customers must use one of the red direct-order phones located in each NEXCOM facility and ask for the Government Accounts Team. A NAVMC 604/604B must be faxed to the NEXCOM Uniform Support Center (Attn: Government Accounts Team), at FAX # (757) 502-7533. If necessary, special measurements can be taken at the NEXCOM store; however, the NEXCOM store will not complete the issue, as this must be done via the NEXCOM Uniform Support Center.

B. Mail Ordering

Orders may be placed by mail to:

Uniform Support Center
Mail-Order Program
Suite 200, 1240 Gator Blvd
2nd Floor, Bldg 3126
Norfolk, VA 23521-2315

Orders to fill an authorized clothing allowance issue must be made to the attention of the Government Accounts Team and must include a copy of the completed and certified NAVMC 604/604B.

C. Telephone Ordering

Orders may be placed, toll free, using the following telephone numbers:

1. Continental United States, Hawaii, Virgin Islands, Puerto Rico, and Guam,
1-800-368-4088.
2. Local Virginia 1-757-502-7450.
3. Alaska 1-800-368-4089.
4. Bahrain 800-00011.

5. Canada 1-800-231-6289.
6. Germany 0800-1013795.
7. Italy 8008-72441.
8. Japan 00531-11-4026.
9. Singapore 800-1100-198.
10. South Korea 00798-148-005652.
11. Spain 900-98-1292.
12. United Kingdom 0800-89-4372.
13. Overseas DSN 312-253-1235 or 1237.

Telephone orders to fill an authorized clothing allowance issue must be made to the attention of the Government Accounts Team by selecting option “7” during the call; a certified NAVMC 604/604B must also be faxed to the attention of Government Accounts at (757) 502-7533.

D. E-Mail Ordering

Orders may be placed via e-mail to USCUSTOMERSERVICE@NEXNET.NAVY.MIL. Clothing Allowance Issues cannot be processed via e-mail.

E. On-Line Ordering

Orders may be placed on-line via the Marine Corps Exchange at <http://www.mymcx.com/index.cfm/myproducts/uniforms/>. In addition to a complete line of enlisted USMC uniforms, the website also provides for limited sales of officer uniform clothing and other commercial non-system uniform clothing. Clothing Allowance Issues cannot be processed on-line.

F. Information for Mail-Order Sales

The following information is required when placing an order with the Uniform Support Center:

Name (Last, First, MI)	Rank or Rate
Social Security Number	Gender
Service Number	Contact Number
Copy of DD214 (retirees or eligible veterans)	Item(s) Desired
Quantity	Birthdate
Shipping Address	

G. Payment Methods

Payment may be made by credit card (Visa, Master Card, Discover, American Express) or the retail portion of the Military Star Card (Uniform Deferred Payment Program not accepted) or remitted upon receipt of the invoice, enclosed with the shipment.

H. Shipment

All orders will be shipped within 24 hours. CONUS customers should receive their orders in 7-10 working days (depending on carrier controls). Overnight air shipment is available upon request for an additional shipping charge.

040203. AAFES

AAFES manages Marine Corps MCSSs in Okinawa and also provides for walk-in sales at their retail store locations. A Memorandum of Agreement between AAFES and CG, MCICOM dictates the policies and procedures for the operation of these stores.

040204. Using Unit

Commands not serviced by one of the above listed retail stores, including the MCRD initial issue points, will requisition authorized clothing issue items from DLA or another HQMC authorized provider. Requisitions may be processed by MILSTRIP requisition or via the DLA website at <http://ct.DLA-TS.dla.mil/ascot/index.html>.

0403 SOURCES OF SUPPLY RESPONSIBILITIES AND SPECIAL CIRCUMSTANCES

This paragraph details the following clothing source of supply responsibilities and instructions for handling special circumstances.

040301. Quality Assurance (QA)

Initial QA is performed by DLA or other authorized third party logistics provider. The source of supply should perform secondary QA upon receipt and at the point of issue/sale. The following procedures must be followed when discrepancies exist, either in quantity or quality:

A. Supply Discrepancy Report (SDR)

Upon receipt of uniform supply system clothing and accessory items which do not match the receipt, a SDR should be submitted to DLA.

B. Product Quality Deficiency Report (PQDR)

Upon receipt of supply system uniform clothing and accessory items which contain deficiencies in fit, form, or function, a SF 368, "Product Quality Deficiency Report," must be submitted per references [\(s\)](#) and [\(t\)](#) via one of the following methods:

1. SF 368 submission via the Product Data Reporting and Evaluation Program (PDREP) located at <https://www.pdrep.csd.disa.mil/default.htm>;
2. SF 368 submission via the USMC PQDR Screening Point website located at <http://www.logcom.marines.mil/Centers/GeneralStaff/LSMC/pqdr.aspx>; or
3. If web access is not available, SF 368 should be submitted to the PQDR Screening Point via e-mail attachment to smblogcompqdrstracking@usmc.mil.
4. No repairs to defective items are authorized until repair/disposition instructions are received from DLA in that all clothing and accessory items procured are covered by various contractual warranties. If the clothing is urgently needed and the deficiency does not affect the safe usage of the item or the originator is able to repair the item, the materiel may be used.

040302. Quality Deficiency Reports (QDR)

Upon receipt of non-supply system, commercial uniform clothing and accessory items that contain deficiencies in fit, form, or function, a QDR will be sent directly to:

Marine Corps Systems Command
Product Manager, Infantry Combat Equipment (PdM-ICE)
2200 Lester Street
Quantico, VA 22134-6050

0404 CHECKAGES SALES

When purchase by cash sales would create a personal hardship for the customer, a checkage sale is authorized. Checkage sales will not be used for punitive purposes, but may be used as a last resort to provide individuals in a pay status with essential uniform clothing. Because of the administrative expense and effort required to effect and process a checkage sale, commanders shall ensure compliance with the following specific guidelines:

040401. A checkage sale will be authorized only to cover emergency needs of an enlisted person without funds to purchase clothing necessary for health, comfort, or appearance; except when the individual needs clothing incident to confinement per paragraph 0223. The requirement to make up shortages for an inspection is not considered an emergency.

040402. Checkage sales shall not be authorized if the enlisted person is in a non-pay status, if the dollar value of the sale is less than \$50 (except under extraordinary circumstances), or for Marines who are scheduled for separation within 90 days. Validation that the individual is in a pay status must be provided by a copy of the applicable page from the Marine Corps Total Force System unit diary.

040403. All checkages must be approved by the CO, and the CO shall hand write the word "certified" in the "approved" block of the NAVMC 604/604B. Only "certified" checkage sales will be honored by issuing activities. COs shall not "certify" checkages until after arrangements have

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been made with the disbursing officer in scheduling pay deductions, to alleviate the personal hardship which precluded purchase of the clothing by cash sale.

040404. A NAVMC 604/604B will be prepared by the command for all checkage sales. In the event of detachment from the immediate command, the individual's detachment date and destination will be indicated on the front of the form. After approval, the NAVMC 604/604B will be submitted to the MCSS for issue.

040405. The NAVMC 604/604B will be annotated by the MCSS with only the items issued. The MCSS will produce three copies of the completed original NAVMC 604/604B and distribute each as follows:

A. Original to unit or directly to disbursing officer (per local policy and procedures) with completed SF 1034 (it is important that the original be processed quickly through disbursing to ensure the checkage is completed prior to separation by the individual).

B. Copy to individual.

C. Copy to unit commander, for placement in the individual's OMPF.

D. Copy retained by MCSS.

0405 SPECIAL MEASUREMENT ORDERS

Special measurement clothing consists of those items manufactured to the specific measurements of an individual, including orthopedic footwear. Special measurement clothing is authorized for supply only to those individuals who cannot be properly fitted with standard tariff or supplemental sizes or by authorized alterations thereto. The allowance quantity of special measurement clothing shall be the same as that authorized for standard clothing items.

040501. Requisitioning Procedures

Requisitions will be submitted per reference [\(m\)](#) and Volume 5 of this Order. The price of special measurement clothing will be the standard price of the item listed in the current standard price list (no mark-up for special measurements). When requisitioning special measurement clothing, the applicable DD 358, "Measurement Blank – Special Sized Clothing for Men, Armed Forces," or DD 1111, "Armed Forces Measurement Blank – Special Sized Clothing for Women," or the Electronic Order Form shall be completed and submitted with the requisition.

040502. Special Measurements

The measurements to be taken to complete DD 358, DD 1111, or Electronic Order Form are self-explanatory.

040503. Special Footwear Procedures

Special measurement footwear may be requisitioned for personnel who cannot be fitted from standard tariff size. If it is uncertain as to whether or not a requirement exists for special measurement footwear, the individual will be referred to a Navy medical officer for final determination; the necessity for special measurement footwear (including orthopedic footwear or orthopedic alterations) must be determined by a Navy medical officer. The following additional procedures are required for special footwear:

A. Medical Authorization

The Navy medical officer must provide a memorandum from the medical facility to the individual's unit containing the following information:

1. Identification of the individual for whom the footwear is intended.
2. A signed prescription prepared on a DD 150, "Special Measurements Blank for Special Measurement/Orthopedic Boots and Shoes."
3. A citation of the local station medical department allotment number and appropriation to be charged for procurement, if the item is considered orthopedic footwear or an orthopedic alteration to standard footwear.

B. Requisitioning

Upon receipt of the foregoing information, the unit will requisition or request the supporting retail store to requisition the footwear required. When requisitioning for an individual for the first time, a "trial" pair will be ordered. When both low-quarter shoes and boots are required, the trial pair will be boots.

1. Requisitions for orthopedic or non-commercial special measurement footwear must be submitted through the DLA C&T website <https://dod-email.dla.mil/acct>. A copy of the DD 1348, "DoD Single Line Item Requisition System Document (Manual)," (and accompanying DD 150 or comparable form, if required) with a point of contact clearly identified must also be forwarded to the Department of Veterans Affairs via fax (212) 951-3247 (Attn: VISN3), or mailed to the Veterans Integrated Service Network 3, Department of Veterans Affairs Medical Center, Attn: Network Prosthetics, 423 East 23rd Street, New York, NY, 10010. Any prescriptions, drawings, tracings, molds, or casts should be forwarded to this Veterans Affairs office.

2. Requisitions for commercial special measurement footwear (such as Gore-Tex lined or poromeric footwear) must be submitted to DLA via fax to (215) 737-7429, DSN 444-7429.

C. Receipt

Upon receipt, the unit will deliver the footwear to the local medical facility for inspection and acceptance; final inspection and acceptance are in all cases the responsibilities of the

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local medical facility. When footwear does not properly fit the individual, the local medical facility will determine what modifications are required. The local medical facility will appropriately annotate the fitting report and have the footwear and annotated fitting report returned to the Veterans Administration (VISN3) for modification.

D. Issue or Sale

As stated in paragraphs 0402 and 0403, special measurement footwear will be sold to authorized individuals at the current standard price. Orthopedic footwear will be provided as a medical item without charge to the individual. When orthopedic alterations to standard replacement footwear are made, the individual will be required to pay only the standard footwear price.

040504. Disposition of Special Measurement Clothing

Excess special measurement clothing may be issued or sold as recovered clothing or turned in to the nearest DLA-DS.

0406 NOT-IN-STOCK ITEMS

When items that are required to complete an authorized allowance issue (initial, supplementary, replacement, or miscellaneous) are not-in-stock, the following procedures will be followed:

040601. MCRD Initial Issue

See paragraph 0303.

040602. MCSS

A. Mark "NIS" for "not-in-stock" on the NAVMC 604/604B next to the items which are not available for issue. Provide a copy of the NAVMC 604/604B to the individual.

B. If the NIS item requires a special order and the individual will be staying at this base/station for sufficient time to receive the special order, annotate "SPEC ORDER" next to the affected item. Notify the individual or the individual's command upon receipt of the special order items.

040603. Unit Commanders

Commanders must ensure that the following procedures are carefully followed, inasmuch as the NAVMC 604/604B constitutes the only authority to make subsequent issues in fulfillment of the individual's authorized allowance.

A. Upon receipt of the NAVMC 604/604B annotated with NIS items from the individual, prepare a new NAVMC 604/604B listing those items which were NIS. Annotate the appropriate accounting data applicable at the time of entitlement, as reflected on the NAVMC 604/604B. To ensure that all issues are charged to the correct FY, annotate the individual's current active duty date (CURR ACDU) on the NAVMC 604/604B. The NAVMC 604/604B will be

prepared in an original only and will be headed "DUE INDIVIDUAL TO COMPLETE APPLICABLE (list Initial, Supplementary, etc.) ALLOWANCE."

B. The CO will sign the new NAVMC 604/604B and insert on top of the enlistment contract of the transferring individual's OMPF. The form will be removed upon arrival at the new unit so that remaining items may be issued.

0407 SALES TO OTHER THAN REGULAR OR RESERVE MARINES OR SAILORS

Sales of Marine Corps or Navy uniform clothing is intended primarily for Regular and Reserve Marines and Sailors for their personal use or for the personal use of another authorized patron. Sales to individuals other than Regular or Reserve Marines or Sailors is limited to the following personnel under the specified circumstances, in keeping with the wear regulations of reference [\(e\)](#):

040701. Medal of Honor holders may purchase any Marine Corps uniform.

040702. Retirees may purchase any Marine Corps uniform, as long as the current supply posture ensures availability to active duty personnel. Retirees employed by schools, to include those serving in the Marine Corps Junior Reserve Officers Training Corps (MCJROTC) Program have priority of issue over other retirees. A retired identification card is required for retirees to purchase Marine Corps uniform items.

040703. Former Marines who served honorably during a declared or undeclared war may purchase a Marine Corps service or dress uniform for specified occasions, per reference [\(u\)](#), and the insignia for the highest grade held during such war service. An DD 214 (Marine Corps) or a DD 256 is required as proof of eligible service.

040704. Regular or Reserve Marine Corps or Navy dependents acting as agents for the Marine or Sailor, upon presentation of proper identification (Armed Forces Dependent Identification Card).

040705. Personnel of the U.S. Army or U.S. Air Force may purchase non-Marine Corps distinctive uniform clothing items on an as-available basis when these personnel have not been able to procure the items from their normal source. Marine Corps distinctive items include anything with the Marine Corps emblem, Marine Corps insignia, and Marine Corps unique shirts, trousers, jackets, and covers.

040706. Purchase is approved for Marine Corps officer candidates.

040707. MCJROTC cadets may purchase individual uniform clothing items as authorized.

040708. DoD contractors, U.S. civilian technicians, and civilian reporters and photographers serving or embedded with the Marine Corps or attending Marine Corps training exercises or operations may purchase or be issued the utility uniform or other mission specific uniform clothing items, when specifically authorized by M&RA .

0408 STORE OPERATIONS

040801. Commercially procured non-system articles of uniform clothing must contain certification of approval from MARCORSYSCOM (PM-ICE), per reference (e). When commercially procured uniform clothing items are displayed, the corresponding system item shall be displayed with similar visibility.

040802. Recovered clothing shall be sold and displayed separate from new items and appropriately identified.

040803. MCSS facilities are authorized to stock and sell Navy system and commercial uniforms/items.

040804. Quality control procedures will be conducted for system items and per reference (e), for non-system commercial/optional uniform items.

040805. Operating hours of Marine Corps MCSS facilities will be established by the local command.

0409 CLOTHING INVENTORY MANAGEMENT

040901. MCCS personnel will purchase, control, store, and distribute MCSS clothing inventories. This responsibility does not include war reserve stock management. Purchasing and stocking requirements are as follows:

A. Purchase established sizes of clothing, footwear, and special measurement clothing from approved sources (most often DLA). Special measurement footwear will be purchased from the Defense Orthopedic Footwear Clinic, Boston, MA.

B. Purchase those items that, because of a low demand do not warrant stockage, from the approved source of supply on a special order basis.

C. Stock and ensure reasonable availability, for sale and issue, those clothing items that have been prescribed for wear by CMC and designated in reference (i).

D. Stock, for sale only, a selection of merchandise designated as organizational ICCE (782 gear, etc.). Items selected will include those authorized in reference (e), as well as items prone to being lost, damaged, or destroyed, and for which the individual Marine is accountable. Only limited quantities of selected ICCE items will be stocked.

040902. MCCS will transfer military clothing items obtained from DLA to non-MCCS activities as directed by DC I&L. Transportation expenses incurred by MCCS if any, for such transfers, are considered operating expenses of the Marine Corps MCSS and are reimbursable through the management fee.

040903. Assist DC I&L and MARCORSYSCOM (PM-ICE) in phasing out all clothing items being replaced or deleted from the military clothing system.

0410 RECORD KEEPING AND FINANCIAL MANAGEMENT

041001. Perform fiscal accounting, per Chapter 3.

041002. Installation MCSS activities will also maintain record of sales consisting of:

A. Control of cash registers and reporting of transactions in accordance with DC M&RA (MR) policies and procedures.

B. A minimum of two different cash register keys must be used to record merchandise purchased from commercial vendors, merchandise purchased from supply system suppliers or recovered clothing, and authorized alterations and exchanges (i.e. these types of sales shall not be commingled). Alterations will be managed per paragraph 0223. MCSS merchandise purchased from DLA may be exchanged per MCSS policy.

041003. The original MCSS inventory was created by a NWCF loan. MARCORLOGCOM increases the money value of the initial loan, as required, so that the MCSSs can maintain sufficient stock to support each installation's requirements. MARCORLOGCOM provides additional NWCF resources, as directed in writing by DC I&L.

041004. The adequacy of NWCF for the preceding assets and activities will be periodically determined by DC M&RA (MR) and verified by MARCORLOGCOM. Adjustment of funds either by withdrawing excess funds or providing additional NWCF resources will then be made as mutually agreed upon by DC M&RA and MARCORLOGCOM.

VOLUME 13: CHAPTER 5

CLOTHING RETENTION, RECOVERY AND REPLACEMENT

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 5

CLOTHING RETENTION, RECOVERY AND REPLACEMENT

0501 GENERAL

Enlisted personnel upon separation may retain all articles of individual uniform clothing that were issued for retention during their service. Prior to effecting the separation of an individual, either from active to reserve duty or from obligated service.

0502 CLOTHING RETENTION

Commanders shall ensure that a clothing exit inventory is conducted and recorded on a NAVMC 631/631A which will become a permanent part of the individual's OMPF. Commanders shall also ensure that enlisted Marines who are separated understand that uniform clothing will be retained as follows:

050201. "Obligors" are still under contract for obligated IRR, Individual Mobilization Augmentee (IMA), or SMCR service. While in an obligor status, individuals must maintain the MRL of uniform clothing at the time of their release from active duty.

A. If obligors are recalled to active duty or directed to report for further service with any Marine Corps Reserve organization or if they reenlist, they will be required to bring with them all individual uniform clothing items which were possessed at the time of release from active duty.

B. If activated obligors do not return with all the required uniform clothing, commanders will conduct an investigation to determine whether there is fault or negligence on the part of the individual for not reporting with all the required clothing.

C. If fault or negligence is determined, only clothing which was either recovered or not issued during the previous enlistment may be issued at no expense to the individual. In such cases, deficiencies will be replaced by the individual via cash sales or checkage.

050202. "Non-Obligors" are no longer under contract and released or retired from obligated service. Individuals that are discharged, retired, or otherwise released from a contract to obligated service must maintain the MRL of uniform clothing at the time of their release from obligated service for a minimum of 3 months.

A. If non-obligors are recalled to active duty or directed to report for further service with any Marine Corps Reserve organization or if they reenlist within 3 months after completion of Marine Corps obligated service, they will be required to bring with them all individual uniform clothing items which were possessed upon last discharge from active duty.

B. If activated non-obligors do not return with all the required uniform clothing, commanders will conduct an investigation to determine whether there is fault or negligence on the part of the individual for not reporting with all the required clothing.

C. If fault or negligence is determined, only clothing which was either recovered or not issued during the previous enlistment may be issued at no expense to the individual. In such cases, deficiencies will be replaced by the individual via cash sales or checkage.

D. Recalled non-obligors who activate, are directed to reserve duty, or reenlist in the Marine Corps at a time which is beyond the third month following their discharge from all obligated service, shall be entitled to a complete Initial Issue, per Chapter 2 paragraph 0202.

0503 OFFICER CANDIDATES

Officer candidates will be required to retain individual uniform clothing for use until successful completion of OCS, unless separated from the program for a cause other than appointment. The individual will be permitted to retain, for military use, all uniform clothing furnished under the provisions of these regulations.

0504 CONSCIENTIOUS OBJECTORS

Personnel who are honorably discharged by reason of declaration as a conscientious objector may retain all clothing in their possession.

0505 CLOTHING RECOVERY

050501. All articles of uniform clothing, less worn socks, underclothing, general purpose trunks, gloves, and footwear, either initially issued or purchased via a paid cash clothing allowance, must be recovered from individuals discharged for the following reasons:

- A. Defective enlistment and inductions.
- B. Entry level performance and conduct.
- C. Unsatisfactory performance.
- D. Drug abuse rehabilitation failure.
- E. Alcohol abuse rehabilitation failure.
- F. Misconduct.
- G. Separation in lieu of trial by court martial.
- H. Interned or discharged as alien enemies.
- I. Positive results on entrance drug and alcohol test.
- J. Security (i.e., security violations, breaches, etc.).

050502. Individuals discharged for the reasons set forth above must have adequate clothing for wear to their home. If the individuals do not have sufficient clothes for traveling, the activity commander may authorize the issue of a minimum traveling uniform (see Figure 8-1), less insignia, per Chapter 2.

0506 RECOVERY FROM PERSONNEL WHO HAVE SERVED 6 MONTHS OR LESS ON ACTIVE DUTY

Individuals who have served 6 months or less on active duty, subsequent to the last authorization to an Initial Clothing Allowance or Supplementary Clothing Allowance issue, will be permitted to retain only worn socks, underclothing, general purpose trunks, gloves, footwear, and one complete seasonal uniform for travel.

0507 RECOVERY FROM ENLISTED PERSONNEL DISCHARGED TO ACCEPT A DIRECT COMMISSION OF APPOINTMENT AS A MARINE OFFICER

Enlisted personnel discharged to accept a direct commission or appointment as a Marine officer may retain all clothing in their possession.

0508 RECOVERY FROM PRISONERS

Individual uniform clothing, less worn socks, underclothing, general purpose trunks, gloves, and footwear and items required incident to confinement, will be recovered from prisoners, upon approval of a sentence involving confinement and punitive discharge, and maintained until the individual is released from confinement.

0509 RECOVERY FROM PERSONNEL IN AN UNAUTHORIZED ABSENCE (UA) OR DESERTER STATUS

Individual uniform clothing for personnel in a UA or Deserter status will be recovered and inventoried per Chapter 18 of this Volume.

0510 RECOVERY FROM NAVY PERSONNEL FAILING TO COMPLETE FIELD MEDICAL SCHOOL (FMS)

Individual uniform clothing issued, less worn socks, underclothing, general purpose trunks, and gloves will be collected from Navy personnel who fail to successfully complete FMS, for reasons other than medical.

0511 RECOVERY FROM OFFICER CANDIDATES

When an officer candidate is separated from an officer procurement program for cause other than appointment, the disposition of clothing in the individual's possession will be governed by the individual's Marine Corps affiliation after separation from the program. In all cases, clothing issued to the individual will be inventoried and verified. Upon recovery of the clothing, a signed receipt will be provided to the individual. If fault or negligence on behalf of the individual for loss or

damage is determined by the activity commander, the individual will be required to bear the replacement cost of such clothing.

051101. When an individual will continue to serve on active duty in an enlisted status with the Marine Corps, clothing items issued which are in excess to the applicable MRL for personnel of the Regular Establishment shall be recovered; however, all worn socks, underclothing, general purpose trunks, headgear, and gloves may be retained by the individual for further use. Enlisted personnel that have previously received an initial clothing allowance and will be returning to an enlisted status with the Regular establishment will be issued the remaining clothing required to bring their issue up to the current active duty MRL.

051102. For those enlisted personnel who were issued a new complete Initial Issue for the officer procurement program but do not successfully complete the program and are disenrolled, the date of disenrollment will be considered as the date of entitlement to that Initial Clothing Allowance. Six months from the date of disenrollment, the individual will become entitled to the accrual of BCRA.

051103. When an individual will continue to serve in the Marine Corps Reserve, all clothing items on charge to the individual, less worn underclothing, boots, socks, general purpose trunks, and headgear which are in excess to the applicable Reserve MRL, shall be recovered.

051104. All clothing issued less worn underclothing and socks to unsuccessful and completely discharged candidates shall be recovered.

0512 DISPOSITION OF RECOVERED CLOTHING

Instructions for the collecting, inventorying, storing, and disposing of abandoned or unclaimed uniform clothing or uniform clothing of personnel who come into any status whereby they cannot or do not care for their own property are contained in Chapters 14 through 25 of this Volume. This includes uniform clothing for those who die, are reported missing, are incapacitated by injury or disease, are in an unauthorized absence/deserter status, and those who for any other reason become separated from their effects. In addition, Chapter 8 contains instructions regarding the handling of uniform clothing for personnel transferred to and from combat areas.

0513 DISPOSITION OF UNSERVICEABLE RECOVERED CLOTHING

Unserviceable items will be disposed of via the closest DLA-DS per current disposal instructions.

0514 DISPOSITION OF SERVICEABLE CONDITION CODE "A" OR "B" RECOVERED CLOTHING

Serviceable new, used, repaired, or reconditioned recovered uniform clothing with more than 6 months of useful service life (Condition Code A) or with 3 to 6 months of useful service life for applicable issues (Condition Code B) will be made available for issue or sale. Condition Code A and B clothing includes worn clothing which has been marked internally by the previous owner, but can be remarked per reference [\(e\)](#). Condition Code A or B recovered clothing will be processed as follows:

051401. Commands supported by a local MCSS, will turn in excess Condition Code A or B clothing to that MCSS. The MCSS will first attempt to sell or issue recovered clothing; Condition Code A items at the current FY unit price and Condition Code B items at a price based on the market and the condition of the items. This policy for Condition Code B items allows the store flexibility in setting the sales price, which in turn assists in selling a greater quantity of recovered clothing, provides Marines with a more economical source of uniforms, and reduces the quantity of serviceable uniform items transferred to disposal.

051402. Commands not supported by a local MCSS may retain an amount up to a projected 180-day requirement of Condition Code A or B recovered clothing. This requirement is to be based on the issues/sales for the previous 180 days. Additional excesses may be shipped to the nearest MCSS (upon coordination) or should be handled per paragraph 051403.

051403. Every attempt should be made to reutilize excess Condition Code A or B clothing through redistribution. Excess serviceable clothing may be shipped to the nearest MCRD, upon coordination, using a DD 1348-1A, "Issue Release/Receipt Document." Transportation costs will be negotiated between both parties.

051404. MCRDs may make recovered uniform clothing available to the Marine Corps Districts for distribution to MCJROTC units. MCJROTC units should provide requirements for recovered uniform clothing to their district supply offices. In turn, District supply offices should submit requirements to the closest MCRD (Parris Island, SC for JROTC units east of the Mississippi and San Diego, CA for JROTC units west of the Mississippi).

051405. Recovered uniform clothing may be shipped directly from the MCRDs to MCJROTC units, if the service does not interfere with primary mission accomplishment and if sufficient manpower resources are available; however, the MCRDs will not serve as a "mail order service" for the MCJROTC units.

0515 CLOTHING REPLACEMENT

References (b) and (v) direct that service members shall be compensated for clothing items destroyed, damaged, lost, abandoned, captured, or otherwise rendered unusable, incident to military training or service, if the loss was not caused by any fault or negligence of the member. The Marine Corps fulfills this requirement via replacement issues, using a NAVMC 604/604B as proper documentation.

051501. Clothing items furnished as replacement issues may be either new or serviceable recovered clothing suitable for resale. Routine replacement of enlisted issued uniform clothing for normal wear and tear is to be performed by individuals using their CRA, per Chapter 2 paragraph 0211. Replacement of authorized civilian clothing allowances is provided per Chapter 2 paragraph 0215.

051502. The clothing replacements detailed below are for clothing items destroyed, damaged, lost, abandoned, captured, or otherwise rendered unusable beyond normal wear and tear and through no fault of negligence by the individual.

0516 CLOTHING REPLACEMENT ISSUE CATEGORIES

Replacement issues fall into one of the following categories:

051601. Miscellaneous Issues/Replacements

This category of replacement issues includes a variety of miscellaneous replacements to returned prisoners of war, authorized personnel for burial of the dead, personnel authorized by the Personal Property Claims Regulations of the JAG Manual (Chapter 2 paragraph 0223), absentees and deserters restored to full time duty, prisoners requiring a minimum traveling uniform (see Figure 8-1), and other issues described in Chapter 2 paragraph 0223 and in Figure 3-1. FAN “72048” is used for these replacements.

051602. Replacement Issues Incident to Military Training or Service in a Combat Area

See Chapter 8 paragraph 0808.

051603. Replacement Issues Incident to Military Training or Service Outside of Combat

Personnel assigned to duties that may prematurely damage or destroy uniform clothing items should be issued coveralls or other garments. If adequate protective garments were not available, uniform items must be replaced at unit expense (local O&M MC expense), as a personal property claim is not applicable.

A. Specific instances when this replacement is authorized include when uniforms are lost or rendered unserviceable due to military conveyance, contamination, individual physical profile changes due to medical condition (significant weight loss or gain due to illness or other medical condition), emergency first aid, and military operated laundry.

B. These replacement issues will be locally funded using unit O&M MC funds; unit appropriation data must be provided on the NAVMC 604/604B. When clothing is prematurely damaged, destroyed, or lost aboard a Navy vessel, replacement should first be requested via the officer-in-charge of the Marine Corps detachment to the ship’s supply officer.

051604. Replacement Issues or Minimum Combat Load Issues to Mobilized Enlisted Reservists and other Activated Personnel on Extended Active Duty

See Chapter 8 paragraph 0802.

051605. Special Blue Uniform Replacement Allowance Issues

See paragraph Chapter 2 paragraph 0221.

051606. Replacement Issues during Recruit Training

Clothing furnished as part of the Initial Issue will be replaced at any time during training if the item is found to be defective due to a manufacturer's defect. Exchanges for improper fit will be permitted for a limited duration of the training schedule (i.e., within the first 25 days), as designated by the local commander. Recruits must exchange the same sized item that they were issued. Recruits should not be permitted to leave the depot without a complete Initial Issue, unless proper documentation is provided indicating that a particular item was not available, per Chapter 3 paragraph 0303.

051607. Replacement Issues during OCS

Clothing furnished during OCS will be replaced at government expense when it has been determined that clothing on charge to candidates has been unavoidably lost, damaged, or worn out to a degree warranting replacement; however, applicable enlisted candidates will be required to purchase replacement clothing using their CRA. Clothing furnished will be replaced at the candidate's expense when the activity commander determines that the candidate was at fault or negligent for items lost, damaged, or worn to a degree warranting replacement.

051608. Replacements for Defective Items Issued or Purchased

Replacements for uniform clothing items found to be defective due to manufacturer defects should be replaced by the issuing organization, when an original receipt or other proof of purchase/issue is provided and the item is still in its purchased condition. The issuing facility will initiate a SF 368 per Chapter 5. Suspected manufacturer defects on worn or used clothing will be investigated by MARCORSYSCOM and handled on a case-by-case basis.

0517 POLICY AND PROCEDURES FOR REPLACEMENT ISSUES

051701. Replacement issues must be completed on a one-for-one basis, with unserviceable items being recovered, whenever possible, in order to prevent waste, fraud, or abuse. All replacements should be done only on a case-by-case basis; unit wide replacement issues are prohibited, except that replacement of organizational clothing issued for sustainment during combat is permitted on a unit-wide basis, per Chapter 8 paragraph 0810.

051702. Replacement issues in Chapter 5 paragraphs 051601, 051602, 051603, and 051608 are authorized to both officers and enlisted Marines and Navy personnel serving with Marine Corps units (Marine uniform system clothing items only). Claims for additional items may be requested via a personal property claim, per Chapter 2. All other claims are applicable to enlisted personnel only.

051703. Approval

Replacement issues described in Chapter 5 paragraphs 051601 and 051602 must be approved by the Major Subordinate Commander (MSC) or higher (i.e., HQMC). All other replacement issues must be approved by the unit commander.

051704. Documentation

All replacement issues must be documented on a NAVMC 604/604B. Applicable information from the NAVMC 604/604B will be transferred to the NAVMC 631/631A and filed in the individual's OMPF, Chapter 2.

VOLUME 13: CHAPTER 6

“ORGANIZATIONAL CLOTHING AND EQUIPMENT”

SUMMARY OF MAJOR CHANGES

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 6

ORGANIZATIONAL CLOTHING AND EQUIPMENT

0601 GENERAL

060101. Organizational clothing and equipment are significantly different from other uniform clothing, in that organizational clothing and equipment remains the property of the U.S. Government unless otherwise designated in writing by HQMC.

060102. The organizational clothing and equipment discussed in this chapter is issued by a using unit or authorized initial issue facility/organization based on the mission the individual will be performing. Strict adherence to the following organizational issue policy is required to avoid waste, fraud, and/or abuse.

060103. Organizational clothing is that clothing which is either provided through initial fielding or purchased using O&M MC funds vice MILPERS appropriations.

060104. Organizational clothing and equipment are those items on a unit/organization's allowance list designed for temporary issue to individuals; including Table of Equipment (T/E) or other items approved in writing by HQMC through the Universal Need Statement (UNS) or other designated process.

060105. The individual is accountable for organizational clothing and equipment issued and all organizationally issued clothing and equipment will be recovered prior to the reassignment of the individual to other duties, except for items designed for personal retention specified in paragraph 0602. Organizational clothing and equipment will be issued only at the discretion of the commander and recovered at the end of the exercise or deployment that required issue of this equipment.

060106. To establish a new allowance for organizational clothing (i.e. for which a T/E does not already exist), organizations must submit an UNS via the Combat Development Tracking System website at <https://www.cdts.marcorsyscom.usmc.mil>. The UNS must be approved prior to requisitioning.

0602 TYPES OF ORGANIZATIONAL CLOTHING AND EQUIPMENT

060201. Uniform Clothing

This includes sustainment issues during combat operations; however, special handling and controls are required to prevent waste, fraud, and abuse, per paragraph 0607.

060202. Personal Retention Items

Personal retention items are those select items designed for permanent issue or clothing items that are worn close to the body, so that it would be unhygienic to recover them following use by an individual. Personal retention items include:

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A. Trunk lockers, suitcases, wetsuits, swimmers' shoes, and safety shoes. Per Volume 3 of this Order, these items will be issued for retention, as available, to commissioned officers, warrant officers, and SNCOs. Documentation will be made for commissioned officers, warrant officers, and SNCOs per Chapter 3 paragraph 0304 and via appropriate entry per reference [\(r\)](#).

B. Head gear, underwear, t-shirts, socks, and footwear, which are worn close to the body. Per references [\(n\)](#) and [\(r\)](#), some of these items will be recovered (specific quantities of campaign hats, etc.).

0603 CLASS II INDIVIDUAL COMBAT CLOTHING AND EQUIPMENT (ICCE) (782 GEAR)

Regular Class II ICCE is typically issued to individuals for the duration of their tour at a particular duty station. Class II ICCE includes 782 gear such as helmets, outer tactical vests, individual first aid kits, and cold weather jackets. Class II ICCE is maintained primarily in the Individual Issue Facility (IIF) at each major base/station. Units not supported by an IIF continue to maintain Class II ICCE at the unit level in accordance with Volume 3 of this Order.

0604 TABLE OF AUTHORIZED MATERIEL CONTROL NUMBER (TAMCN) TYPE 3 CONTINGENCY ICCE

060401. TAMCN Type 3 Contingency ICCE is that special equipment maintained for unique contingency or training evolutions. Type 3 ICCE requires special measures of control since it is used for particular conditions or situations, such as for cold weather or desert operations.

060402. Type 3 ICCE includes coveralls, cold weather clothing, desert clothing, aviation clothing and other special equipment. In coordination with MARCORSYSCOM Type 3 ICCE allowances are established by DC CD&I and loaded to CSP allowance files. Type 3 ICCE is not normally maintained at the using unit level, except during deployments. When not issued out to using units or individuals, Type 3 ICCE (e.g., STAP) is maintained in a Unit Issue Facility (UIF).

0605 NUCLEAR, BIOLOGICAL AND CHEMICAL DEFENSE EQUIPMENT (NBCDE)

NBCDE includes NBC personal protective equipment or clothing that is worn when and as prescribed by the commander. NBCDE is maintained at the CSP Facilities.

0606 MARKING OF ORGANIZATIONAL CLOTHING AND EQUIPMENT

Organizational clothing and equipment will be adequately marked to provide positive identification separate from gratuitous issues to individuals or personally purchased clothing. Organizational commanders have the flexibility to temporarily mark equipment, as they deem appropriate or necessary, within the following guidelines:

060601. No article will be altered for an individual to the extent that it cannot be re-altered for issue to another individual.

060602. Marking is permitted, as long as the marking is not permanent (except by personnel specifically authorized) and does not damage or degrade the combat effectiveness of the items.

060603. Use of permanent ink is specifically prohibited except for by authorized IIF/UIF or as directed by CSP Program Office. In these exceptional cases, permanent marking by authorized personnel that does not damage or degrade the combat effectiveness of the clothing and equipment is authorized to identify it as government owned property and to segregate it from individually issued or personally owned clothing and equipment.

060604. Those personal retention items described in paragraph 060402 may be marked in any way deemed appropriate by the individual at his/her own cost.

060605. Organizational clothing and equipment that is drawn from an IIF/UIF should be marked only in accordance with the facility's SOP.

060606. Special care should be taken by individuals when drawing organizational clothing and equipment. Individuals should be instructed to closely inspect the clothing or equipment upon issue to ensure there are no permanent markings for which they might be held responsible upon turn-in.

060607. The sewing on of removable labels, to include name and service tapes, to organizational clothing and equipment is permitted at the discretion of the organizational commander as long as this procedure does not damage the clothing or equipment or degrade its combat effectiveness. Name and service tapes may be sewn on to the extended cold weather clothing system in a manner that does not damage the weather-proof integrity of the item, specifically as follows:

A. Name tapes can be sewn on to the right shoulder pocket flap and service tapes to the left shoulder pocket flap of the parka.

B. Name tapes can be sewn on to the right seat pocket flap of the trousers.

060608. The cost of name and service tapes and the cost of the service to sew them on to organizational clothing and equipment must be provided at government expense using local O&M MC funds. Individuals cannot be directed to pay for the name or service tapes or the service of sewing them on.

060609. Special care should be taken by individuals when removing name tapes so as to prevent damage. Service tapes should be left on organizational clothing and equipment.

060610. Other means, to include using baggage tags or twist tie labels, should be considered to temporarily mark organizational clothing and equipment with no risk of damage.

0607 ACCOUNTING FOR ORGANIZATION CLOTHING AND EQUIPMENT

060701. Allowances

Commanders may issue whatever organizational clothing or equipment is necessary for mission accomplishment, as long as the Approved Acquisition Objective is not exceeded. Whenever possible, allowances should be consolidated and items maintained at a central facility such as the IIF, Contingency Training Equipment Pool (CTEP)/ Training Allowance Pool, or other authorized facility.

060702. Funding

For the initial acquisition of organizational clothing and equipment, Procurement Marine Corps appropriations will be used. For the sustainment and replacement of organizational clothing and equipment, O&M appropriations will be used.

060703. Requisitioning

Requisitioning for the sustainment and replacement of organizational clothing and equipment maintained at the CSP is conducted at the CSP Program Office at MCLB Logistics Base Albany, GA. For additional guidance, see Volume 5 of this Order.

060704. Accountability

Accounting for organizational clothing and equipment will be performed in accordance with Volumes 3 and 4 of this Order and reference [\(a\)](#).

060705. Recovery

Organizationally issued clothing and equipment will be accounted for as nonexpendable property and must be recovered prior to the reassignment of the individual to other duties, except for items specifically designed for personal retention and specified in paragraph 0602. Any organizationally issued clothing and equipment that is not recovered must be completely and properly vouchered, per Volume 3 of this Order. Recovered clothing will be processed for reissue or disposed of in the best interest of the U.S. Government, if the condition so warrants.

060706. Laundering

Laundry services for organizational clothing and equipment will be paid for using unit O&M funding and cannot be charged to individuals.

VOLUME 13: CHAPTER 7

“RESERVE CLOTHING”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 7

RESERVE CLOTHING

0701 GENERAL

Enlisted Reserve clothing is issued under the replacement in-kind process, whereby items of uniform clothing are initially furnished as required and replacement thereafter is accomplished by a direct exchange of garments (serviceable for unserviceable). With the replacement in-kind process, no CRA is provided. Replacements are made on an item-for-item basis and individual clothing records are maintained to document the amounts of clothing issued and on charge to an individual.

0702 ENTITLEMENT

070201. Clothing allowances for enlisted reserve personnel, including Initial Clothing Allowances, are specified in Chapter 2 and annually in reference (1). Those contained in the current reserve MRL are authorized for replacement in-kind to enlisted personnel of the Marine Corps Reserve under the conditions prescribed for each allowance and subject to the restrictions contained in paragraph 0703.

070202. Reserve enlisted personnel assigned to active duty for training in excess of 30 days will possess, at a minimum, those items contained in the Reserve MRL.

070203. Enlisted Reserve personnel in an IRR or IMA status may be issued, under the replacement in-kind system, only clothing which was either recovered or not previously issued by Regular Marine Corps or SMCR units up to the Reserve MRL. Replacement in-kind may only be done upon specific approval of the CG, Mobilization Command or when activated, per Chapter 8.

070204. Personnel enlisting in the Marine Corps Reserve after being separated from a Service other than the Marine Corps will be provided clothing via the replacement in-kind process. Entitlement to the applicable allowances is authorized without regard to clothing retained upon separation from the other Service.

0703 RESTRICTIONS TO ENTITLEMENT

Enlisted personnel of the Marine Corps or Navy (assigned to Marine Corps units), who have previously been issued clothing as an Initial Clothing Allowance or Supplementary Clothing Allowance while on active duty in the Marine Corps, will use such clothing in performing Reserve service. Individuals reporting for further service with a Marine Corps Reserve organization after being separated from active duty shall be required to report with all individual uniform clothing items in their possession.

070301. Clothing deficient to that contained in the Reserve MRL may be provided via the replacement in-kind process when it has been determined by the unit commander that no fault or negligence on the part of the individual is involved.

070302. Clothing deficient to that contained in the Reserve MRL will be replaced by the individual, by cash sales or checkage, when it is determined by the unit commander that there is fault or negligence on the part of the individual.

0704 ISSUE AND SALES PROCEDURES

Either new or serviceable recovered clothing suitable for resale may be furnished to personnel via the replacement in-kind process or cash sale/checkage.

070401. Clothing Requests

Enlisted personnel requiring clothing will use a NAVMC 604/604B to request such clothing. These forms may be downloaded from the MCEFS located at <http://www.hqmc.usmc.mil/ar/recmgmt.nsf>. The NAVMC 604/604B will be prepared per the instructions outlined herein.

A. A separate NAVMC 604/604B is required for:

1. Issues, in duplicate.
2. Cash sales, in duplicate.
3. Checkage sales, in triplicate.

B. A properly prepared NAVMC 604/604B will be submitted by the individual to the unit commander for approval and forwarding to the unit responsible officer. Preparation instructions are contained on page two of this form.

070402. Approval

The unit commander (or personnel designated in writing to sign "by-direction" for the commander) must approve and certify the NAVMC 604/604B as this form involves the direct expenditure of government funds. Certification is done through clothing inspections and reconciliation with the NAVMC 631/631A and prescribed allowances.

A. The approved NAMVC 604/604B will be forwarded to the responsible officer for appropriate action. In approving sales, unit commanders shall ensure that all articles sold are for the specific use of the individual concerned.

B. Individual clothing issued or sold to these personnel is intended for wear while performing Reserve duty; it is not intended for wear for civilian work purposes or other unofficial wear by the individual. Checkage sales may be approved per paragraphs 0402 and 0403.

070403. Requisitioning

Upon receipt of an approved NAVMC 604/604B, requirements for like items will be consolidated for requisition by the ordering unit.

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A. The name(s) of the individual(s) will be annotated in the "remarks" section of the unit supply document register, in order to relate document numbers to the supporting NAVMC 604/604B.

B. Pending receipt of clothing, NAVMC 604/604B forms will be filed in alphabetical sequence.

C. Reserve units will requisition all clothing items from the Kentucky Logistics Operation Center (KYLOC) website www.KYLOC.com. KYLOC is the sole source for Reserve clothing acquisitions.

D. The total cost of uniform clothing issued to SMCR personnel will be charged to the Reserve MILPERS appropriation current at the time the issue actually occurs.

070404. Issues

A. Segregate the clothing received, utilizing the retained copy of the requisition for determining items requested by the individual.

B. Initial/Replacement Issues

The reservist will initial the NAVMC 604/604B after the items are received. Upon completion of the issue, the reservist will sign the NAVMC 604/604B in the space provided. The original form supports the disposition of the clothing received. It must be annotated with the correct fund code and other financial data, per Figure 3-1 and filed in alphabetical sequence by FY. Copies will be distributed as follows:

1. Initial Issues. Utilized for completion of the NAVMC 631/631A and then destroyed.

2. Replacement Issues. Filed directly behind the NAVMC 631/631A held in the unit supply section.

0705 CASH SALES AND CHECKAGES

The cash or checkage sale of all items of individual uniform clothing to personnel of the Marine Corps Reserve is authorized. These sales will be accomplished as follows:

070501. Replacement issues for articles of clothing lost or destroyed through negligence shall be accomplished by cash sale or checkage of the individual's pay account.

070502. Checkage sales are not authorized unless a personal hardship would accrue.

070503. An approved NAVMC 604/604B shall be used as the sales slip when cash or checkage sales of individual uniform clothing are made from Marine Corps Reserve unit stocks.

070504. Upon completion of a Reserve unit cash or checkage sale, the reservist will sign the NAVMC 604/604B in the space provided to indicate receipt of authorized items. The selling unit will annotate the NAVMC 604/604B to indicate receipt of payment (if a cash sale) or completion of the sale via checkage.

A. For cash sales, the original initialed, signed, and receipted NAVMC 604/604B will be attached to the retained copy of the SF 1034. The duplicate will be provided to the individual making the purchase.

B. For checkage sales, the original initialed, signed, and receipted NAVMC 604/604B will be forwarded to the disbursing officer with the SF 1034. The duplicate NAVMC 604/604B will be filed in support of the retained copy of the SF 1034. The triplicate NAVMC 604/604B will be given to the individual making the purchase.

070505. Items which are not available for checkage sale will be lined out, entered on a new NAVMC 604/604B, and filed or returned to the individual's unit for future sale of backordered items.

070506. Disposition of funds derived from the sale of individual uniform clothing to reservists will be processed per reference [\(q\)](#) and local disbursing SOP. Marine Corps Reserve units not directly supported by a disbursing office must transmit funds derived from the sale of individual uniform clothing by means of a postal money order. The unit will deduct the cost of the postal money-order fee from the gross amount of the proceeds of sales. A record of the transaction will be shown on the face of the SF 1034, per the following example:

Total funds derived from sales	\$20.00
Cost of postal money order	-1.25
Total value of cash transmitted	\$18.75

070507. Personnel of Marine Corps Reserve organizations located near a MCSS may make Marine Corps Forces Reserve funded or cash purchases only from the store on an as available basis (active duty personnel supported by the MCSS have priority of issue/sale). Reserve funded purchases must include the applicable Reserve MILPERS or Operations and Maintenance, Marine Corps Reserve appropriation data on the NAVMC 604/604B. Processing of NAVMC 604/604B for checkage sales for Reserve personnel will not be accomplished at an MCSS.

0706 ALTERATIONS AND ACCESSORIES

Reserve alterations will be provided utilizing Reserve Clothing Funds, per the guidelines provided in paragraph 0223 and Figure 2-3. Units will contact the MARFORRES Clothing Section for authorization prior to alterations being performed. SMCR units will provide a copy of the NAVMC 604/604B to the MARFORRES Clothing Section. SMCR units will obtain blanket purchase agreements from reputable, local tailors that are able to accept government credit cards. Upon completion of alterations by an authorized tailor, the SMCR unit must provide a copy of the alteration receipt/slip to the MARFORRES Clothing Section. The MARFORRES Clothing Section will make payment to the tailor.

0707 REPLACEMENT IN-KIND PROCESS

Replacement of unserviceable uniform items is authorized, on an item-for-item basis, to maintain the reservist's on-hand clothing at the Reserve MRL quantities.

070701. Requests from personnel for gratuitous replacement of clothing articles should be disapproved when the articles are missing and there is no satisfactory explanation for the loss, or the articles are unserviceable and have not been in the individual's possession long enough to become unserviceable through normal use. Replacement issues for articles avoidably lost or destroyed will be made by cash sale or checkage of the individual's pay account.

070702. Individual clothing of enlisted personnel in the Marine Corps or Naval Reserve, who receive clothing via the replacement in-kind process may be replaced if such clothing has been lost, destroyed, damaged, or abandoned incident to their service provided.

A. Such clothing was necessary or proper under attendant circumstances for the individual concerned.

B. Such clothing was not in excess of the authorized allowance plus additional allowances, if presently entitled thereto. Unserviceable garments which are excess to authorized allowances will be recovered without replacement.

C. Such clothing is obviously unserviceable and is being surrendered by the proper individual or that the replacement is on an otherwise authorized basis.

D. The unit commander determines that there is no fault or negligence on the part of the individual.

0708 CLOTHING INSPECTIONS/INVENTORIES

Commanders of SMCR units shall hold annual clothing inspections/inventories, in addition to those inventories required per paragraph 0308. These inspections/inventories shall serve to determine whether the clothing in the possession of enlisted personnel is in serviceable condition and that the required quantity of clothing is possessed.

0709 TRANSFER BETWEEN SELECTED MARINE CORPS RESERVE (SMCR) UNITS, TO INDIVIDUAL READY RESERVE (IRR), OR TO EXTENDED ACTIVE DUTY

070901. The NAVMC 631/631A and duplicate copies of the NAVMC 604/604B will be inserted on top of the enlistment contract of the transferring individual's OMPF to ensure the gaining command is aware of any required subsequent issuance.

070902. If unable to draw necessary replacement clothing, because of non-availability prior to their transfer, a certificate listing the articles due the individual and signed by an officer authorized to approve such issues shall be placed in the individual's OMPF. Upon joining a new organization, individuals shall be issued the items to which they are entitled.

070903. Members transferring to another SMCR unit

When enlisted personnel are transferred within the SMCR, the individuals will be allowed to retain the uniform clothing in their possession. The individual's new commander shall conduct an inventory of the clothing in the enlisted reservist's possession, per Chapter 3 paragraph 0304. Discrepancies discovered by the inspection will be reconciled by issues/sales, as necessary, to complete the individual's clothing allowance. Any necessary replacement clothing that could not be provided at the previous unit and is documented by a non-availability certificate shall be issued at the new unit. The NAVMC 631/631A and duplicate copies of the NAVMC 604/604B shall be presented with the non-availability certificate at the time of the clothing issue.

070904. Members Transferred to IRR Status

The approved form shall be forwarded to the Commanding General, Marine Corps Reserve Support Command for inclusion in the individual's OMPF.

070905. Members Assigned to Extended Active Duty (more than 6 months of active duty)

The SMCR activity commander will inventory the individual's clothing prior to transfer. The results of the inventory will be included, in ink, in the "on hand" column (column 1) and will be attested to on certificate No. 2 of the NAVMC 631/631A. The clothing record will then be forwarded to the individual's new activity commander.

070906. Upon reporting for active duty, a subsequent inventory will be conducted by the gaining commander and the reservist will be provided with quantities of clothing that comprise the difference between the amounts indicated in column 1 as being on hand upon transfer and the quantities prescribed in the current MRL.

070907. This issue will be posted to the "Return to Active Duty Issues" (column 5) and will likewise be attested to on certificate No. 3. A new NAVMC 631/631A will be prepared for those returning to reserve status following extended active duty, including those returning from combat per Chapter 8 paragraph 0804.

070908. The new record will indicate in the "on hand" column (column 1) such quantities that comprise the present applicable allowances for personnel of the Marine Corps Reserve, inasmuch as the individual will have at least that amount of clothing on hand prior to separation from extended active duty.

0710 DOCUMENTATION AND DISPOSITION OF CLOTHING FORMS

As stated previously, all issues or replacements made via the Reserve replacement in-kind process will first be documented on a NAVMC 604/604B. Issues and recoveries shall then be recorded on the NAVMC 631/631A, as detailed below, and retained in the unit supply section. Both forms may be downloaded from the MCEFS, per paragraph 0704. Responsibility for the preparation and maintenance of clothing records rests directly with the unit commander; however, administrative

responsibilities may be delegated to appropriate personnel. Care shall be exercised by all personnel having official access to the records to prevent unauthorized entries.

071001. NAVMC 604/604B

A. Entries to the NAVMC 631/631A will be made from the duplicate copy of the NAVMC 604/604B, when the amount of clothing authorized has been issued.

B. After an initial issue has been recorded on the individual clothing record, the duplicate NAVMC 604/604B will be destroyed.

C. When replacement issues to individuals are furnished with new or recovered clothing, the NAVMC 604/604B will be annotated "new clothing" or "recovered clothing" and the duplicate copy will be filed directly behind the individual clothing record.

D. These slips will be destroyed when the person is transferred to the IRR or discharged from obligated Reserve service, whichever is earlier. The foregoing is necessary, since replacements of this type are not recorded in the NAVMC 631/631A inasmuch as they do not affect the amount of clothing on charge to the individual.

E. The retention of the duplicate NAVMC 604/604B will help to ensure that the individual is not being provided an excessive amount of replacement clothing and will provide information for determination of clothing items to be recovered upon separation when items issued at government expense have been replaced via the replacement in-kind process.

071002. NAVMC 631/631A

A new NAVMC 631/631A will be established for personnel of the Marine Corps Reserve under the following conditions when:

A. A person initially joins the Marine Corps Reserve;

B. A reservist reenlists in the Marine Corps Reserve after the expiration of a prior enlistment;

C. A reservist resumes or establishes an inactive duty status with the Marine Corps Reserve upon separation from the Regular Establishment after a period of initial active duty for training or a tour of extended active duty (more than 6 months of active duty); and

D. A reservist enlists in the Marine Corps Reserve as an initial active duty trainee.

E. No recovery and reissue of clothing is necessary when a reservist reenlists immediately upon discharge; however, a new clothing record will be prepared and the "on hand" column (column 1) balance on the old form will be transferred to the new form.

F. At this time, the clothing in the possession of an individual will be inspected and a determination will be made as to whether discrepancies will be resolved by replacement issues made in kind or whether the individual will be obliged to resolve such discrepancies by cash sale or checkage. Replacement issues will not be made to reservists until their reenlistment in the Marine Corps Reserve has been actually accomplished.

071003. When a new NAVMC 631/631A has been established for personnel of the Marine Corps Reserve, the individual's old clothing record may be destroyed.

071004. The NAVMC 631/631A is maintained and filed in the unit supply section. Upon an individual's transfer from one unit to another, the individual clothing record will be inserted on top of the enlistment contract in the transferring individual's OMPF. Upon reporting in at the new unit, the individual's clothing record will be removed from the respective OMPF and filed in the unit supply section.

071005. Non-Required NAVMC 631/631A Postings

Issues which do not affect the total quantity of clothing on charge to a reservist shall not be posted to the NAVMC 631/631A. These include the following:

A. Replacement issues made to replace like articles lost, worn out, or otherwise unserviceable which are replaced without charge on an item basis.

B. Items furnished a reservist on a checkage or cash sale basis.

071006. Entries to the "on hand" column (column 1) and the space provided for the date of the on-hand entry will be made in pencil. This is to facilitate the changing of the data contained therein, as may be necessary by issue or recovery entries; however, the one exception in this regard occurs when the inspection of the individual's clothing is made prior to transfer to extended active duty (more than 6 months of active duty). At that time, the information under the "on-hand" column and the date for the listed on-hand figure will be made in ink. Entries in all other columns will be typewritten or made in ink.

071007. Required NAVMC 631/631A Postings

Only transactions which affect the "on hand" or "balance" column of the NAVMC 631/631A will be posted. These include the following:

A. Initial Issues.

B. Issues that increase the balance of the articles on charge to the individual (such as supplementary allowance and special initial clothing allowance issues).

C. Recoveries of articles for which no replacement is made.

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071008. Posting Reserve In-Kind Issues

Columns 2 and 3 have been reserved for recording issues made. Entries reflecting an issue will be made as follows.

- A. The amount furnished the reservist will be entered in the "issues" column (column 2 or 3).
- B. A pencil entry will be made in column 1 reflecting the new "on-hand" balance. If a previous on-hand figure appeared in the column, it will be erased and corrected according to the issue made.
- C. The date of the issue will be indicated in the space provided behind the word "issues" in the column.
- D. An entry will be made on Certificate 1 attesting to the issue described indicating information as follows:
 - 1. Date Made. Indicate the date of issue shown on the NAVMC 604/604B from which the posting is made.
 - 2. Organization Where Made. Indicate the organization shown on the NAVMC 604/604B as the issuing office.
 - 3. Issue Per Column. Indicate the number of the column to which the posting reflecting the issue was made.
 - 4. Attested To By. To be signed by the witnessing officer who verifies the preceding entries and destroys the NAVMC 604/604B from which the entries are made.
 - 5. Date Attested. Indicate the date the preceding entries and attestation are made.
- E. The duplicate NAVMC 604/604B from which the preceding entries are posted will be destroyed by the officer making the attestation, after the entries have been made and verified on the NAVMC 631/631A.

071009. Posting Recoveries

Column 4 has been reserved for recording recoveries made. Entries reflecting a recovery will be made as follows.

- A. The amount recovered from the reservist will be entered in the "recovery" column (column 4).
- B. The date of the recovery will be indicated in the space provided behind the word "recovery" in the title.

C. The entries made on certificate No. 1 apply, except that, in lieu of an issue, the recovery will be shown under the "recovery per" column item in the certificate.

071010. Recording Inventories

A. When an inventory of clothing is taken, such inventory should be verified against the "on hand" column (column 1).

B. Normally, an inventory of an individual's clothing will not result in any quantitative entries on the NAVMC 631/631A. Discrepancies will be resolved by either a replacement in-kind, checkage, or cash sale, as appropriate. In any event, the quantity on charge to the individual would not be altered; hence, the "on hand" column (column 1) figure will remain unchanged.

C. An inventory resulting in no quantitative changes in the figure in the "on hand" column (column 1) will be entered on the NAVMC 631/631A as follows:

1. The date appearing in the "on hand" column (column 1) will be erased and the date of the inventory will be included in lieu thereof.

2. The entries for Certificate No. 1 apply, except that, in lieu of an issue, the inventory will be attested to under the "on hand per" column item.

3. In the event the inventory to be recorded represents a transfer inspection, the preceding instructions apply, except that, under the "on hand per" column, the word "transfer" will be written next to the "on hand" column designated.

0711 DISPOSITION OF RECOVERED AND/OR EXCESS CLOTHING

071101. As appropriate, recovered individual uniform clothing suitable for renovation will be renovated by laundering or dry-cleaning and will be given priority of issue over new items to meet replacement requirements.

071102. Recovered clothing will be handled per Chapter 5 paragraph 0504.

0712 RETENTION PROCEDURES DISPOSITION OF RECOVERED AND/OR EXCESS CLOTHING

Except as provided in Chapter 5 paragraph 0504, enlisted personnel of the Marine Corps Reserve may retain all articles of individual uniform clothing in their possession upon separating from an SMCR unit.

0713 ORGANIZATIONAL ISSUE OF DRESS UNIFORMS

SMCR units are authorized to stock and issue dress blue uniforms and other uniform clothing for organizational issue, per Chapter 7 paragraph 0707. Historically, Marine Corps Reserve training centers have maintained six dress blue uniforms (either male or female) for use by all of the units

located at the center; however, there is no restriction on the quantity of uniform clothing items provided via organizational issue as long as policy is maintained per Chapter 7.

VOLUME 13: CHAPTER 8

"DEPLOYMENT AND ACTIVATION/MOBILIZATION"

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 8

DEPLOYMENT AND ACTIVATION/MOBILIZATION

0801 GENERAL

080101. The instructions contained in this chapter apply to active duty Marines and Sailors serving with Marine Corps units (including those personnel activated/mobilized) during times of combat or under orders to proceed to combat areas or areas where emergent conditions exist.

080102. Except in time of war declared by the Congress, the terms “combat areas” and “areas where emergent conditions exist” as used in these instructions shall include areas where personnel are subject to hostile fire or explosion of hostile mines or where they are on duty in an area in which they are in imminent danger of being exposed to hostile fire or explosion of hostile mines.

080103. Members of the uniformed services are subject to hostile fire or explosion of hostile mines. Details on which organizations are responsible for issuance of uniform clothing to activated personnel are included in reference [\(w\)](#).

0802 MOBILIZED/ACTIVATED PERSONNEL

080201. Activated Enlisted Reservists

This category includes SMCR, IMA, and IRR “obligor” (see Chapter 2 paragraph 0203) enlisted personnel.

080202. Commanders or mobilization support personnel will conduct a uniform clothing inventory, per Chapter 3 paragraph 0309.

080203. Commanders will determine if fault or negligence is involved with deficient mandatory retention items, per Chapter 5 paragraph 0502.

080204. Units will provide for clothing issues/replacement issues, per Figure 2-2. See Figure 3-1 for the appropriate FAN to use for these clothing issues/replacement issues and per Chapter 3 paragraph 0308 for proper issue/replacement documentation.

080205. Quantities of clothing issued will be the shortfall between the mandatory retention amounts indicated in the individual’s clothing record (NAVCM 631/631A), per Chapter 5 paragraph 0502, and the MCL listed below. Replace any unserviceable clothing items, to include worn-out items or items that no longer fit properly due to weight or other physical changes occurring since release from active duty (SMCR and IMA reservists must maintain weight standards). Replaced clothing must be recovered.

Minimum Combat Load (MCL)

<u>Item</u>	<u>Qty</u>
Bag, Duffel	1
Belt, Web or Martial Arts	2
Boot, Combat TW or HW, pair	1
Buckle, for belt, web, khaki	2
Cap, Combat Utility, garrison, woodland or desert MARPAT (mission dependent)	1
Cap, Combat Utility, field, woodland or desert MARPAT (mission dependent)	1
Coat, Combat Utility, woodland or desert MARPAT (mission dependent) with name and service tapes	2
Socks, Boot	4
Trousers, Combat Utility, woodland or desert MARPAT (mission dependent) w/ name tape	2
Undershirt (for utility uniform)	6

080206. If activation orders state otherwise or the GFC deems additional clothing is required, the activated reservist will be issued the difference between the mandatory retention amounts (NAVMC 631/631A) and the current MRL for personnel of the Regular establishment, per Chapter 2 paragraph 0204.

080207. Activated Navy personnel may be issued the special initial clothing allowances, per Chapter 2 paragraph 0208.

080208. If all required clothing is not available prior to transfer to the GFC, “due member” documentation is required per Chapter 3 paragraph 0303.

080209. If required, supplementary clothing allowances authorized to the GFC may be issued to the activated reservist, per Chapter 2 paragraph 0219. A Medium Dress Blue Supplementary Clothing Allowance is authorized for those personnel assigned to casualty assistance teams for funeral details.

080210. Commanders will initiate the BCRA via unit diary entry to accrue commencing with the day following the completion of 6 months continuous active duty, without regard to time lost from the date of last authorization to the Initial Issue, per paragraph 0211.

080211. Upon demobilization, commanders must complete a clothing exit inventory and counsel the individual if there are discrepancies per Chapter 3 paragraph 0308.

0803 ACTIVATED RESERVE MARINE CORPS OFFICERS

Activated Reserve Marine officers will not receive clothing issues/replacement issues, but may be eligible for the Additional Active Duty Allowance if they remain on active duty beyond 90 days and it has been more than 2 years since they last served on active duty (for a period of more than 90

days), per Chapter 2 paragraph 0217. Unit commanders must authorize this allowance and will initiate payment via unit diary entry.

0804 OTHER ACTIVATED PERSONNEL

This category includes recalled retirees, previously discharged personnel, and IRR “non-obligors” (see paragraph 0204). If within 90 days of discharge from all obligated service, the same procedures as listed in paragraph 0802 will be followed. If beyond 90 days from discharge from all obligated service, retention of uniform clothing is not required and a complete MCL or Initial Issue should be provided, as required, followed by paragraphs 080204, 080205, and 080206. The Initial Issue may be provided only once during 4 consecutive years and only once during any period of continuous active duty.

0805 ACTIVATED CIVILIAN SUPPORT PERSONNEL

Civilian personnel activated to support the Marine Corps may be issued service or utility uniforms with no distinctive grade or Marine Corps or Navy device or insignia, per Chapter 2 paragraph 0207.

0806 DEPLOYED BLOCKS

Logistics Combat Elements may draw clothing blocks from the supporting MCSS for deployments in excess of 60 days. Accounting, payment, and resupply procedures will be in accordance with the supporting MCSS SOP.

0807 STORAGE PRIOR TO TRANSFER TO/FROM COMBAT

Units may set up a clothing control point for mass storage of individual uniform clothing items during deployment to a combat area, per the following procedures:

080701. Activity commanders operating clothing control points will be responsible for ensuring that stored clothing is properly documented on NAVMC 631/631A, per paragraph 0308.

080702. Only “issued” clothing will be documented on the NAVMC 631/631A; all other clothing will be considered “personal effects” and will be handled per Chapters 14 through 25 of this Volume.

080703. The clothing will be placed in an appropriate container, such as a fiberboard box, clothing bag, or duffel bag. The container will be secured following inventory and certification of the NAVMC 631/631A, per paragraph 0308.

080704. A shipping tag or other locator identification card will be prepared indicating the name, grade, and SSN of the individual whose clothing is being stored. This tag or card will be securely attached to the container in which the clothing is stored. In addition, if a clothing or duffel bag is used to store clothing, the bag will bear identification markings, per reference [\(e\)](#).

080705. Clothing prepared for storage in CONUS will be forwarded to the PEBC, MCB, Camp Lejeune or Camp Pendleton, as appropriate. Outside the continental United States

(OCONUS), the clothing will be stored at the clothing control point until shipment to a PEBC is coordinated. In those cases when clothing is recovered for storage at areas other than the bases at which the PEBCs are located, supply officers will, prior to shipping such parcels, write to the OIC of the cognizant PEBC, advising of the number of such containers for storage and requesting shipping instructions.

080706. The subject clothing which is received by the PEBCs will be handled within those organizations per existing instructions.

080707. Activity commanders will ensure that the concerned PEBCs receive transfer rosters of personnel being returned from combat areas so that the stored clothing might be made available upon their return.

0808 REPLACEMENT ISSUES INCIDENT TO COMBAT

For replacements required during combat, a personal property claim must be filed for applicable circumstances, per Chapter 2 paragraph 0219; however, since timely replacement is essential for further combat operations, immediate replacements may be authorized locally, documented, and later reconciled with applicable personal property claims documents for vouchering. For those circumstances when a personal property claim is not applicable, the unit's MSC (i.e., Division, Wing, Marine Logistics Group, or MEF) is authorized to replace clothing for losses incident to combat.

080801. Replacement issues incident to combat include actual replacements during combat and replacement issues to hospitalized personnel, personnel with profile changes due to combat related illness or injury (to include amputations), and other personnel displaced from their clothing (to include prisoners, deserters, etc.) and for the burial of the dead, per Chapter 5 paragraph 0514 and Figure 3-1.

080802. Minimum Traveling Uniform

The minimum traveling uniform is a gratuitous health and comfort issue of uniform clothing necessary for the acceptable standards of personal appearance. Any portion of the minimum traveling uniform, up to the total list provided in Figure 8-1, may be issued as replacements incident to combat, as circumstances dictate; however, it is not necessary to issue the entire minimum traveling uniform; only those items required for travel, based on the climate, environment, and destination will be furnished (i.e. conditions may not warrant the wear of the utility uniform).

080803. All replacement issues must be documented on a NAVMC 604/604B and NAVMC 631/631A per Chapter 3 paragraph 0308, respectively. In the event that the individual's NAVMC 631/631A is not available, a copy of the NAVMC 604/604B will be mailed to the individual's command for proper documentation in the individual's OMPF.

080804. Combat replacement issues will be funded using MILPERS appropriations, which are controlled by HQMC vice the unit. FAN "72053" is used for these replacements, per Figure 3-1.

080805. Combat replacement issues must be approved by the unit's MSC commander.

0809 RETURNING FROM COMBAT

Clothing inventories should be conducted as soon as feasible (i.e., upon arrival at clothing control point, during the return voyage, etc.), per paragraph 0308. Clothing which was kept in storage for the individual during a tour of duty in a combat area will be obtained and handled as follows:

080901. Activities operating clothing control points will do the following.

A. Provide the following statement, if applicable:

"A NAVMC 631/631A is/is not available. A NAVMC 604/604B for gratuitous replacement of missing or damaged required uniform clothing was/was not issued."

B. Authorize gratuitous replacement of any items damaged or lost during storage.

C. If shipment of the clothing to the individual becomes necessary, it will be accomplished at government expense and certificate No. 5B of the NAVMC 631/631A will be completed for this purpose.

D. Maintain, for a period of 6 months, copies of the NAVMC 604/604B which were issued to combat returnees authorizing gratuitous replacement of missing or damaged uniform clothing and affect authorized replacements and document per paragraph 0308.

080902. Commands joining combat returnees will:

A. Compare clothing inventory with the individual's NAVMC 631/631A and NAVMC 604/604B;

B. Affect authorized replacements and document per paragraph 0308; and

C. Assist the individual with processing a personal property claim, per Chapter 2 paragraph 0230, for clothing items found to be missing through no fault or negligence by the individual.

080903. Commands joining combat returnees who do not possess NAVMC 631/631A or 604/604B but have a statement from their previous unit stating they are authorized gratuitous replacement of required uniform clothing will:

A. Query the clothing control point activity and/or the individual's former parent command to determine whether items were gratuitously issued;

B. Affect authorized replacements and document per paragraph 0308; and

C. Assist the individual with processing a personal property claim, per Chapter 2 paragraph 0230 for missing items (i.e., those lost by the clothing control point or found to be missing through no fault or negligence by the individual).

0810 SUSTAINMENT ISSUES OF ORGANIZATIONAL CLOTHING

Replacement issues of unserviceable organizationally issued clothing may become necessary during combat. These replacement issues are authorized as long as the handling procedures for organizational clothing and equipment are followed, per Chapter 6.

Quantity

<u>Summer</u>	<u>Winter</u>	<u>Article</u>
1	1	BELT, TROUSERS: web, khaki
1	1	BOOTS, MARINE CORPS COMBAT: hot or temperate weather, pair (as required)
1	1	BUCKLE: f/belt, web, khaki
1	1	BUCKLE: f/belt, coat
1	1	CAP, GARRISON, MAN'S: all-season, green
1	1	CAP, COMBAT UTILITY: field or garrison, woodland or desert MARPAT (as required)
1	1	CLASP, NECKTIE
1	1	COAT, MAN'S: all-weather
1	1	COAT, MAN'S: all-season, green, w/belt
1	1	COAT, COMBAT UTILITY: woodland or desert MARPAT w/embroidered name and service tapes (as required)
3	3	DRAWERS, MAN'S: cotton, white, pair
0	1	GLOVES, LEATHER: black, pair
1	1	INSIGNIA, BRANCH OF SERVICE: garrison cap, black, screwpost
1	1	INSIGNIA, BRANCH OF SERVICE: service uniform collar, black, pair
2	2	INSIGNIA, GRADE, ENLISTED PERSONNEL: green on khaki (man's), pair
1	1	INSIGNIA, GRADE, ENLISTED PERSONNEL: green on scarlet, pair
1	1	INSIGNIA, GRADE, ENLISTED PERSONNEL: black, plastic, pair (3 pairs authorized if utilities are issued)
1	1	NECKTIE: khaki
1	2	SHIRT, MAN'S: polyester/wool, khaki, long-sleeve
1	0	SHIRT, MAN'S: polyester/wool, khaki, quarter-length-sleeve
1	1	SHOES, DRESS: black, pair
3	3	SOCKS: boot, pair
3	3	SOCKS: dress, black, pair
1	1	STRIPE, SERVICE: green on scarlet, pair
1	1	TROUSERS, MAN'S: all-season, green, pair
1	1	TROUSERS, COMBAT UTILITY: woodland or desert MARPAT w/embroidered service tape (as required)
2	2	UNDERSHIRT: for utility uniform
2	2	UNDERSHIRT: white, for service uniform

Figure 8-1.--Minimum Traveling Uniform (Men's).

VOLUME 13: CHAPTER 9

"CONSOLIDATED STORAGE PROGRAM (CSP)"

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 9

CONSOLIDATED STORAGE PROGRAM (CSP)

0901 GENERAL

090101. This chapter provides the governing construct, roles and responsibilities, and integration across the Marine Corps enterprise for the management of the CSP. The policy outlined in this chapter is applicable to the Marine Corps Total Force and serves to improve overall asset management and accountability, optimize inventory, and decrease the total support cost for the life cycle management of select Class II/VII as directed by reference (d).

090102. The consolidation of efforts contained within this chapter promotes operational management and equipment readiness of ICCE; CBRND-E; STAP; SWS&CN. These commodities will be defined throughout this chapter as selected Class II/VII unless otherwise specified.

090103. The CSP consist of IIFs and UIFs. Using Contractor Logistics Support, the CSP provides centralized inventory management of selected Class II/VII items to support commanders, Marines, and Sailors, and to promote readiness of the force and contribute to Marine Corps mission accomplishment.

090104. The CSP performs the retail functions of issue, recovery, storage, disposal, requisitioning, receipt, and maintenance management, including inventory visibility and accountability, shelf-life management and forecasting in support of the Marine Corps requirements for selected Class II/VII.

0902 POLICY

090201. MARCORLOGCOM Logistic Services Management Center manages the CSP.

090202. CSP receives, stores, issues, maintains, repairs, launders (selected items), recovers, and executes disposition actions of selected Class II/VII to support the operating forces, to include limited support to MARFORRES and the SE.

090203. CBRND-E, individual protective equipment, and designated unit issue items will be available for issue to those individuals, such as IRR and government civilians who do not receive this equipment from other organic sources.

090204. Contractors will be supported in accordance with Volume 10 of this Order.

090205. All requests for issue of equipment shortfalls to reserve personnel will be routed to MARFORRES for endorsement, and forwarded to the supporting MEF G-4 and MARFORSOC G-4 for approval.

090206. MSCs supporting individual augmentees (IAs) and IRRs will submit a copy of the actual signed orders to include the destination of the IA to the CSP.

090207. In accordance with the Volume 10 of this Order, the Marine Corps will identify GPF to be provided to the contractor within the contract. The CSP will notify the KO in the event the equipment is damaged, lost or not returned by the contractor.

090208. Units not supported by the CSP that desire support, will formally request inclusion into the program via an UNS.

A. The UNS is the most important information component in the Expeditionary Force Development System (EFDS). As the primary means of entry into the EFDS, the UNS acts as a "work request" for current and future capabilities.

B. The UNS identifies operational enhancement opportunities and deficiencies in capabilities. Opportunities include new capabilities, improvements to existing capabilities, and elimination of redundant or unneeded capabilities.

C. "Universal" highlights its common use by any Marine Corps organization to capture both current needs and future needs developed through analysis, assessment, and experimentation with future warfighting concepts.

090209. Records created as a result of the policy in this chapter shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and references [\(f\)](#) and [\(h\)](#).

VOLUME 13: CHAPTER 10

“THE NATIONAL FLAG’S HISTORY, USE, AND PLACEMENT”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 10

THE NATIONAL FLAG’S HISTORY, USE, AND PLACEMENT

1001 HISTORY

100101. Before we became a nation, our land knew many flags. Long ago, the Norsemen probed our coastal waters sailing under the banner of the black raven. Columbus carried a Spanish flag across the seas. The Pilgrims carried the flag of Great Britain. The Dutch colonists brought their striped flag to New Amsterdam. The French explored the continent under the royal fleur-de-lis. Each native Indian tribe had its own totem and insignia. Immigrants of every race and nationality, in seeking a new allegiance, have brought their symbols of loyalty to our shores.

100102. During our Revolution, various banners were used by the not yet united colonies. A green pine tree with the motto, “An Appeal To Heaven” was popular with our young Navy. The rattlesnake’s warning, “Don’t Tread On Me” was displayed by aroused colonists along the Atlantic seaboard. The Moultrie “Liberty” flag, a large blue banner with a white crescent in the upper corner, rallied the defenders of Charleston, South Carolina, in 1776. The Bunker Hill flag was a blue banner with a white canton filled with a red cross and a small green pine. The flag of the maritime colony of Rhode Island bore a blue anchor under the word “Hope.” Strikingly similar to the Stars and Stripes was the flag carried by the Green Mountain Boys of Vermont at the Battle of Bennington on 16 August 1777.

100103. The first flag of the colonies to have any resemblance to the present Stars and Stripes was the “Grand Union Flag,” sometimes referred to as the “Congress Colors.” When George Washington took command of the Continental Army at Cambridge, Massachusetts, in 1776, he stood under the “Grand Union Flag” which continued to show a dependence upon Great Britain. The flag consisted of thirteen stripes, alternately red and white, representing: the Thirteen Colonies, with a blue field in the upper left hand corner bearing the crosses of St. George (England) and St. Andrew (Scotland), signifying union with the mother country.

100104. The first Stars and Stripes were created by the Continental Congress on 14 June 1777. This date is now observed nationally as “Flag Day.”

100105. In this flag the thirteen stars, representing a constellation, were arranged in a variety of designs. (Congress did not specify the arrangement of the thirteen stars on the blue union, except to say that they should represent a new constellation). The most popular with the stars in a circle so that no state could claim precedence over another is known as the Betsy Ross Flag, in honor of the seamstress who is supposed to have sewn the first one.

100106. The first Navy Stars and Stripes had the stars arranged in staggered formation in alternate lines and rows of threes and twos on a blue field. A close inspection of this arrangement of the stars shows a distinct outline of the diagonal X-shaped cross and the cross of St. George of the English flag. This indicates how difficult it was for the colonists, even at this late date, to break away entirely from the British flag under which they had been born and had lived all the years of their lives.

100107. As the American frontier expanded, two new states were added to the Union, and these were incorporated into the flag. This meant that two stars and two stripes were added to the design making a total of fifteen each. It was this flag that withstood enemy bombardment at Fort McHenry, Maryland, 13-14 September 1814, and inspired Francis Scott Key to write the “Star Spangled Banner.”

100108. Realizing that the flag would become unwieldy with a stripe for each new state, Captain Samuel C. Reid, United States Navy, suggested to Congress that the stripes remain thirteen in number to represent the Thirteen Colonies, and that a star be added to the blue field for each new state coming into the Union. A law of April 4, 1818, that resulted requires that a star be added for each new state on the 4th of July after its admission.

100109. Since 1818, each new state has brought a new star for the flag. A 48-star flag came along with admission of Arizona and New Mexico in 1912. Alaska added a 49th star in 1959, and Hawaii paved the way for 50 stars in 1960. This growing pattern of stars could be said to reflect the growing dimensions of America’s responsibilities, as the thirteen stripes reflect the constant strength of our country’s traditions.

1002 USE AND DISPLAY

100201. The national flag represents the living country and is considered as a living thing, the union being the honor point. The right arm is the sword arm and therefore the point of danger; hence, the right is the place of honor. The edge of the flag which is toward the staff is the heraldic dexter or right edge (See Figure 10-1). The union of the flag, and the flag itself when in company with other flags, is always given the honor point, i.e., the marching right, the flag’s own right, or an observer’s left.

100202. It is the universal custom to display the flag from sunrise to sunset; however, when a patriotic effect is desired for special occasions, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness per reference [\(x\)](#).

100203. In general, the national flag should be displayed flat. It should not be festooned over doorways or arches, tied in a bowknot, or fashioned into a rosette. When used on a rostrum, it should be displayed above and behind the speaker’s desk. It should never be used to cover the speaker’s desk or draped over the front of the platform. For this latter purpose, as well as for decoration in general, bunting of the national colors should be used, and since the union of the flag always goes to the honor point, the colors should be arranged with the blue above, the white in the middle, and the red below.

100204. When the national flag is displayed from a staff in a public auditorium or chapel, whether on the same floor level or on a platform, it should be in advance of the audience and in the position of honor at the speaker’s or chaplain’s right as he faces the audience or congregation. Any other flags should be placed to the speaker’s or chaplain’s left or to the right of the audience.

100205. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. When the President directs that the flag be flown at half-staff at

military facilities and naval vessels and stations abroad, it will be so flown whether or not the flag of another nation is flown full-staff alongside the flag of the United States of America.

100206. The national flag, if required, will be displayed, on the right (the flag's own right) of all others. The national flags of other nations shall be displayed, right to left, in the alphabetical order of the names of the nations in the English language. The flags should be of approximately equal size. Situations periodically occur wherein the national flag is shown in a host country and must therefore be flown in accordance with agreements made with the host country. In such situations the national flag could be flown or displayed in a subordinate position to the host country flag. Where an agreement does not specifically designate the flag to be flown in the position of honor, common sense dictates handling of the situation in a way that will preserve and enhance the prestige of the host country and its flag.

100207. No lettering, figure or object of any kind will be placed on or attached to the national flag.

100208. No other flag or pennant should be placed above or, if on the same level, to the right of the national flag except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy (Although the church pennant may not be flown above the national flag ashore, it may be displayed separately.).

100209. The national flag, when flown at a military post or when carried by troops, will not be dipped by way of salute or compliment.

100210. When the national flag is carried, as in a procession, with another flag or with other flags, the place of the flag is on the marching right, i.e., the left of an observer whom the flag is approaching, or if there is a line of other flags, in front of the center of that line (See Figure 10-2).

100211. The national flag should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs (See Figure 10-3).

100212. When the national flag and another flag are displayed together from crossed staffs, as against a wall, the national flag will be on the right (i.e., the flag's own right), or the left of an observer facing the wall, and its staff will be in front of the staff of the other flag (See Figure 10-4).

100213. When displayed over the middle of the street, the flag should be suspended vertically with the union to the north in an east-and-west street, or to the east on a north-and-south street, per reference [\(x\)](#).

100214. When the flag is suspended over a sidewalk from a rope, extending from house to pole at the edge of the sidewalk, the flag should be hoisted out from the building, toward the pole, union first from the building, per reference [\(x\)](#).

100215. When the flag is displayed from a staff projecting horizontally or at any angle from the window sill, balcony, or front of a building, the union of the flag should go clear to peak of the staff (unless the flag is to be displayed at half-mast) (See Figure 10-5).

100216. When flags of states or cities, or special flags such as the POW/MIA flag or the Commander-in-Chief's Installation Excellence Award Flag, are flown on the same halyard with the flag of the United States of America, the latter should always be at the peak. When flown from adjacent staffs the Stars and Stripes should be hoisted first and lowered last (See Figure 10-6).

100217. The display of the national flags of foreign nations at Marine Corps posts during gun salutes will be governed by the appropriate provisions of U.S. Navy regulations.

100218. When used at sea as the United States' maritime flag, the national flag is referred to as the national ensign.



Figure 10-1.--National Flag Flying Over the U.S. Capitol.



Figure 10-2. Carried with Other Flags or with a Line of Flags



Figure 10-3. Display with Other Flags



Figure 10-4. Crossed or Mounted with Other Flags



Figure 10-5. Display from a Door Way



Figure 10-6. Display with Pennants or State Flags

1003 NATIONAL STANDARD

100301. A national standard or color will be carried on all occasions of ceremony in which two or more companies (or equivalent units) participate and represent the organization for which the color is authorized. Units may continue to display authorized rayon colors or standards until a replacement is required.

100302. Not more than one national standard or color will be carried by a regiment (or equivalent command) or any part thereof when assembled as an organization.

100303. A national standard or color may be carried by an organization for which the colors or standards are authorized or a component thereof, at drills, on marches, or on other services when prescribed by the CO of the organization.

100304. Except when specifically authorized by the CMC, national standards or colors will not be issued to temporary or provisional units or organizations.

100305. A national sandard or color, with cord and tassel, is authorized on the basis of one per battle or organizational color.

100306. A national standard or color is authorized for use by the recruiting service, in civil ceremonies, and on other public occasions.

100307. The use of fringe on national standards or colors within the Marine Corps is prohibited.

1004 PLACING OF THE NATIONAL FLAG IN MOURNING

Flags carried by troops will not be half-staffed, nor will any such flag be placed in mourning unless ordered by the Secretary of the Navy. When so ordered, two streamers of black crepe 7 feet long and about 12 inches wide will be attached to the staff below the ornament of the national and organizational color and standard.

1005 THE NATIONAL FLAG AT BURIALS

100501. The national flag is used to cover the casket at the military funeral of any of the following named persons:

- A. Any member of the Armed Forces on active service.
- B. Member of the Marine Corps Reserve.
- C. Persons on the retired list of the Marine Corps and the Marine Corps Reserve.
- D. Members of recognized military organizations.
- E. Former members of the Military Service who have been honorably discharged.

100502. The manner of placing the national flag on the casket will be the reverse of that prescribed for displaying it vertically against a wall. It will be placed lengthwise of the casket with the union at the head and over the left shoulder of the deceased. The flag will not be lowered into the grave or be allowed to touch the ground, nor will it be committed to the deep for a burial at sea honorably. The interment flag, furnished at government expense, is given to the next of kin at the conclusion of the interment. When so presented, the flag is folded in the prescribed manner and presented to the next of kin in a dignified manner with a short statement such as, "This flag is offered by a grateful nation in memory of the faithful service performed by your (relationship)." (See Figure 10-7.)



Figure 10-7. The National Flag at Burials

VOLUME 13: CHAPTER 11

“THE NATIONAL FLAG’S SIZE, DISPLAY, MAST, AND FOLDS”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by **bold, italic, blue and underlined font.**

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 11

THE NATIONAL FLAG'S SIZE, DISPLAY, MAST, AND FOLDS

1101 SIZE AND DISPLAY

110101. The national flag will be displayed at all Marine Corps posts and camps, in accordance with the appropriate provisions of U.S. Navy regulations. When used at sea as the United States' maritime flag, the national flag is referred to as the national ensign.

110102. National flags are authorized in four sizes. See Appendix A for descriptive information.

A. The post flag will be displayed in pleasant weather, except as provided in 110102.C below. (Not authorized to Marine Corps Reserve.)

B. The storm flag will be displayed in inclement weather.

C. The garrison flag except during inclement weather and as noted below, will be displayed on Sundays and on the holidays and other national occasions listed below:

1. New Year's Day, 1 January.
2. Inauguration Day, 20 January every fourth year.
3. Martin Luther King, Jr.'s, Birthday, third Monday in January.
4. Abraham Lincoln's, Birthday, 12 February.
5. George Washington's Birthday, 22 February.
6. Easter Sunday (variable).
7. Thomas Jefferson's Birthday, 13 April.
8. Loyalty Day and Law Day, USA, 1 May.
9. Mother's Day, second Sunday in May.;
10. Armed Forces Day, third Saturday in May.
11. National Maritime Day, 22 May.
12. Memorial Day, last Monday in May.
13. Flag Day, 14 June.

14. Father's Day, third Sunday in June.
15. Independence Day, 4 July.
16. National Aviation Day, 19 August.
17. Labor Day, first Monday in September.
18. Constitution Day and Citizenship Day, 17 September.
19. Gold Star Mother's Day, last Sunday in September.
20. Columbus Day, second Monday in October.
21. Veterans Day, 11 November.
22. Thanksgiving Day, fourth Thursday in November.
23. Christmas Day, 25 December.
24. Important occasions as designated by Presidential proclamation.
25. Celebration of a regional nature when directed by the installation

commander.

D. The color guard flag will be carried on all occasions of ceremony in which two or more companies (or equivalent) participate and represent the organization for which the color is authorized.

110103. The garrison flag will not be displayed from a mast less than 65 feet in height.

110104. The flag is hoisted at 0800 and lowered at sunset daily.

1102 FULL AND HALF-MASTING

110201. When the national flag is displayed at half-mast, it is first hoisted to the peak and then lowered to the half-mast position. Before lowering, the flag is again raised to the peak.

110202. All military posts in sight of each other display the national flag at half-mast upon the occasion of one doing so. The same rule is observed toward all vessels of war.

110203. A flag in any position below the peak (the top of the mast or truck) is technically in the half-mast position but, in general, the middle point of the hoist of a flag at half-mast should, in the case of an unguided mast of one piece, be halfway between the peak and the foot of the mast or, in the case of a mast with a yard or guys, halfway between the peak and the yard or point of attachment of the guys (See Figure 11-1). Local conditions, such as the liability of fouling

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the flag may however, dictate other positions, a graceful one being with the top of the flag the depth of the hoist below the peak.

110204. On Memorial Day, display the flag in accordance with the appropriate provisions of U.S. Navy regulations.



Figure 11-1.--Display at Half Mast.

1103 LOWERING AND FOLDING

110301. When the national flag is lowered from the mast, no portion of it will be allowed to touch the ground, either in lowering or in folding. The flag is detached from the halyards and folded into the shape of a cocked hat, with the blue field and stars outward, according to the instructions (See Figures 11-2 through 11-8).

110302. Instructions

This custom of special folding is reserved for the United States flag.

A. To properly fold the flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.



Figure 11-2. Folding of the National Flag, Step 1

B. Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.



Figure 11-3. Folding of the National Flag, Step 2

C. Fold the flag again lengthwise with the blue field on the outside.



Figure 11-4. Folding of the National Flag, Step 3

D. Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



Figure 11-5. Folding of the National Flag, Step 4

E. Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



Figure 11-6. Folding of the National Flag, Step 5

- F. The triangular folding is continued until the entire length of the flag is folded in this manner.



Figure 11-7. Folding of the National Flag, Step 6

- G. When the flag is completely folded, only a triangular blue field of stars should be visible.



Figure 11-8. Folding of the National Flag, Step 7

VOLUME 13: CHAPTER 12

**“MARINE CORPS COLORS, STANDARDS, FLAGS, GUIDONS, PLATES AND
STREAMERS”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 12

**MARINE CORPS COLORS, STANDARDS, FLAGS, GUIDONS, PLATES AND
STREAMERS**

1201 HISTORY

120101. Very little information is available regarding the flags carried by early American Marines, although indications are that the Grand Union flag was carried ashore by the battalion led by Captain Samuel Nicholas on New Providence Island, 3 March 1776. It is quite possible that the Rattlesnake flag was also carried on this expedition.

120102. The standard carried by the Marines during the 1830s and 1840s consisted of a white field with gold fringe, and bore an elaborate design of an anchor and eagle in the center. Prior to the Mexican War, this flag bore the legend "To the Shores of Tripoli" across the top. Shortly after the war, the legend was revised to read: "From Tripoli to the Halls of the Montezuma."

120103. During the Mexican-American and Civil Wars, Marines in the field carried a flag similar to the national flag, comprised of red and white stripes and a union. The union; however, contained an eagle perched on a shield of the United States and a half-wreath beneath the shield, with 29 stars encircling the entire design.

120104. Beginning in 1876, Marines carried the national colors (the Stars and Stripes) with "U.S. Marine Corps" embroidered in yellow on the middle red stripe.

120105. At the time of the Vera Cruz landing in 1914, a more distinctive standard was carried by Marines. The design consisted of a blue field with a laurel wreath encircling the Marine Corps emblem in the center. A scarlet ribbon above the emblem carried the words "U.S. Marine Corps," while another scarlet ribbon below the emblem carried the motto "Semper Fidelis."

120106. Orders were issued on 2 April 1921 which directed all national colors be manufactured without the yellow fringe and without the words "U.S. Marine Corps" embroidered on the red stripe. This was followed by an order dated 14 March 1922, retiring from use all national colors still in use with yellow fringe or wording on the flag.

120107. Following World War I, the Army practice of attaching silver bands carrying inscriptions enumerating specific decorations and battles was adopted. This practice was discontinued on 23 January 1961.

120108. Marine Corps Order No. 4 of 18 April 1925 designated gold and scarlet as the official colors of the U.S. Marine Corps. These colors; however, were not reflected in the official Marine Corps standard until 18 January 1939, when a new design incorporating the new colors was approved. The design was essentially that of today's Marine Corps standard.

120109. For a brief time following World War I, the inscribing of battle honors directly on the colors of a unit was the practice, but realization that a multiplicity of honors and the limited space on the colors made the system impractical resulted in the discontinuation of that

practice. On 29 July 1936, a Marine Corps Board recommended that the Army system of attaching streamers to the staff of the organizational colors be adopted. Such a system was finally authorized by Marine Corps No. 157 dated 3 November 1939 and is currently in practice.

1202 COLORS AND STANDARDS

120201. Marine Corps colors or standards will be carried by the organization to which issue is authorized on the same occasions as the national colors.

120202. Except when specifically authorized by the CMC, Marine Corps colors or standards will not be issued to temporary units or organizations.

120203. Gold and scarlet are the official colors of the Marine Corps. All guidons, banners, athletic ribbons, pennants, and other articles ordinarily designed to represent the Marine Corps, will use these colors. The gold will conform as nearly as possible to that in the dress chevrons for enlisted personnel.

120204. The Marine Corps organizational flag shall be rayon banner or nylon, 66 inches on the fly by 52 inches on the hoist, exclusive of headings and fringe. It shall be made of either single ply of rayon banner cloth or single or double plies of lightweight nylon scarlet cloth. On the outer side of each ply, will be appliquéd machine embroidered components of the Marine Corps insignia, consisting of spread eagle, globe, and fouled anchor, with flowing motto ribbon containing in ½-inch letters, the words “Semper Fidelis” in the beak of the eagle and a flowing scroll. The fringe shall be hand-knotted, 2 1/2-inches wide, of golden-yellow color, and trimmed on three sides of the standard. The 2-inch lettering on the 3 1/4-inch flowing scroll shall indicate the name of the organization, United States Marine Corps. Except when streamers are authorized, each standard shall have attached below the spearhead of the staff a cord of scarlet and yellow threads approximately 3/8-inches in diameter and 8 feet 6 inches in length, with a tassel at each end.

120205. DC I&L (LPC) approval is required for request exceeding three organizational flags. A request must be locally established, approved in writing by unit commander at the battalion/squadron level, and endorsed by the chain of command. A request exceeding the minimum amount must be submitted in memorandum format with the commander’s signature addressed to: The Head of LPC, from the requesting organization. Approval must be obtained prior to requisitioning.

120206. There are two types of flags or organizational standards. These flags are contained in a joint service specification with Marine Corps flags designated as Type III flags. Organizations authorized these standards are authorized to maintain two sets of colors. One can be displayed in the CO's office and the other in the designated conference room or authorized area.

A. Type III, Class 1, Command Battle Standard and Organizational Standard, USMC Type III, Class 1(NSN 8345-01-281-5500)

The name of the organization is embroidered on the scroll. This flag is associated with O-5 and higher commanders of the operating forces and supporting establishment commands (to

include MCJROTC) authorized lineage and honors (See Figure 12-1). See Appendix A for descriptive information.

1. The Type III Class 1 organizational flag is not authorized for joint activities with Marines assigned, and miscellaneous military activities that perform ceremonial function requiring a U.S. Marine Corps flag.

2. The command designation on the scroll is spelled out unless the unit designation is too long for the 36 spaces contained on the scroll. If the designation is too long, standard Marine Corps abbreviations with numbers and letters will be used. The term "FMF" is no longer included on the scroll of this flag.

3. The NMMC may authorize organizational flags with historic script to be requisitioned for display purposes only. Once acquired, these flags must be marked as a reproduction, and its life cycle will be maintained in the same manner as an original.



Figure 12-1.--Marine Corps Battle Standard.

B. Type III, Class 2, Organizational Standard USMC (NSN 8345-01-268-8226)

The words "United States Marine Corps" are embroidered on the scroll (See Figure 12-2). This flag is authorized for supporting establishment, geographically dispersed supporting establishment and reserve organizations, joint activities, and miscellaneous military activities with assigned Marines who perform ceremonial functions requiring a Marine Corps organizational standard. See Appendix A for descriptive information.



Figure 12-2. Marine Corps Standard

1203 GENERAL OFFICERS' DISTINGUISHING FLAGS

120301. Distinguishing flags are authorized for display for General Officers of the Marine Corps.

120302. Flag, Distinguishing, Organizational

A. Issuance of one each of the two sizes of organizational ceremonial distinguishing flags for all grades of General Officers is authorized for each activity commanded by a general officer, all MCASs, and all Marine Corps district headquarters.

B. Marine Corps Commands, other than those commanded by a general officer, having a requirement for any of the flags mentioned in paragraph 120304.B will obtain them on a loan basis from the nearest organization commanded by a General Officer.

C. These flags are for appropriate outside display to designate the presence of a general officer or to identify the location of his headquarters.

D. When another Service General Officer visits a Marine Corps installation, the senior general flag will be displayed regardless of Service.

E. The distinguishing flag of a General Officer will be displayed at headquarters of his or her command ashore in accordance with the appropriate provisions of U.S. Navy regulations.

F. The display of distinguishing flags for General Officers in boats, automobiles, and aircraft will be governed by the appropriate provisions of U.S. Navy regulations.

G. The display of the distinguishing flag for a deceased General Officer during funeral ceremonies will be governed by the appropriate provisions of U.S. Navy regulations.

H. Distinguishing flags will be displayed for retired General Officers on official occasions.

I. Distinguishing flags need not be displayed for retired individuals upon arrival on board a station unless the retired individuals are in active duty status.

J. The method of rolling or folding and securing the distinguishing flag for the traditional “breaking” at parades and ceremonies shall be determined locally.

120303. Flag, Distinguishing, Personal

These flags are provided for all General Officers on active duty and retired general officers who have served on active duty as general officers, for interior display and other personal use. Issuance is authorized on the basis of one each appropriate flag per general officer.

120304. Distinguishing Flags Fall into Two Categories as Follows:

A. Flag, Distinguishing, Personal: Rayon banner cloth with gold-colored fringe

Nomenclature and sizes are provided for appropriate display for General Officers as indicated in Appendix A (See Figures 12-3 through 12-7).



Figure 12-3. Brigadier General



Figure 12-4. Major General



Figure 12-5. Lieutenant General



Figure 12-6. General



Figure 12-7. Commandant and Former Commandants

B. Flags, Distinguishing, Organizational, Nylon and wool bunting without fringe

Nomenclatures and types are indicated in Appendix A.

1204 GUIDONS

120401. The guidon symbolizes a rallying point for Marines and to mark the location of the unit commander at the company, battery, or permanent detachment level. The guidon is an identifying marker bearing the Marine Corps emblem and the abbreviation of the unit to which it is authorized (See Figure 12-8.)

120402. Guidons are authorized for units at the company/battery/permanent detachment level that possess an approved mission statement resident in the TFSMS and that have a company/battery/permanent detachment commander billet listed on an approved T/O.

120403. Guidons are not authorized above or below the company/battery/permanent detachment level. Units are authorized to have two guidons: one for daily use and display, while the other will serve as a backup due to weather discoloration or wear and tear.

120404. Only units of substantial size, who are expected to be organized for a minimum of 6 months, must have written approval from the MSC and must follow the criteria in paragraph 1204.

120405. Given the geographically dispersed nature of certain units beneath the company level and their need to perform ceremonial duties (e.g. certain independent reserve platoon organizations), these units are authorized a Type III Class 2 organizational standard. They are not authorized a guidon.

120406. Organizations that currently possess guidons that do not comply with the standards in paragraph 1204 must dispose of them immediately, as they are not suitable for display. Locations of the units are not authorized to be displayed on the guidon.



Figure 12-8. Guidon

120407. An organization guidon will be carried on all occasions of ceremony in which two or more platoons or equivalent units participate, and represent the organization.

120408. An organization guidon may be carried by an organization for which the guidon is authorized, or component thereof, at drills, on marches, or on other services when prescribed by the CO of the organization.

120409. Organization guidons will not be used as trophies or awards. At the commander's discretion, replicas may be used for this purpose; however, O&M MC will not be used to purchase replicas.

120410. The organization guidon shall be made of red polyester cloth upon which insignia, letters, and numbers, as required, of gold polyester cloth shall be sewn on each side. This guidon shall measure 1.83 feet on the hoist and 2.33 feet on the fly. A Marine Corps emblem consisting of eagle, globe, and anchor made of gold polyester cloth, shall be placed in the center of each side of the guidon. The emblem shall measure approximately 8 1/2 inches from tip to tip of the eagle's wings, globe 5 1/2 inches in diameter, and anchor 11 inches overall. A maximum of 22 letters, numerals or spaces will be used on the guidon and this must be consistent in size; 1 number/letter 6 inches; 2-3 letters/numbers 4 1/2 inches; 4 or more letters/numbers 1 3/4 inches. Numerals preceding letters will be 4 1/2 inches, (i.e., 4 LEB MD). The "4" will be 4 1/2 inches, while "LEB" will be 1 3/4 inches. The "Det/MD" will be 1 3/4 inches. Guidons will always have the higher organizations numbers/letters in lower left and the company identifier in the lower right

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corners as indicated in Figure 12-7. There is only one type of organizational guidon used by Marine Corps organizations:

A. The Type II is the only authorized guidons. The guidon shall consist of the Marine Corps emblem on an arc having a radius of 60 inches, for all Marine Corps units and organizations. See Appendix A for descriptive information.

B. The designation USMC of single block type, 4 inches high, shall be centered above the Marine Corps emblem on an arc having a radius of 60 inches. The organization number shall be placed on a line between the crown of the anchor of the Marine Corps emblem and the lower left corner of the guidon, and the company designation letter, abbreviated title, or number in a corresponding position at the lower right of the guidon. When deemed necessary for explicit identification, the abbreviated designation of an intermediate organization may be shown directly above the designation of the parent organization. See Figures 12-9 through 12-12 for examples of unit and organization designators.



Figure 12-9. Guidon Lettering, Standard Company, USMC

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Figure 12-10. Guidon Lettering, Permanent Detachments, USMC



Figure 12-11. Guidon Lettering, Reserve USMC



Figure 12-12. Guidon Lettering, Aviation USMC

120411. Companies, batteries and permanent detachments that cannot follow the above patterns without major deviations may center their unit designation, abbreviated or in full, below the Marine Corps emblem. The placement of unit designations on the guidons within each major command shall be standardized to the maximum extent. Minor deviations from the above examples are expected due to unit designations themselves, or as a result of the organizational structure; however, such exceptions shall be limited insofar as practicable. Figure 12-13 provides the guidon dimensions.

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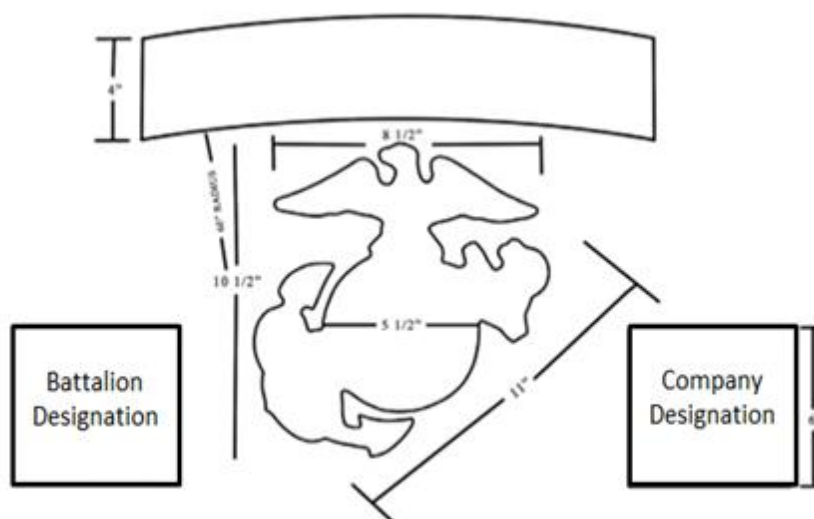


Figure 12-13. Guidon Dimensions, Type II, USMC

120412. Guidons procured prior to this Order which do not conform to the above may be used until replacement is required.

120413. A dress guidon made of rayon cloth with fringe and the letters "USMC" is a marker used to delineate the line of troops, and the line of march for ceremonies, and for similar purposes. A dress guidon is authorized for each organization guidon (See Figure 12-14.)



Figure 12-14. Dress Guidon

1205 STREAMERS

120501. General

A. The honors accorded eligible Marine Corps units will be displayed as streamers attached to the staff of the unit battle color, organizational color, or Marine Corps color below the ornament in place of the cord and tassels normally worn.

B. In general, only those units authorized the Type III, Class 1 Battle Standard (command designation embroidered on the scroll) will display award, campaign and/or service streamers. Other color bearing units may display specifically authorized award streamers.

C. Units may not display honors earned by subordinate units at a time when the senior unit did not exist unless the senior unit was created by a re-designation of the subordinate and is thus the lineal successor.

D. Authorization for units to display honors earned by subordinate units when attached to another command will be determined by the Director Marine Corps History Division (HDR).



Figure 12-15. Streamers

120502. Award Streamers

A. Award streamers may be authorized for the following:

1. Meritorious service in action for which a unit has been designated in Secretary of the Navy Instructions, or in official directives of the Department of the Army or Air Force.

2. Award of decoration by a foreign government expressly conferred upon a unit.

3. Additional awards will be represented by a system of bronze and silver stars embroidered on the streamer rather than by issue of additional streamers.

a. Each bronze star indicates an award in addition to the original represented by the unadorned streamer.

b. A silver star shall indicate five awards in addition to the original award represented by the unadorned streamer and shall be used in lieu of five bronze stars.

B. An award will not be made to a larger unit for actions of one or more of its component units, unless the larger unit performed as a total team in a manner justifying the award.

120503. Campaign and Service Streamers

A. Campaign and service streamers may be authorized for the following:

1. Service in war for which service medals are authorized.
2. Participation in campaigns, expeditions, or battles for which individual medals, citations, and/or commendations are authorized.
3. Participation in a campaign or war shall entitle a unit to an unadorned campaign or service streamer.
 - a. Each bronze star indicates participation in a particular engagement or designated phase of a campaign or war, or a specific battle not represented by the streamer itself.
 - b. A silver star shall indicate participation in five particular engagements or designated phases of a campaign or war, or specific battles, and shall be used in lieu of five bronze stars. Examples of the devices other than stars that are used to indicate additional awards are the silver “W” on the Marine Corps Expeditionary Streamer and the oak leaf cluster on the Joint Meritorious Unit Award, the Army or Air Force Presidential Unit Citation, and the palms and gilt star on the French Croix De Guerre. Unless otherwise directed by the CMC, the system described in subparagraphs 120503.A.1-.3 above will apply.

B. Eligibility for campaign and service streamers is as follows.

1. In general, the award of campaign and service streamers will be limited to units/activities of the operating forces. In certain cases, as determined by the CMC, campaign and service streamers may be awarded to units/activities of the supporting establishment.
2. Any unit will be deemed to have participated in combat if it actually engaged the enemy or if it was stationed in the combat zone or performed duties, either in the air, at sea, or on the ground, within the boundaries of the combat zone, at any time during the designated period of the respective battle or campaign, providing the following criteria are met.
 - a. Campaign streamers will be credited to an operating force headquarters when any subordinate element, while so assigned is credited with battle participation for which an award is given.
 - b. For a division, wing, or higher unit, or security or supporting activity with personnel strength approximating that of a division, if one-fourth of the separate elements have participated in the action concerned according to the computations in subparagraphs c, d, and e.

c. For a regiment, group, or security or supporting activity with personnel strength approximating that of a regiment, if one-third of its company units or elements have participated in the engagement, war, or campaign concerned.

d. To a battalion, squadron, or security or supporting activity with personnel strength approximating that of a battalion, if one-half of its company units or elements have participated in the engagement, war, or campaign concerned.

e. To a separate company/battery or security or supporting activity with personnel strength approximating that of a separate company/ battery, if three-fourths of the unit's personnel (actual strength) have participated in the engagement, war, or campaign concerned.

f. To a combat support or combat service support (aviation or ground) unit when significant contribution of men and equipment is provided in an operation as determined by the CMC.

g. New campaign, service, or award streamers (or stars representing multiple awards) will be credited automatically to the Battle Color of the Marine Corps and to the battle standard of the appropriate Fleet Marine Force, for each award made to a subordinate element. These awards will be certified automatically by the Director HDR upon the certification of the award to the subordinate element.

h. The CMC may from time to time, authorize certain units, organizations, or activities to hold, carry, and display a duplicate set of the Battle Color of the Marine Corps.

i. MCJROTC units which have been awarded the Marine Corps Reserve Officers Association (MCROA) Award may attach the appropriate streamer to the unit flag.

1206 SILVER BANDS

120601. Silver bands were authorized for use for the Marine Corps on 3 November 1939. They were displayed on the staff of the battle color, organization color, or Marine Corps color to augment battle streamers and inscribed showing battle participation, campaign, expedition, etc. Because of the problem created by the change in the flag staff, the fixed dimension of the silver bands, the large number of bands some organizations were authorized, and the fact that the bands were a duplication of battle streamers, the awarding of silver bands to units was discontinued on 27 March 1961 and requisitioning of bands is no longer authorized.

120602. Marine Barracks 8th and I, as the caretaker of the Marine Corps Battle Standard, is the only Marine Corps organization entitled and authorized to display silver bands.

1207 CERTIFICATE OF UNIT HONORS

120701. All eligible color bearing Marine Corps units of battalion or squadron size and larger will be provided certificates of unit honors which will reflect:

- A. Unit decorations with action and dates earned.
- B. Campaign awards including dates.
- C. Service awards.

120702. Certificates of unit honors will be prominently displayed in the unit headquarters.

120703. Streamers displayed on the unit battle standard or organizational color will reflect the honors listed in the certificate of unit honors.

120704. Queries concerning certificates of unit honors should be addressed to the Director HDR.

120705. Instructions for streamer assembly on organizational colors are as follows.

- A. A unit authorized organizational colors will commemorate each award by a display of a streamer on a unit flagstaff.
- B. Streamers will be affixed to the streamer attachment at the top of the flagstaff below the spearhead or other flagstaff topping (See Figure 12-16).
- C. The senior streamer will be fastened to the front of the streamer attachment, followed by the remaining streamers, in descending order, clockwise around the attachment.

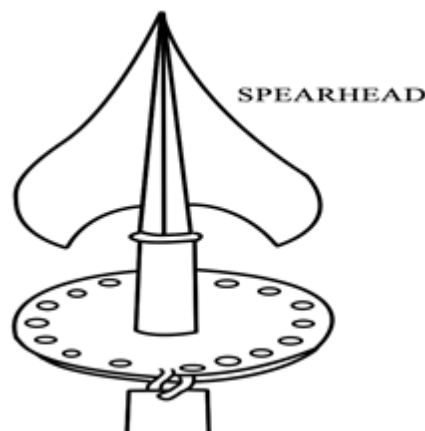


Figure 12-16. Streamer Set Attachment

1208 ADMINISTRATIVE PROCEDURES

120801. Heraldic items will be requisitioned in accordance with the requisition instructions contained in the current edition of reference [\(y\)](#).

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120802. The Marine Corps Class 2 standards will be requisitioned directly from DLA. The Marine Corps Class 1 standards will be requisitioned directly from:

Commanding General (P708),
Marine Corps Logistics Command,
Albany, Georgia 31704-0320

120803. National colors, recruiting flags, general officer distinguishing flags, non-Marine Corps flags, pennants, flagstuffs, and distinguishing plates will be requisitioned from the normal source of supply as set forth in current supply directives.

120804. Requisitions for all streamers will be forwarded to the Director HDR for authentication of unit entitlement. Requisitions should be submitted on a DD 1348 by email to history.streamers@usmc.mil and should specify correct nomenclature, billing codes, and the unit designation for which the streamers are being requisitioned (the unit which will display streamer). Subsequent to validation, HDR will forward the requisition to the appropriate supply source for direct delivery to the requesting unit.

120805. The Military Awards Branch (MHM), Headquarters, U.S. Marine Corps, will submit the DD 1348 directly to DLA.

120806. Requisitions for streamer set attachments will be forwarded directly to the DLA.

120807. Marine Corps requisition of heraldic items which require commercial fabrication and special embroidery work requisition time is 90 days for guidons and 120 days for Type III Class 1 and 2 Standards for manufacturing.

1209 FUNDING

The original procurement of all Marine Corps source heraldic items is financed with Marine Corps Stock Fund. Requesting organizations will cite on all requisitions the current appropriation data to be charged for the items requisitioned.

1210 ALLOWANCES

Correspondence/requests concerning allowances of heraldic items will be forwarded to the CG TECOM (HDM).

1211 UNITS ENTITLED TO AWARDS

Units will coordinate with the Director HDR for determination of eligibility for streamers.

1212 CHANGES IN UNIT DESIGNATION

Upon a change of unit designation, the following procedures apply:

121201. All flags not containing a command designation will be retained by the new unit.

121202. All flags containing an obsolete command designation will be reported to the NMMC in accordance with the procedures of subparagraph 121301 and Volume 3 of this Order. Replacement flags will be requisitioned in accordance with the provisions of paragraph 1215.

1213 DEACTIVATED ORGANIZATIONS

121301. Flags, guidons and other heraldic items of deactivated activities considered will be reported to the Registrar, NMMC for appropriate determination of historical significance. Reports should include the history of each item including its date of acquisition (See Appendix B). Registrar, NMMC can be reached at 703-784-2608 or DSN: 278-2608. Further contact information can be found at www.usmcmuseum.org.

121302. The Registrar, NMMC will respond in writing and provide shipping instructions to the museum.

1214 STORAGE, PRESERVATION AND PACKAGING, AND MATERIALS HANDLING

121401. The policies governing storage, preservation and packaging, and materials handling of heraldic items are as outlined in the current edition of reference [\(z\)](#).

121402. The detailed instructions pertaining to these subjects are contained in the current edition of reference [\(aa\)](#).

1215 REPAIR, REPLACEMENT, AND DISPOSITION

121501. Cleaning of flag type items will be accomplished by a dry-cleaning service at the local activity level. Washing is authorized if dry-cleaning facilities are not available or the dry-cleaning services are inadequate.

121502. Minor repair should be accomplished at the local level to maintain each item in a ready serviceable condition acceptable by the government. Any minor repair work that is done cannot alter specifications of the flag. Major repairs and modifications are not authorized to be accomplished at the local level.

121503. Old, faded, worn, and unserviceable Marine Corps battle standards, organizational standards and guidons will be reported to the NMMC for potential addition to the NMMC collection as a heritage asset in accordance with the procedures of subparagraph 121302 and using Appendix B. These reports will include the flag's history and date of acquisition.

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121504. Units requesting to retain a historic flag for display should refer to Volume 3 of this Order and reference [\(ab\)](#) for guidelines on NMMC loans and unit historical property records.

121506. Organizational standards and guidons are only considered heritage assets upon approval by the NMMC. If added to the NMMC collection as a heritage asset, units will provide the assets to the NMMC. If approved as a conditional loan, units may maintain the item on display. Heritage assets approved for conditional loan will be accounted for as stewardship property and in accordance with Volume 3 of this Order.

121507. Organizational standards and guidons not approved as heritage assets may be added as display equipment in accordance with Volume 3 of this Order. If approved as display equipment, units will establish accountability as garrison property. Refer to Volume 3 for additional guidance.

121508. If the item is approved as a heritage asset or display equipment, units are authorized to requisition a replacement.

121509. Organizational standards or guidons will not be provided as gifts, trophies, or awards per reference [\(ac\)](#). Imitations may be purchased; however, government funding is not authorized for such purchases under any circumstance.

121510. Organizational standards and guidons are purchased using O&M MC appropriations and accounted for within the military equipment accountable property system of record (APSR) (i.e., Global Combat Support System – Marine Corps). When accounted for as a display item, organizational standards and guidons are accounted for in the garrison property APSR (i.e., Defense Property Accountability System). When accounted for as a heritage asset on loan from the NMMC, organizational standards and guidons are accounted for in the Department of the Navy Heritage Asset Management System.

121511. Newly identified requirements, as well as replacements of the Type III, Class 1 Standard, must have written approval from the first general officer within the chain of command before a requisition is submitted to MARCORLOGCOM. Replacements of guidons require written approval from the commanding officer or major subordinate command before a requisition is submitted to MARCORLOGCOM. MARCORLOGCOM will not requisition the organizational standard or guidon without the approval letter.

121512. All requests to purchase the organizational standard and guidon must be submitted via offline requisition in Military Standard Requisitioning and Issue Procedures (MILSTRIP) format to MARCORLOGCOM.

121513. Units requesting three or more standards or guidons must attain HQMC I&L (LP) approval prior to requisitioning. The request will be submitted to DC I&L (LP) via naval Message.

1216 SALE, LOAN, OR PRIVATE USE OF MARINE CORPS HERALDIC ITEMS

121601. The private use of official Marine Corps heraldic items is not authorized except for those distinguishing flags issued to general officers.

121602. U.S. Marine Corps flags and distinguishing plates are for official Marine Corps use only, and shall not be made available to civilian groups, organizations, or individuals.

121603. Marine Corps historical heraldic items that are accessioned as heritage assets by the NMMC and may be displayed at the NMMC, at Marine Corps Command Museums, Marine Corps activities, DoD museums, other Federal museums and qualifying civilian museums in accordance with reference [\(ab\)](#).

1217 PRESENTATION OF DISTINGUISHING FLAGS

Issuance of distinguishing flags, personal, for permanent retention by general officers and retired general officers, who have served on active duty as general officers, is authorized. Regular officers, upon acceptance of their promotion to the grade of general officer, and acceptance of promotion within the grade of general officer will be issued a flag appropriate to their grade and a notation to this effect will be included in the official records of the general officer concerned. When issued, these items will be expended from the stock records in accordance with current directives on property accountability.

1218 ACCESSORIES

121801. Flagstuffs

Flagstuffs will be used at all times when displaying or carrying ceremonial or organizational flags. Flagstuffs and components authorized for use within the Marine Corps are as follows. (Automobile flagstuffs are to be locally manufactured.)

A. Flagstaff, colors and standards, 9'6" components include:

1. Flagstaff 8' 9 7/8" W/2 No. 7, 3/4" round head wood screws.
2. Spearhead section.
3. Connector section.
4. Ferrule.

B. Flagstaff, Advertising and Recruiting, 10'0" components include the Flagstaff, 9' 10 3/8" Ball Halyard.

C. Flagstaff, guidon 8'0" components include:

1. Flagstaff 7' 4 11/16".

2. Spearhead section.
3. Connector section w/ 1 No. 7, 5/8" wood screw, oval head.
4. Ferrule w/l No. 7, 5/8" wood screw, oval head.

121802. Flag Cases

Flag cases will be used to cover ceremonial and organizational flags when being stored or carried on other than for ceremonial occasions.

121803. Flag Slings

Flag slings will be used at all times to carry ceremonial or organizational flags during ceremonies.

**1219 AUTOMOBILE AND AIRCRAFT DISTINGUISHING METAL PLATES
(COMMANDANT'S AND GENERAL OFFICER'S (USMC))**

121901. Motor vehicles and aircraft used by general officers of the Marine Corps will be identified by the use of a vehicle and aircraft distinguishing plate bearing the Marine Corps emblem and the appropriate general officer rank.

121902. The Commandant's plate is composed of sheet metal, painted red. The plate contains a 3 1/2-inch-diameter Marine Corps emblem with four pyramidal shaped, silver-colored, 2 7/32-inch-diameter stars. The general officers' plate is composed of sheet metal 6 inches wide and 9 inches long, painted red. The plate contains a 3 1/2-inch-diameter Marine Corps emblem with an appropriate number of interchangeable, pyramidal shaped, silver-colored, 2 7/32 inch-diameter stars.

121903. Distinguishing plates for the CMC and general officers will be stocked in the Marine Corps supply system and procured through normal supply channels. Posts and stations are not authorized to reproduce distinguishing automobile plates for use by general officers.

121904. Marine Corps organizations and activities not included in authorized allowances will request appropriate distinguishing plates to be furnished on memorandum receipt from the nearest major Marine Corps activity at such time as an inspection or visit by a general officer is scheduled. It will not be necessary to request distinguishing plates for the CMC when the Commandant is scheduled to inspect or visit posts or stations. Aides to the CMC will carry with them all required plates, flags, and devices on such trips. Distinguishing plates will not be requested when visits or inspections to posts and stations are scheduled by general or flag officers from other branches of service.

121905. Distinguishing plates for the CMC and general officers will be mounted on the front and rear of official automobiles as follows: Place vertically as near the center as practicable with bottom part of plate affixed to upper part of bumper. Brackets or other suitable means of attachment may be used. When displayed on aircraft the brackets and plates will be affixed just

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beneath and on either side of the cockpit. Distinguishing plates will be covered or removed at times when the vehicle or aircraft is operated without the presence of the general officer.

121906. Authorization for plates will be on the same basis as for the distinguishing flags contained in paragraph 1217, above. A set of plates will be construed to mean three plates, emblems, and six stars. Plates and components may be requisitioned separately to meet the load requirements.

VOLUME 13: CHAPTER 13

“MISCELLANEOUS FLAGS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 13

MISCELLANEOUS FLAGS

1301 MISCELLANEOUS FLAGS

130101. The flag of the United States Navy is dark blue material, with yellow fringe 2 1/2 inches wide. In the center of the flag is a device 3 feet 1 inch overall, consisting of the inner pictorial portion of the Seal of the Department of the Navy (with the exception that a continuation of the sea has been substituted for the land area), in its proper colors within a circular yellow rope edging, all 2 feet 6 inches in diameter above a yellow scroll inscribed "United States Navy" in dark blue letters.

130102. The United Nations flag is blue with the United Nations emblem in the center. The emblem is one-half the width of the flag.

130103. The flag of the Geneva Convention is a white flag having in the center a red cross with straight arms of equal length. It is to be used in time of war with a signatory of that convention. This flag is authorized for use in the Marine Corps in two sizes for use as markers to identify medical installations. The larger, 4 feet on the hoist by 6 feet on the fly, is used to mark field hospitals; the smaller, 16 inches on the hoist by 27 inches on the fly, is used to mark battalion and regimental aid stations, and similar installations.

130104. A field hospital quarantine flag of yellow bunting 4 feet on the hoist by 6 feet on the fly is used to designate a part of the field hospital under quarantine for epidemic disease.

130105. A line or series of sanitary cordon flags of yellow bunting 18 inches on the hoist by 30 inches on the fly is used to demarcate an area placed under quarantine for epidemic disease.

130106. The church pennant will be used as authorized by COs to designate the time and place of divine service, and in the field to indicate the chaplain's quarters or office.

130107. Recruiting flags are used for purposes of advertising and public display at headquarters and offices of the recruiting service.

130108. The recruiting flag "E" is used as an award to a recruiting service activity for outstanding achievement.

130109. A Type I, Class 1, United States flag, lightweight nylon bunting, is provided to military members on behalf of the Secretary of the Navy upon active duty member's retirement or transfer to the Fleet Marine Corps Reserve, per reference [\(ad\)](#). Commanders shall present the flag to military active duty members who are transferred to the retired list of the Fleet Marine Corps Reserve on or after 1 Oct 1998, at no cost to the recipient.

130110. Heat condition flags are required to be flown by each command to indicate heat conditions for outside activity/training, etc. The flags are constructed from heavyweight nylon

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bunting, 70 inches on the fly, 45 inches on the hoist, conforming to Type I, Class 2 of MIL-F-2692. The following information applies:

- A. Black Flag, Condition 1, wet bulb globe temperature 90 degrees plus.
- B. Red Flag, Condition 2, wet bulb globe temperature 88-89.9 degrees.
- C. Yellow Flag, Condition 3, wet bulb globe temperature 85-87.9 degrees.
- D. Green Flag, Condition 4, wet bulb globe temperature 80-84.9 degrees.

130111. The Service Flag is a flag with a blue star on a white field within a red border. The flag includes one star for each immediate family that is serving in the Armed Forces of the United States during any period of war or hostility in which our Armed Forces are engaged. The United States Army, Institute of Heraldry, manages the Service Flag Program and certifies commercial stores to manufacture the flag.

1302 DISTINGUISHING FLAGS FOR THE PRESIDENT, VICE PRESIDENT, DEPARTMENT OF DEFENSE OFFICIALS, NAVY OFFICIALS, AND NAVY FLAG OFFICERS

130201. Certain officials of the United States Government are entitled, by virtue of their office, to individual flags of rayon or nylon.

A. President of the United States

The flag is blue, in the center is the coat of arms of the President of the United States, encircled with 50 white stars, and trimmed on three edges with a fringe of silver and gold bullion 2 1/2 inches wide. Cord and tassel are red, white, and blue strands.

B. Vice President of the United States

The flag is white, with a blue five-point star in each corner. The vice-presidential coat of arms, in proper colors, is centered on the flag. The flag is trimmed on three edges with a fringe of blue 2 1/2 inches wide. Cord and tassels are blue and white.

C. Secretary of Defense

The flag is medium blue; in each of the four corners is a 5-pointed white star. The center of the flag displays the eagle, shield, and arrows from the Seal of the Department of Defense. The flag is trimmed on three edges with a white fringe 2 1/2 inches wide. Cord and tassel are medium blue and white.

D. Chairman, Joint Chiefs of Staff

The flag is divided equally by a diagonal line. The upper part is medium blue and the lower part is white. In the center of the flag is the eagle, shield, and arrows from the Seal of the Department of Defense. Four stars are placed diagonally, two white stars on the medium blue part

and two medium blue stars on the white part. The flag is trimmed on three edges with a fringe of yellow, 2 1/2 inches wide. Cord and tassel are medium blue and white.

E. Secretaries of the Navy

These flags are made up in three sizes (See Appendix A).

F. Navy Flag Officers Distinguishing Flags

These flags are made up in three sizes (See Appendix A).

130202. When the President or one of the above designated officials (or officials of comparable rank not designated above) visits a ship or station his flag is displayed from the moment of his arrival until his departure.

130203. The President's and Vice President's flags will not be stocked. Appropriate flags will be provided by advance parties on occasion of visits by these dignitaries.

130204. DoD, Navy Department, and Navy Flag Officers' flags (Admiral, Vice Admiral, and Rear Admiral) are authorized for procurement by the following commands:

- A. Marine Corps Forces Command, Marine Corps Forces Pacific.
- B. MCB, Camp Lejeune.
- C. MCB, Camp Pendleton.
- D. Deputy Commandant, Combat Development and Integration, Quantico.
- E. Marine Corps Recruit Depot, Parris Island.
- F. Marine Corps Recruit Depot, San Diego.
- G. Marine Barracks, Washington, D.C.

130205. Marine Corps commands having a requirement for any of the flags mentioned in subparagraph 130204, above, will obtain them on loan basis from one of the above listed commands or the cognizant Naval District headquarters, whichever is more convenient.

130206. It is not the policy of this headquarters to authorize personal flags other than those mentioned in subparagraph 130204.

1303 CARRYING FLAGS OF FOREIGN NATIONS AND NON-MILITARY ORGANIZATION

Marine Corps personnel may carry flags of foreign nations in official civil ceremonies when an official of the nation concerned is present in his official capacity and is one for whom honors normally would be rendered. In this capacity the flag of the foreign nation will be carried by a

separate color guard (normally three Marines). This color guard will be preceded by a Marine Corps color guard during the ceremony. In all other public events or ceremonies, Marine Corps personnel in uniform and in an official capacity are not authorized to carry flags of foreign nations, veterans groups, or other nonmilitary organizations.

VOLUME 13: CHAPTER 14

“PERSONAL EFFECTS ADMINISTRATION AND DISPOSITION”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 14

PERSONAL EFFECTS ADMINISTRATION AND DISPOSITION

1401 SCOPE

140101. This Volume contains instructions for the administration and disposition of personal effects (PE) and baggage when:

A. Members of the U.S. Marine Corps and other personnel assigned to Marine Corps units are deceased, killed in action, missing in action, hospitalized, incarcerated, on extended TAD, participating in a unit deployment program, on annual or emergency leave, or are officially determined to be Absent Without Leave (AWOL).

B. Lost, abandoned, or unclaimed personal property is recovered (comes into custody or control of a military unit or installation).

C. Members receive a discharge under the conditions identified in Chapter 15 paragraph 1509, following, which requires the recovery of their Marine Corps uniforms.

D. Being processed at a PEBC.

E. Being processed at the Joint Personal Effects Depot (JPED).

F. Individual's property is held or returned to government control by commercial carriers.

140102. Disposition of PE/household goods (HHG) incident to an alert notice is covered in paragraph 5302 of reference [\(ae\)](#).

1402 COMMAND RESPONSIBILITY

The installation commander, major commands, MSCs, and unit commands are charged with the responsibility of collecting, inventorying, safekeeping, and ensuring the appropriate disposition of the PE and baggage of all service members who cannot or do not care for their own property. This responsibility is to be delegated at the lowest level possible, usually battalion, squadron, or separate company having an organic supply account and a unit personnel officer. Distributing or turning over personal property or PE among the servicemember's roommates, work section, platoon, company, battalion, or to the base thrift store, or to other charitable organizations, is not authorized nor sanctioned.

1403 ASSISTANCE

The local Distribution Management Office (DMO) is required to provide assistance upon request. The installation commander shall provide the necessary safe storage facilities for storage of items of personal property or effects, including privately-owned vehicles (POVs) that are beyond the normal capacity of the unit supply section's security cage or secure storage area.

1404 DEFINITIONS RELATING TO PERSONAL EFFECTS (PE)

140401. Articles of Substantial Value

This category includes computer hardware and software, watches, expensive jewelry, portable stereophonic equipment, high quality cameras and photographic equipment, coin collections and any other items which may appear to have high sentimental, monetary or souvenir value as defined in reference [\(ae\)](#).

140402. Government Property

The use of the term "government property" in PE chapters means government issued materiel. This government property is recovered upon a member's separation from the service; i.e., flight clothing, tools, instruments identified by government serial numbers, organizational clothing and all temporary and permanently issued individual equipment (normally referred to as 782, IIF, or TAP gear), and/or other items that the unit's property records identify as in the member's possession at the time of the inventory. For additional information pertaining to ICCE, refer to Chapter 6 of this Volume.

140403. Household Goods (HHG)

The term "household goods" as used herein means furniture and furnishings or equipment, clothing, baggage, and PE as defined in Appendix A of reference [\(ae\)](#).

140404. Lost, Abandoned, or Unclaimed Personal Property

"Lost, abandoned, or unclaimed personal property" is defined as any privately-owned personal property that may come into the custody or control of any unit or military installation and which is unclaimed by the owner or the owner cannot be identified.

140405. Members

The term "members" as contained herein describes any personnel of the Marine Corps or other military servicemember assigned or attached to a Marine Corps organization. This also includes foreign attachés, liaison officers and embedded civilians.

140406. Missing

The term "missing" describes all casualties including battle or hostile casualties whose whereabouts or actual fate cannot be determined. This includes members who are neither known, nor can be reasonably determined, to be in an UA status. This term will not be utilized unless an official unit diary entry is made recording such an event.

140407. Casualty Status

Casualty status is a term used to classify a casualty for reporting purposes. Casualty statuses are: deceased, duty status whereabouts unknown, missing, not seriously ill or injured, seriously ill or

injured, and very seriously ill or injured. Casualty categories and statuses are defined in reference [\(n\)](#).

140408. Motor Vehicles

The term "motor vehicles" means POVs owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:

- A. Is self-propelled.
- B. Is licensed to travel on the public highways.
- C. Is designed to carry passengers or HHGs.
- D. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member doesn't ship a vehicle with four or more wheels on the same orders.

140409. Personal Baggage

The term "personal baggage" means that portion of an individual's PE normally shipped or carried separately from the bulk of HHGs.

140410. Personal Effects (PE)

The term "personal effects" or "effects" means articles of individual uniform clothing, civilian clothing, and other personal items not herein defined which are normally separate from the bulk of HHGs and personal baggage. This includes all items of property known to be owned by the service member that are found in the workspace or assigned camp or quarters.

140411. Transfer Personal Effects (Transfer PE)

The term "transfer PE" means all items of property known to be owned by the servicemember that are found on his or her person or near his or her person during a time of incident.

140412. Remain Behind Personal Effects (RBPE)

The term "remain behind PE" means all items of property known to be owned by the servicemember that are left in government storage (Personal Effects and Baggage Center, Traffic Management Offices, designated Deployment Storage or Storage in Transit locations or Unit Storage Areas) or in the custody of the government. RBPE also includes sea bags, furniture, motor vehicles and any other items of personal property/household goods.

140413. Personal Protective Equipment (PPE)

The term “personal protective equipment” means ICCE with the primary purpose to protect individuals from injury in combat. PPE includes helmets, modular protective vests, small arms protective inserts and eye protection, etc.

140414. Proper Recipient

The term "proper recipient" means the individual identified as the person having the primary or designated right to control the administrative disposition and/or to receive the effects of personnel who are hospitalized, AWOL, or incarcerated.

140415. Person Eligible to Receive Effects (PERE)

This is the person eligible to receive the PE of deceased, missing, or designated prisoners of war. See Chapter 16 of this Volume or reference [\(n\)](#) for guidance concerning the line of succession of the PERE.

140416. Theater of Operations

Per reference [\(af\)](#), the term "theater of operations" means that portion of an area of conflict/war necessary for military operations, either offensive or defensive, pursuant to an assigned mission and for the administration incident to such military operations.

140417. Blue Bark

Blue Bark refers to DoD United States military personnel, United States citizen civilian employees of the DoD, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts for dependents of deceased military members. Furthermore, the term is used to designate the personal property shipment of a deceased member/employee.

1405 CLAIMS FOR LOSS OR DAMAGE

140501. Subtitle A-General Military Law; part IV-Service, Supply, and Procurement; Chapter 153-Exchange of Material and Disposal of Obsolete, Surplus or Unclaimed Property; paragraph 2575 of reference [\(u\)](#) states that "the owner (or the heirs, Next of Kin (NOK), or legal representative of the owner) may file a claim for those proceeds with the General Accounting Office (GAO) within 5 years after the date of the disposal of the property. If not filed within that period, such a claim may not be considered by a court or the GAO."

140502. Claims for reimbursement arising from loss of or damage to a member's personal property, which includes HHGs, PE, and POVs will be processed per reference [\(p\)](#), Chapter VIII of reference [\(ag\)](#), and reference [\(ah\)](#).

1406 RETENTION OF PERSONAL EFFECTS CASE FILE RECORDS BY THE UNIT

140601. The unit PE clerk will record all PE and baggage inventories in a logbook. The logbook entry and prepared case file for each collection will be in clear and legible text. Refer to Chapter 15 paragraph 150703 for a list of required logbook entries.

140602. The case files will be segregated for record keeping purposes into the following categories: UA/AWOL, deserters, incarcerated (Brig), incarcerated (in hands of civilian authorities), deceased, missing, annual leave, TAD status, hospitalized, and recovered uniforms. Refer to Chapter 15 for detailed guidance in preparing the inventory forms and segregating the articles.

140603. These records and all related correspondence will be maintained for the following specific periods of time:

A. Personal Effects and Property Returned to Proper Recipient or PERE

When property is returned to the member or legally designated proper recipient, records will be maintained from the date of delivery, in accordance with reference [\(f\)](#).

B. Property Unclaimed, Sold, or Disposed of

Per reference [\(ai\)](#) and Chapters 2 thru 8 of this Volume, all unclaimed PE and baggage will be disposed of by the member's unit or the PEBC. This is accomplished by transferring the civilian articles to the local DLA-DS. The member's serviceable uniforms are turned over to the MCSS. All unserviceable uniform articles will be turned into DLA-DS as scrap cloth. Chapter 15 of this Volume provides additional details.

1. DLA-DS or MCSS may sell or otherwise dispose of these items in the best interests of the government.

2. The original inventory records of unclaimed personal property that is disposed of, and all receipts, will be held with the member's OMPF.

3. A copy will be retained in the case file following the date the property was disposed, in accordance with reference [\(f\)](#).

4. All organizations in the chain of custody will retain such records for this same period.

5. Records of unclaimed property involving deceased or missing personnel will be held with the individuals OMPF, after the date of death or unit diary entry date of declaration that the missing person is deceased in accordance with reference [\(f\)](#).

1407 LONG-TERM PRISONERS

This refers to members convicted as the result of a military court-martial and those convicted or held for crimes in foreign countries. Status of Forces Agreements (SOFAs) with foreign countries require these members be maintained on the Marine Corps manpower records until actually discharged from the service, released or become deceased.

140701. The member's unit at the time of incarceration will establish records of the PE and baggage recovery and subsequent disposition.

140702. A record will be retained in accordance with reference [\(f\)](#).

140703. To prevent unwarranted claims against the government, the unit personnel officer will forward a certified true copy of the inventory and all subsequent correspondence to CMC (MFPC) for inclusion in the member's OMPF for unclaimed property and the property belonging to long-term prisoners.

1408 OTHER MILITARY SERVICE OR FOREIGN MILITARY SERVICE PERSONNEL

Liaison will be conducted to ensure all things required of those service regulations are properly accomplished and consistent with their requirements. All naval personnel assigned to Marine Corps units will have their PE and baggage maintained as specified herein unless other regulation or authority dictates otherwise.

1409 INDIVIDUALS' RESIDENCE IN GOVERNMENT HOUSING/PRIVATE RESIDENCE OFF-BASE/POST

140901. When a Member resides in a domicile with their legal spouse, NOK, or designated PERE in government family housing, or on the local economy in an apartment or privately owned residence, the PE will remain with the proper recipient or legally authorized individuals.

140902. All items found in workspaces/platoon area belonging to the member will be turned over to the inventory board to be included in the inventory.

1410 MONEY AND U.S. TREASURY CHECKS

141001. Any foreign currency found that can be construed to be a part of a coin collection and/or a U.S. currency collection will remain intact and will become a record of the inventory with all denominations and serial number (if applicable) and amounts recorded. Coin/paper money collections will be inventoried and recorded on a separate NAVMC 10154 "Personal Effects Inventory" with a complete description of the coins/paper money; in addition a photograph will be taken.

141002. Coin collections will be handled with special care. Failure to do so could cause a large claim against the government or the unit.

A. If not supported by a PEBC, the unit will follow NOK notification policy and procedures established in Chapters 14 to 25 of this Volume and will request disposition of the coin/money collection. In this letter the unit will state what the collection consists of and provide a photograph of the collection. The letter will also state and explain that the collection will be sent to DLA-DS or redeemed at cash value at disbursing should they decide not to accept the shipment.

1. If NOK agrees and pays for the shipment then the PE and collection is sent to them via traceable means.

2. If the NOK refuses shipment then the collection can be taken to disbursing and based on the actual face value of the paper money or coin, the individual's account is credited. This at least returns partial value to the member vice the items being sent to DLA-DS. The coin collection may be turned into DLA-DS.

3. If no response is received then a letter signed by the CO will be placed in the individual case file stating that due to no response from NOK stating that the collection was turned into disbursing for credit to individual's account, or turned over to DLA-DS.

4. Whatever action is taken a letter stating the reasons why the paper money/coin collections was removed from inventory signed letter by the individual's CO will be placed in the individual case file (i.e. returned to NOK or turned into local disbursing office for crediting of individuals account due to shipment refusal, no response from NOK, or turned to DLA-DS).

B. Units supported by a PEBC will include the separate NAVMC 10154 and photographs with the PE case file (and maintain copies within the case file per Chapters 14 to 25 of this Volume). PEBCs will follow guidance listed above in paragraph 141002.A) above when notifying NOK. PEBCs will turnover coin collections to DLA-DS upon NOK refusal to accept PE or lack of response from NOK.

C. Disbursing will not accept foreign currency, therefore the unit will be required to go to a local bank and exchange it for U.S. currency which will be turned into disbursing for crediting of the individual's account.

141002. Paragraph 40502.D.2 of reference [\(aj\)](#), requires money, other than coin collections, found in PE in the amount of \$3.00 U.S. currency, or less, be retained and recorded as part of the inventory.

141003. Volume 5 of reference [\(b\)](#), paragraph 070503, requires all other monies found in the personnel effects of persons who are dead or missing or whose whereabouts are unknown (including absentees and deserters) shall be exchanged for a treasury check.

A. Checks shall be made payable to the payee designated by the officer having custody of the PE (i.e., the proper recipient for a deceased member, or the individual for unauthorized absence cases, etc.).

B. U.S. Treasury checks found in the PE will have the serial numbers and amounts recorded on NAVMC 10154. In addition, paragraph 070504 of reference (b), requires all checks not negotiated by the member be turned over to the disbursing officer using a DD 1081, "Statement of Agent Officer's Account." This form will indicate that the return of the check is per Chapter 3 of reference (b), requesting credit to the members payroll account.

141004. To facilitate the Debt Collection Improvement Act, when financial management regulations allow, deposit all funds, including treasury checks, found as part of a PE inventory with the disbursing officer requesting credit to the member's payroll account. This will allow for the money to be transmitted by electronic funds transfer to the individual's banking facility or by treasury check to the NOK or properly designated recipient.

141005. Personal checks found that are payable to the individual from other sources will be recorded and remain a part of the PE inventory.

141006. Copies of such actions that are necessary to safeguard such funds for the individual will become a part of the PE inventory record.

1411 U.S. SAVINGS BONDS

Savings bonds found in the PE will become a part of the inventory and will be recorded by serial number on the inventory form. These will be returned to the individual when that person takes custody. If the bonds are not returned to the individual, consult with the unit personnel officer in order to provide a repository for safekeeping the bonds until turned over to the proper recipient.

VOLUME 13: CHAPTER 15

“PERSONAL EFFECTS INVENTORY PROCEDURES”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 15

PERSONAL EFFECTS INVENTORY PROCEDURES

1501 GENERAL

150101. The CO will direct the inventory board to conduct PE inventories when members of the command fall into the categories described in Chapters 14 through 23 of this Volume. The inventory board members are required to coordinate the disposition of PE with the unit supply officer and the PE custodian. The unit supply officer is responsible for the care, storage, and disposition by his PE custodian of the PE until relinquished to the individual concerned, PERE, PEBC, JPED, MCSS, DMO, or DLA-DS for disposal purposes, when required.

150102. An inventory is required and will be conducted after receipt of information that a member is in one of the categories listed in Chapter 14.

150103. The PE inventory will include the member's normal work area/spaces and his/her billeting area (or quarters, when required) to ensure that all possible PE are identified and collected.

150104. Personal effects in quarters jointly occupied by a member and their NOK do not need to be inventoried. The NOK must be designated as the PERE for deceased, missing, or prisoner of war members in accordance with Chapter 14, paragraph 1404. Commands will provide assistance and will request the prompt return of any government property discovered in the residence. Chapter 14, paragraphs 140402 and 1409 pertain.

150105. If the member was occupying government quarters and is now in a UA status and other authorized occupants are not available, the household effects will be inventoried and safeguarded per the installation housing regulations and this Volume.

A. Prior to conducting such an inventory, the base/station housing office will be contacted and liaison made for the dual purposes of recovering all PE of the individual, the government property found thereon and therein and its safe storage and/or return.

B. If the command does not have adequate storage space for the household effects, assistance from the DMO should be requested. The DMO will make the decision as to the best method for storing the household effects. Copies of such records will be provided to the unit requesting assistance.

150106. Military jurisdiction does not extend to privately-owned personal property located off military installations. Consequently, when a military member abandons such privately-owned personal property voluntarily or otherwise, the government is not liable for its safekeeping or storage.

150107. When the existence of personal property of a member who has become hospitalized, deceased, wounded, or killed in action is known, the following actions will be taken:

A. Working in conjunction with the installation/activity PMO and/or local civil authorities, attempts should be made to obtain permission to inventory and recover any items of government property and/or personal property of the military member.

B. If permission is obtained from the appropriate source (the individual, individual's spouse, roommate, landlord, off-duty employer, etc.) an inventory of the member's effects will be accomplished.

C. In any instance where the right of ownership is suspect or inventory of the items is denied, a certificate identifying the circumstances will be prepared and placed in the members OMPF and PE case file.

D. In addition, when the member is deceased, the unit will contact CMC (MFPC) telephonically and provide pertinent facts regarding the situation and attempt to ascertain whether any further action(s) are necessary or are to be taken.

E. A memorandum record of this will be made and placed into the OMPF and the PE case files, along with any additional actions actually taken.

F. Per section 2575 of reference [\(u\)](#), such PE case files along with all related memorandums, inventories, and subsequent correspondence and all things thereunto pertaining will similarly be recorded and maintained in accordance with reference [\(f\)](#).

1502 INVENTORY BOARD

An appointed inventory board is required at the lowest level (company, battery, squadron, etc.) of command. The commander (company, battery, squadron, etc.) shall appoint, in writing, a board consisting of one or more officers or SNCOs to conduct PE inventories. For maximum effectiveness, these appointments should be made for a quarterly or semiannual period.

150201. The commander will ensure that the assigned members are thoroughly familiar with and knowledgeable of their duties and responsibilities. Inventory board members will review with supply personnel the requirements to conduct an appropriate inventory for case status.

150202. When the PE and baggage of a commissioned or warrant officer are being inventoried, such inventory will be accomplished by a commissioned or warrant officer of equal or greater rank.

150203. At the commander's discretion, sergeants may be authorized to conduct inventories of the PE and baggage of members in the grade of sergeant and below, when an officer or SNCO is not available; however, this will be authorized on a case-by-case basis and should be an exception, not common practice.

150204. Marines exercising control or administration of the unit's supply activities that are involved with the PE storage site will not be assigned as inventory board members. This includes unit supply supervisory level personnel.

1503 PREPARATION

Utilizing the NAVMC 10154, record all PE, money, checks, government property, and etc.

150301. Segregate serviceable and unserviceable uniform articles and place them in separate containers from the other PE, in case disposal actions have to be taken at a later date. Per Chapters 2 thru 8 of this Volume, serviceable uniform clothing will not include worn underclothing, headwear, gloves, and footwear unless they are in their original package.

150302. Those items of individual equipment (782 gear), which were issued to the member by the IIF, STAP, or organic supply account, will be inventoried and recorded on a locally created form and not on the NAVMC 10154. Refer to Appendix M. These items will be packaged separately from the member's PE and labeled "Individual Equipment." Supplemental personally owned, commercially purchased, equipment that resembles and is not military owned in excess of those items identified will be retained with the PE and treated as personal property.

A. If the member is receiving a discharge under the circumstances listed within paragraph 1509 following, deceased, killed in action or missing, the inventory board member will identify the individual equipment on the locally created form and return the individual equipment to the unit's PE clerk. Refer to Appendix M. The PE clerk will comply with the procedures outlined within Chapter 18, paragraph 180202 and for combat operations, Chapter 23, paragraph 230302, for the turn-in of individual equipment.

B. Upon the member being declared a deserter, the unit's PE clerk will comply with those procedures outlined within Chapter 18, paragraph 180202, when returning individual equipment.

1504 INVENTORY

150401. The NAVMC 10154 will be used for the preparation of the inventory record. All articles of PE will be described in detail on this form. It is important that all of the PE and baggage appear on the inventory record, to include damaged articles (e.g. smashed, broken, dented, etc.). When the command has photograph resources available, the case file should include pictures of the effects to document the state in which they were initially discovered. Extreme care will be exercised in describing articles of intrinsic or sentimental value, such as jewelry, precious stones, valuable papers, keepsakes, etc. Such terms as "diamond", "gold", and "platinum" should not be used without qualifying remarks; as such articles may not, in fact, consist of those elements. The PE will be separated into the following groups:

- A. Currency.
- B. Government checks.
- C. Personal checks and savings bonds.

D. Hazardous, flammable, perishable, or deteriorating items, such as spray cans (hair, starch, deodorant, etc.), lighter fluid, toothpaste, soap, bleach, shoe polish, edge dressing,

perfume, cologne, bottles of liquid starch, and any caustic item if becoming opened, broken, or vented would render the uniforms and clothing unserviceable. To prevent unwarranted claims against the government, these items, or similar items will be recorded in the remarks section of the NAVMC 10154 as having been inventoried and removed from the PE for the good of the individual and the government. Properly dispose of the removed items.

E. Articles to be dry cleaned/laundered, (e.g., dirty or bloodstained articles, etc.)

1. Any item to be included in an inventory that was involved in an automobile accident, shooting, etc., will have all bloodstained and soiled areas laundered prior to placement into the PE. Those items that cannot have the blood thoroughly removed will be destroyed and recorded as such on the inventory form.

2. MSCs will establish procedures to cover any such expenses to be incurred by the unit as part of the normal laundry costs and budgeting process based upon historical records of such instances.

F. Articles of substantial value; e.g., televisions, digital video disc (DVD), POVs, computers, software, weapons (registered or unregistered), cameras, etc.

1. Fragile/high dollar items that lack their original casing will be packed with adequate protection to prevent damage.

2. To identify the special handling requirements of fragile or high dollar items, properly describe the items and box them separately from other PE that do not require special handling.

G. Storage of POVs will be per the MSC, installation procedures, and reference (ae).

H. Sexually explicit materials such as compact discs, tapes, magazines, posters, devices, and similar matter, if found, will be included in the inventory.

150402. Items of questionable nature discovered during the inventory will be reported to the CO for disposition and the actions taken will be clearly documented on a Memorandum Record and placed in the inventory case file.

A. Legal assistance in determining the disposition of questionable items is highly encouraged.

B. All such items deemed legally transferable will be returned to the individual or forwarded to the proper recipient/PERE.

150403. For situations where the individual resides off the installation and is not legally residing with a spouse or proper recipient/PERE:

A. Where it can be accomplished, obtain the individual's power of attorney to enter the premises in the case of national crisis or emergency alert.

B. The cooperation of local judicial authorities may become necessary and court documents obtained prior to collection of the individual's belongings in cases of long-term incarceration, long-term hospital stays, and personnel not able to care for their belongings due to such things as an automobile accident, illness, mobilization, or death. Consultation with the first Staff Judge Advocate in the chain of command is required before pursuing such authority.

150404. Normally only one original form NAVMC 10154 will be prepared. If the individual possesses an unusual amount of personal belongings, then additional copies may be prepared.

150405. Civilian clothing articles will be packed into as many separate containers as necessary, labeled as such and tagged. All separate items (e.g., TVs, DVDs, and etc.) will receive a separate NAVMC 10241, "Baggage Identification Check (Serially-Numbered with Grommet & String)," (i.e., baggage tag). Each NAVMC 10241 serial number will be recorded on the NAVMC 10154 and annotated as to which tag applies to which article.

150406. The inventory board will remove from the PE all classified matter, which will be disposed of per reference [\(ak\)](#) and a memorandum for the record will be prepared and placed in the case file for future reference. This will also be reported to the proper authorities.

150407. All cash money and U.S. Treasury Checks, to include coin collections, will be inventoried on a separate NAVMC 10154 with a complete description of the coins/paper monies; in addition a photograph will be taken. The cash and treasury checks will be delivered to the disbursing officer to be credited to the member's payroll account. Refer to Chapter 23, paragraph 230303, for combat operations and Chapter 14, paragraph 1410, of this Volume for guidance concerning coin collections. The denomination, dollar amount, and serial numbers of U.S. Treasury Checks and name of payer and dollar amount will be annotated in the remarks section of the inventory form.

150408. Savings bonds and personal checks can only be redeemed by the individual owner and will be maintained as part of the member's civilian articles. Serial numbers of the unused personal checks and savings bonds will be recorded on a NAVMC 10154. If a member is hospitalized and later becomes partially ambulatory within the hospital the member may request, in writing, for the return of their personal checks. Upon receipt of this written request the CO will endorse the request authorizing the removal and delivery of the requested personal checks. If the member is located some distance from the unit, the delivery of the personal checks will be by certified mail. A record of this will be recorded onto the inventory form. See Chapter 14, paragraph 1411, of this Volume for additional guidance.

150409. All ammunition, explosives, and similar injurious devices and articles will be rendered harmless and disposed of locally in the best interest of the government and the actions to dispose of same so noted on the inventory. It may be necessary for the unit to initiate missing, lost, stolen, or recovered reporting per reference [\(al\)](#).

150410. Discharge certificates, promotion warrants, medals, badges, or similar articles and items are considered as personal property and will be inventoried as all other PE and stored and/or shipped as part of the civilian articles.

150411. In the event that no articles of personal or government property were left behind by the member concerned or the whereabouts of such items are not known, a certificate to that effect will be prepared and placed in the case file and member's OMPF. See Appendix N for sample certification format.

1505 INVENTORY RECORD

150501. Upon completion of the inventory, the name and grade of the individual conducting the inventory will be typed or legibly printed in the designated section of the form. The senior member conducting the inventory will sign the original inventory form in the designated block and inventory assistants will initial next to their names.

150502. A continuous chain of receipts will be maintained by the PE clerk until final disposition of the PE has been made. The original of the inventory report (all documents related to the PE inventory) will be scanned and uploaded to the member's OMPF in the following PE statuses: deceased, missing, deserter, combat operations, and long term confinement (civil or military). In all other PE statuses, the original of the inventory report (all documents related to the PE inventory) will be maintained in the case file.

1506 DISTRIBUTION OF INVENTORY RECORD

150601. The original of the inventory report will be scanned and uploaded to the member's OMPF in the following PE statuses: deceased, missing, deserter, combat operations, and long term confinement (civil or military). In all other PE statuses, the original of the inventory report (all documents related to the PE inventory) will be retained by the commander or other official directing the inventory.

150602. One signed copy will be placed inside the container with the effects.

150603. One copy will be retained by the commander or other official directing the inventory.

150604. One copy will be furnished to the PE and baggage custodian for the establishment of the case file. Retention of the case files will be per Chapter 14, paragraph 1406 of this Volume.

1507 STORAGE AREA

150701. Pending resolution, the PE will be afforded safekeeping, usually under the supervision of the unit supply officer, to prevent theft, pilferage, or unwarranted deterioration. The area designated for storage must be secured by lock, with access limited to those individuals with a need to be in the area. The unit commander will establish this in writing.

150702. Storage containers and bulk type items will be marked and tagged with the member's name, grade, status, and estimated date of return, if known.

150703. The command will use a logbook to record the receipt of each PE box, bag, container, or bulk article/item with associated baggage tag and their disposition. Logbook entries will include, at the minimum, the following information:

- A. Name.
- B. Rank.
- C. Status (e.g., UA, hospitalized, in the hands of civilian authority, brig, deceased, missing, TAD, and etc.).
- D. Date/time of status.
- E. Expected time of return, if known, otherwise, note as not applicable.
- F. Date of PE inventory (this date must be within 48 hours of the effective time and date the individual entered applicable status or 72/96 hours if the time frame involved a holiday weekend).
- G. Disposition.
- H. Baggage tag number.
- I. Printed name and recipient signatures (the record must show positive chain of custody of all PE until final disposition).
- J. Date PE turned in for safekeeping (should be the same date as the inventory; if not, written explanation must be provided to the unit commander describing the circumstances and precautions taken to safeguard member's PE during this time). A record of this will be placed into the case file and retained.

1508 DISPOSITION OF RECOVERED UNIFORM CLOTHING

This pertains to Marine Corps uniforms of deserters and those receiving discharges under the circumstances listed in paragraph 150901 or in cases where the unit cannot return the uniforms to the individual or their recipient.

150801. Whenever the unit having possession of the PE is supported by a PEBC, the unit will segregate serviceable and unserviceable uniform articles.

150802. Deliver all uniform clothing articles up to the quantity of items listed in reference [\(j\)](#) and any supplementary clothing allowance items found to the supporting PEBC. Appendix K is an example of a transfer letter. Any supplemental commercially purchased optional

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items and quantities of system furnished uniform articles in excess of the MRL will be retained with the PE and treated as civilian clothing articles.

150803. The PEBC will make liaison with the supporting MCSS for locally prescribed turn-in procedures for serviceable uniform clothing items.

150804. The PEBC will make liaison with the supporting DLA-DS for locally prescribed turn-in procedures for unserviceable uniform clothing items as scrap cloth. A DD 1348-1A will be used for turn-in, and batch postings may be permitted. Also refer to Chapter 22 of this Volume.

150805. Whenever the unit having possession of the PE is not supported by a PEBC, the unit will segregate serviceable and unserviceable uniform articles.

150806. Process all serviceable new items of uniform clothing (Condition Code A, those that are unmarked, unaltered, and have not been worn), make liaison with the nearest, MCSS, or MCRD and transfer the uniform items to the activity. Serviceable "worn" Condition Code B items will be processed per Chapters 2 thru 8 of this Volume.

150807. Unserviceable uniform clothing will be processed as scrap cloth per reference [\(ai\)](#) ensuring that all military unique items are properly rendered useless (demilitarized by removal of ornamental buttons with emblems, chevrons, service stripes, etc.).

1509 INDIVIDUAL DISCHARGED FOR LESS-THAN HONORABLE REASONS

All articles of uniform clothing in their possession will be recovered and taken from them (both those initially issued to them at the recruit depot and additional items purchased under the monetary allowance system), except worn socks, underclothing, general purpose trunks, gloves, and footwear. Reference [\(am\)](#) provides additional guidance. An inventory will be conducted and a case file established.

150901. Following are circumstances in which such a recovery of Marine uniforms will take place per Chapters 14 thru 25 of this Volume and reference [\(am\)](#):

- A. Defective enlistment and induction.
- B. Substandard entry-level performance and conduct.
- C. Unsatisfactory performance.
- D. Drug and/or alcohol abuse rehabilitation failure.
- E. Misconduct.
- F. Separation in lieu of trial by court martial.
- G. Interned or discharged as alien enemies.

H. New entrant drug and alcohol test failure.

I. Security.

150902. At the time of separation, the command will conduct an inventory of the military clothing that the member possesses using a NAVMC 631/631A as appropriate, and the current MRL. On the NAVMC 631/631A, add one column to the left of the first column for the MRL quantities as listed within reference (i). Column 13 will be used to record the quantities of uniform items recovered. Units will use column 15 to identify any deficient quantities of uniform items that were not recovered such as, a quantity less than what was annotated to the left of column 1. For shortages, units will be required to write the word "Shortages" in column 15 on the form.

150903. In the event that there are shortages noted from the uniform clothing recovery inventory, the following certification statement will be typed on the front bottom of the NAVMC 631/631A or attached as a letter to the back of the NAVMC 631/631A indicating that the shortages constitute a debt to the U.S. Government. If an attached letter is used, it must contain the member's name and inventorying officer name. The following statement must be signed by the member's CO, indicating that the shortages constitute a debt to the U.S. Government:

"SHORTAGES RECORDED HEREON CONSTITUTE A DEBT TO THE U.S. GOVERNMENT FOR ITEMS OF UNIFORM CLOTHING REQUIRED TO BE IN THE MEMBER'S POSSESSION AT THE TIME OF DISCHARGE."

(SIGNATURE OF COMMANDING OFFICER)

The statement will be signed by the member's CO. In the case of recruits, due consideration is to be given to items still in tailoring and/or laundry.

150904. Once the NAVMC 6, "Cash Sales/Request for Checkage for Government Property," is signed by the CO, the indebtedness will be recovered by offset against the member's final pay. The NAVMC 6 will include the individual prices and total prices of all missing items. Per reference (an), prior to initiating any proceedings to collect any indebtedness of an individual, the head of the agency holding the debt or his designee, shall provide the individual with a minimum of thirty days written notice, informing such individual of the nature and amount of the indebtedness determined by such agency to be due, the intention of the agency to initiate proceedings to collect the debt through deductions from pay, and an explanation of the rights of the individual.

150905. This method does not require the member's consent and eliminates the need to conduct an investigation or court-martial action to recoup the debt.

150906. It is the responsibility of the unit personnel officer to ensure that this action is completed and set aside as part of the final pay and settlements, prior to the completion of the discharge of the individual.

150907. In the event that the indebtedness cannot be recovered prior to the member being discharged, it is the responsibility of the unit personnel officer to ensure that the NAVMC

631/631A is forwarded to the Resource Fiscal Finance, Kansas City Indianapolis (RFF-KCI). RFF-KCI's phone number is (816) 934-7282. Submit supporting documentation via the Document Tracking Management System.

150908. Marine Forces Reserve units may have their site Inspector Instructor sign the shortage statement. An Other-Than Honorable case file should contain the following documents:

- A. Notice of Other-Than Honorable discharge digitally signed by the commanding general or appropriate chief of staff.
- B. Return of individual combat equipment and Marine Corps uniforms letter (Appendix P).
- C. NAVMC 631/631A with the last annual SMCR clothing inventory (if no inventory present then an extract from the current reference [\(i\)](#)).
- D. Copy of the Individual Memorandum of Receipt.
- E. Certified US Mail receipt.
- F. If MRL is not returned then a DD 139, "Pay Adjustment Authorization," and NAVMV 6 documents must be completed and submitted to S1 to place a lien against future tax returns.
- G. If individual equipment is not returned, then a Request for Investigation, with the IMR as the enclosure, should be submitted to the CO via the supply officer to adjust the property records.

1510 CASE FILE

151001. Case files will be established for all members who cannot or do not care for their own property.

151002. Case files will also be established for members who are in a status of authorized absence (i.e., TAD/leave in excess of 30 days, when required).

151003. Case files will be established for all Marines and Sailors discharged under the conditions set forth in paragraph 1509. When military uniforms are collected in such instances and a case file does not already exist from actions leading up to these events, one will be established.

151004. Case files will be retained per Chapter 14, paragraph 1406 of this Volume.

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“PERSONAL EFFECTS FOR DECEASED AND MISSING STATUS”

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CHAPTER 16

PERSONAL EFFECTS FOR DECEASED AND MISSING STATUS

1601 INVENTORY

When a member is deceased or their status is unknown, or they have been declared missing as defined in reference [\(n\)](#), the unit shall cause the individual's PE to be inventoried, prepared for shipment, or storage per Chapter 15 of this Volume. Refer to Chapter 23 of this Volume for inventory and shipping requirements during combat operations. The PE inventory will include all HHGs, POVs, bank account records, and all such articles that are or may become accessible to the Marine Corps inventorying official or the casualty assistance call officer (CACO) designated to assist the NOK.

1602 DISPOSITION OF EFFECTS

In the case of deceased members, commanders will coordinate through the assigned CACO, locate the PERE, and ascertain an appropriate time and location to deliver the PE. The inventorying official(s) will coordinate with the CACO and ensure that the PE are shipped per this Volume and reference [\(n\)](#). See Chapter 23 of this Volume for combat operations. Refer all questionable situations or cases to CMC (MFPC); e.g., designated recipient cannot be located or the recipient contributed to the death of member.

1603 PERSON ELIGIBLE TO RECEIVE EFFECTS (PERE)

160301. Per references [\(n\)](#) and [\(ao\)](#), the following persons, listed in order of precedence, are eligible recipients of PE:

A. Legal representative of the member's estate

To qualify as a legal representative, an individual must present duly certified copies of testamentary letters, letters of administration, or other evidence of final qualification, issued by a proper court of competent jurisdiction.

B. Unmarried surviving spouse.

C. Natural or adopted children in order of seniority (age).

D. Parents in order of seniority (age), unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

E. Siblings in order of seniority (age).

F. Other blood relative. When two individuals are of equal relationship, priority will be determined by age.

G. A person standing in loco parentis. Loco parentis is a legal doctrine describing a relationship similar to that of a parent to a child.

H. A person named as a beneficiary in a will.

160302. Spouse always means current spouse and never a former spouse. The spouse takes precedence in all cases unless a legal representative of the member's estate is issued by a proper court of competent jurisdiction.

160303. When the eligible recipient is a minor, other than a spouse, the effects may be shipped to the legal representative/trustee of a minor if that person is not the legal guardian of the child.

160304. In cases where more than one person claims eligibility to receive PE and an agreement cannot be made by the parties, contact CMC (MFPC) for disposition instructions.

1604 NON-COMBAT

160401. Commands Located Within 200 Miles of a PEBC

When the PERE of the PE and baggage of the deceased or missing member has been determined and the CACO has made liaison with the PERE, the member's command, following appropriate laundry and dry cleaning of the member's belongings, will turn over the PE and baggage to the nearest PEBC for processing and shipment. If the member had a POV, the command will ensure the vehicle is properly cleaned prior to turning it over to the nearest PEBC. This action must be completed within 4 days of the official notification of this status determination in order to facilitate the timely shipment by the PEBC and turnover of the PE to the PERE by the CACO. Checks endorsed to the proper recipient may accompany the escort of the remains for presentation to the PERE by the CACO.

A. When an escort accompanies the remains, the escort will sign for and deliver the check to the CACO.

B. The escort will be given a suitable form for the CACO to obtain a receipt from the proper recipient.

C. Receipt will be forwarded to CMC (MFPC), a copy retained by the CACO, and one copy returned to the deceased member's unit by the escort to close out the case file.

160402. Isolated Commands Located 200 Miles or More from a PEBC

See Chapter 25 of this Volume for PEBC locations. When the PERE of the PE and baggage of the deceased or missing member has been determined, the CACO will make liaison with the PERE and determine the appropriate location and date to deliver the PE and baggage. Based upon instructions provided to the unit by the CACO, the unit supply officer will make arrangements, at government expense, and cause the belongings to be delivered to the PERE by the CACO. Prior to

shipment the unit supply officer will ensure appropriate laundry and dry cleaning of the member's belongings has been accomplished.

A. This may be accomplished through the local DMO of the nearest military facility, U.S. Postal Service (USPS), United Parcel Service, Federal Express, etc.; however, shipment must be traceable. The use of the DMO will be accomplished as a normal function through a reimbursable Interservice Support Agreement when required. Notify DMO that the shipment is considered a BLUEBARK (deceased service member) shipment.

B. Whenever possible, the sentimental PE (items on the body at the time of death) of the deceased will accompany the remains.

C. Checks endorsed to the proper recipient will accompany the remains as previously stated.

D. When an escort accompanies the remains, the escort will ensure the safe delivery of the PE to the CACO on site. The same receipt handling procedures contained in paragraph 160401.B applies.

1605 UNIFORMS FOR DECEASED AND ESCORTS

160501. The deceased Marine or Corpsman's Marine optional uniforms may be used in the burial of the individual. If the individual's uniforms are not available or appropriate for the burial, a gratuitous issue is authorized per Chapters 2 thru 8 of this Volume. When approved, CMC (MFPC) will provide the unit with appropriation data necessary for use in the procurement of the necessary uniforms.

160502. The Dress Blue Uniform is the preferred uniform for burial of deceased active duty Marines, per reference [\(n\)](#). If the Dress Blue Uniform is not available and cannot be made available for the internment, within the required time frame established by the CACO and the family, the Service Uniform will be used.

160503. Retired and former Marines and their spouses may obtain at personal expense such uniforms, per Chapters 2 thru 8 of this Volume, as are deemed necessary for the burial. These may be procured from a Marine Corps Exchange or MCSS.

160504. Escorts of fallen Marines will wear the Marine Corps Service Alpha Uniform.

160505. If escorts will be attending the service or funeral of the escorted Marine following completion of their duties as escort, wear of the Marine Corps Dress Blue Bravo Uniform is authorized for the duration of their duties.

1606 FUNCTIONAL ACCOUNT NUMBER (FAN)

Per reference [\(q\)](#), the FAN 72043 (Supplementary Issues) is to be charged and used during normal tours of Duty.

1607 MOURNING BANDS

Mourning Bands will be procured and worn as prescribed in reference [\(e\)](#)

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PERSONAL EFFECTS FOR HOSPITALIZATIONS

1701 AMBULATORY PATIENTS

The commander will have all ambulatory patients inventory their own effects and baggage and place them in an authorized storage area. Inventories conducted under these circumstances must be witnessed per Chapter 15 of this Volume. Refer to Chapter 23 of this Volume for additional information during combat operations.

170101. When the ambulatory patient's length of hospitalization is confirmed by the admitting medical facility and is expected to be 30 days or less, the unit commander may waive the inventory requirements by use of a locally created form. An example is provided in Appendix C.

A. This action is in the best interest of both the individual and the Marine Corps and eliminates unnecessary hardships associated with packing of PE and subsequent laundering costs to restore the uniform items to a ready-for wear condition.

B. A copy of the waiver will be provided to the PE inventory board for acknowledgment and forwarding to the PE custodian for case file records retention purposes.

170102. When the duration of hospitalization is known or expected to exceed 30 days, ambulatory patients residing in bachelor enlisted quarters (BEQ)/bachelor officers' quarters (BOQ) will be required to inventory and store his or her PE in the billeting area, provided the area and storage containers are lockable and limited access is afforded to personnel per Chapter 20, paragraph 2003 of this Volume.

170103. Serialized metallic seals will be utilized to provide an additional measure of security and the serial number recorded onto NAVMC 10154.

170104. A copy of the inventory record will be forwarded to the PE custodian for case file records retention purposes.

170105. In any instance where the PE items cannot be properly safeguarded in the billeting areas or sufficient storage is not available, the items will be inventoried as prescribed in Chapter 15, and secured in the unit's designated PE storage area.

1702 INCAPACITATED PATIENTS

When personnel are incapacitated by injury or illness and are admitted or transferred to a medical facility, the unit commander shall ensure that their PE and baggage are recovered and placed in safe storage.

1703 DISPOSITION OF EFFECTS

170301. Non-Combat

Commanders will retain in temporary storage the PE and baggage of all personnel under their command who have been hospitalized or medically evacuated to another location until the member returns. If the individual or proper recipient requests, transport the items to the individual's home of record. If in a long-term care facility, determine whether on site storage will be provided.

170302. It should be noted that personal baggage, not to exceed 225 pounds (gross weight), may be shipped with a member who is transferred to a hospital.

170303. In the event the member is transferred by service record to a Marine Corps activity (reserve unit, Recruiting Station, etc.) near the hospital, reference [\(ae\)](#) provides instructions concerning the proper disposition of PE and subsequent transfer to that activity pending return to a full duty status.

170304. Additional information can be found in reference [\(ae\)](#).

VOLUME 13: CHAPTER 18

“PERSONAL EFFECTS FOR UNAUTHORIZED ABSENCES WITHOUT LEAVE”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 18

PERSONAL EFFECTS FOR UNAUTHORIZED ABSENCES WITHOUT LEAVE

1801 INVENTORY

When a member has been determined to be in a UA/AWOL status, all effects will be recovered, inventoried, and placed in secure storage. Refer to Chapter 23 of this Volume for additional information during combat operations.

1802 DISPOSITION

180201. Return of Member

If the member returns prior to the disposition of member PE, return them to the individual. Ensure that the member conducts an inventory of the effects under supervision and signs a receipt stating the same.

180202. UA/AWOL Status and Becomes Hospitalized or Deceased

If the member dies or is hospitalized while in a UA/AWOL status, the PE will be handled in the same manner as set forth in Chapters 16 and 17 or Chapter 23 for combat operations, preceding. If it is determined that the individual was erroneously categorized as UA/AWOL, then change all applicable forms and correspondence and the logbook to reflect the same. This will be accomplished by the originating inventory board members and all changes initialed and dated by the senior member of the board.

180203. Individual Equipment Returned to the Supply Office

Upon a member being declared a deserter, the unit's supply officer will accomplish the following:

A. Remove all government property/individual equipment (782, IIF, or STAP gear) from the member's inventory. A locally created form will identify disposition of the removed government property. Refer to Appendix M.

B. Compare the removed items against the member's issue document (i.e., IMR, Equipment Custody Receipts, or other automated receipts). This issue document will identify all individual equipment that had been properly issued to the member. Items returned to the unit supply office will be deleted off the issue document. Once an item is returned to the unit supply office, the item will be added to supply account unless the item is returned to a local IIF.

C. Once this has been accomplished, for those items that were not found within the member's inventory, the member's command will establish a NAVMC 6 identifying those missing items of individual equipment. The NAVMC 6 will state the unit cost as cataloged in the Federal Logistics Information System.

D. Once the NAVMC 6 has been properly signed by the CO, the original along with a copy of the issue/turn-in document will be placed in the member's OMPF. The original NAVMC 6 with original signature of CO will be placed, along with the issue/turn-in document, in the member's case file.

E. Individual equipment that was not returned to the unit supply office will be dropped from the unit's property records and reconciled with the local IIF.

180204. Individual Equipment Returned to the IIF

Upon a member being declared a deserter, the unit holding the individual equipment will make liaison with the IIF. The IIF will provide a copy of the issue document, which identifies all individual equipment that had been properly issued to the member. The unit can also access the member's list of issued IIF items at www.usmccif.com. The unit holding the member's effects will compare the issue document to the items being returned. Once this has been accomplished, for those items identified as missing, the member's command will establish a NAVMC 6, identifying those missing items. The member's unit will then return all individual equipment to the IIF. The IIF will be required to provide a turn-in receipt to the member's unit. This turn-in receipt, which identifies those items that were returned as well as those missing, will be scanned in the member's OMPF along with the NAVMC 6. The original NAVMC 6, with the CO's signature and issue/turn-in receipt will also be placed in the member's case file. A copy of the NAVMC 6 will be provided to the IIF. Individual equipment that was not returned to the IIF will be dropped from the property records. Marine Forces Reserve units will collect all individual equipment and subtract the returned equipment from the IMR. Any individual equipment not received will be identified by the site Inspector Instructor to the CO via the supply officer with a Request for Investigation. The IMR will be an enclosure and the Consolidated Memorandum of Receipt will be adjusted accordingly.

1803 NON-COMBAT

At the expiration of 29 days from the first day of UA/AWOL of a member and on condition that the member has not returned to military control, the commander will ensure that the following actions are accomplished:

180301. Within the Continental United States (CONUS)

A. If the unit is located within 200 miles of a PEBC, immediately transfer all of the PE (military and civilian articles) to the PEBC, less individual equipment. Individual equipment will be handled per paragraph 180203. The PEBC will correspond with the proper recipient as outlined in paragraphs 180301 and 180302.

B. Units located 200 miles or more from a PEBC have the responsibility to contact the nearest military installation DMO, or in isolated locations, the nearest USPS. This will ascertain the various transportation methods and associated costs that will be incurred by the proper recipient for shipment. To facilitate this, the unit commander will ensure the name and address on the NAVMC 10154 is revalidated from the individual's service record and manpower management subsystem.

C. The unit will contact the proper recipient, by certified signed return receipt and identify that the member has been absent for 30 days or more. See Appendix D and Appendix E for format examples. Individual equipment will be removed from the member's inventory and handled per paragraphs 180203 and 180204.

1. Identify to the proper recipient that section 2575 of reference [\(u\)](#) and reference [\(ai\)](#) provides for a maximum of 45 days storage prior to disposal and that this may be extended, but only upon the receipt of such a request in writing. If a reply is not received within the time frame specified in the original letter to the proper recipient, or an extension is not requested and approved in writing, the PE will be disposed of 45 days from the date on the certified return receipt.

2. This letter will advise the proper recipient that all transportation charges are required to be pre-paid by them.

3. Inform the proper recipient that you will forward the PE to their residence, based upon their written request to do so.

4. The correspondence to the proper recipient will contain the following:

"The action of transmitting the PE does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the State of the owner's residence."

180302. Units Outside CONUS (OCONUS)

The unit will contact the proper recipient, by certified signed return receipt and identify that the member has been absent for 30 days or more. See Appendix F and Appendix G for format examples. Individual equipment will be removed from the member's inventory.

A. Identify to the proper recipient that section 2575 of reference [\(u\)](#) and reference [\(ai\)](#) provides for a maximum of 45 days storage prior to disposal and that this may be extended, but only upon the receipt of such a request in writing. If a reply is not received within the time frame specified in the original letter to the proper recipient, or an extension is not requested and approved in writing, the PE will be disposed of 45 days from the date on the certified return receipt.

B. This letter will advise the proper recipient that the government will accept responsibility for any transportation charges.

C. Inform the proper recipient that you will forward the PE to their residence, based upon their written request to do so.

D. The correspondence to the proper recipient will contain the following:
"The action of transmitting the PE does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the State of the owner's residence."

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E. The return receipt acknowledgment and the date indicated thereon by the recipient will serve as the starting point for ultimate disposition of the PE in the event a response is not received. Again, this will help prevent future problems in disposal of the PE by either the PEBC or the unit, if that is warranted.

180303. If the proper recipient replies to the correspondence and desires the member's PE:

A. Ship, by traceable means only, the PE, less U.S. Treasury checks, individual equipment, and serviceable/unserviceable uniform clothing, to the recipient. The transmittal letter or document at the time of shipment will contain the following statement:
"This property is forwarded to you to be retained or disposed of as custodian per the laws of the state of the owner's domicile. No legal interest in the property or rights to retain it against a person entitled thereto is conferred on you by this delivery."

B. The supply officer (or designated fiscal clerk) will, at the time of the inventory, deliver all U.S. Treasury checks and money found within the PE to the disbursing officer to be credited to the member's pay account.

C. Transfer all uniform clothing to the appropriate PEBC, MCSS, or DLA-DS. Ensure that locally created form is properly completed, to include the name and address of the member's proper recipient as obtained from the service record. Articles of substantial value will be forwarded by certified mail. Refer to Appendix M.

180304. If the Proper Recipient Cannot be Determined or Declines Delivery:

A. For units located overseas, including Alaska and Hawaii, utilize the procedures contained in reference [\(ai\)](#) and dispose of the PE after the expiration of 45 days from the date of last correspondence with the proper recipient.

B. Marine Corps units located more than 200 miles from a PEBC may use the procedures contained in reference [\(ai\)](#) and turn them into the nearest DLA-DS.

VOLUME 13: CHAPTER 19

“PERSONAL EFFECTS FOR INCARCERATIONS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 19

PERSONAL EFFECTS FOR INCARCERATIONS

1901 CIVIL PENAL INSTITUTION INVENTORY PROCEDURES

When a member is arrested/detained by civil authorities and does not have an opportunity to properly care for their PE, the member's command will upon notification of such information, recover, inventory, and place the member's effects in secure storage. The personnel officer will deliver all U.S. Treasury checks and money found during the inventory to the disbursing officer to be credited to the member's pay account. Refer to Chapter 23 of this Volume for additional information during combat operations.

1902 DISPOSITION WHILE CONFINED IN CIVIL PENAL INSTITUTION

If the member is convicted of crimes or detained for what is considered long-term prisoner confinement (greater than 90 days) and is not afforded the opportunity to properly dispose of their personal property, the member's commander will take the following actions:

190201. The commander will correspond with the member in person or by certified mail, to afford the member an opportunity to dispose of PE, other than government property, as the member wishes.

190202. The member may elect to dispose of their PE by private arrangement, such as execution of a power of attorney for an individual to act as that member's agent in the disposition of the PE.

190203. The member may also designate a person to whom the PE will be shipped. Such shipments will not include U.S. Treasury checks, uniform clothing, and individual equipment (782 gear). Individual equipment will be handled per Chapter 18, paragraphs 180203 and 180204.

1903 INCARCERATED WITHIN CONUS

190301. Once the unit has received in writing the name of a designated person to receive the PE, the following applies.

A. Units located within 200 miles of a PEBC will comply with those procedures outlined within Chapter 18, paragraph 180301.A.

B. Units located 200 miles or more from a PEBC will comply with those procedures outlined within Chapter 18, paragraph 180301.B. (NOTE: Correspondence will identify the member as being incarcerated instead of UA.)

190302. If the member refuses to provide the commander with the name of a designated person to receive the PE, in the case of short-term confinement (90 days or less) the unit will hold the effects until the individual returns. In the case of long-term confinement the commander will dispose of such items per the procedures contained in Chapter 22 of this Volume

and per Chapter 4 of reference [\(ai\)](#). Additionally, the command will notify the member of the action taken.

190303. Reference [\(ae\)](#) provides procedures and requirements that commanders must meet for the travel, transportation, and shipment of HHGs at government expense for the dependents of a Marine stationed in the CONUS who is sentenced by court martial to:

- A. Confinement for more than 30 days.
- B. Receives a dishonorable/bad conduct discharge.
- C. Dismissal from a uniformed service, or receives an administrative discharge under other than honorable conditions.

1904 INCARCERATED OUTSIDE OF CONUS (OCONUS)

When convicted and sentenced to confinement in a penal institution of a foreign nation, the member may have their PE shipped at government expense to a proper recipient.

190401. Once the commander has received in writing the name of a designated person to receive the PE, the unit will comply with the procedures outlined within Chapter 18, paragraphs 180302 and 180303. The correspondence will identify the member as being incarcerated vice UA.

190402. If the member does not specify their desire to ship the PE and takes no further action regarding the disposal of their PE, the commander will dispose of such PE per the procedures contained in Chapter 22 of this Volume and per Chapter 4 of reference [\(ai\)](#). Additionally, the command will notify the member of the action taken.

1905 MILITARY BRIG/DETENTION FACILITY INVENTORY

190501. When a member is placed in a military brig/detention facility for pretrial confinement or sentenced to confinement following a court-martial, the PE inventory will be conducted prior to the confinement, whenever possible. This is to allow the individual to participate in and sign the inventory. The inventory will also identify those articles being taken to the brig as required by that facility and will be recorded as such. The inventory board member will witness the inventory and placement of the individual's PE into storage. The personnel officer will deliver all U.S. Treasury checks and money found during the inventory, to the disbursing officer to be credited to the member's pay account. Refer to Chapter 23 of this Volume for additional information during combat operations.

190502. Access to Personal Effects

When a member has been placed in the brig or other confinement and requires items from their stored PE, the CO may authorize, in writing, a member from the command to access the baggage and retrieve the required items. The authorization letter must specify what articles are being removed. When this occurs, the authorized individual will annotate the NAVMC 10154 as to the disposition of the removed items. There is no requirement for the inventory officer to recertify the contents of the PE.

190503. When a member does not have an opportunity to properly care for their PE, the commander will recover, inventory, and place the effects into secure storage.

1906 DISPOSITION WHILE CONFINED IN MILITARY BRIG/DETENTION FACILITY

190601. Short-Term Confinement (Less Than 90 Days)

If the individual is to return to the unit following confinement, the unit will store the PE to include POVs until that time.

190602. Long-Term Confinement (Greater Than 90 Days)

A. If the member is to be confined in excess of 90 days and discharged, or discharged after confinement of less than 90 days, the commander will correspond with the member in person or by certified mail, to afford the member an opportunity to dispose of PE, other than government property, as the member wishes.

B. The member may elect to dispose of their PE by private arrangement, such as execution of a power of attorney for an individual to act as that member's agent in the disposition of the PE.

C. The member may also designate a person(s) to whom the PE will be shipped. Such shipment will not include U.S. Treasury checks, uniform clothing, and individual equipment (782 gear). Individual equipment will be handled per Chapter 18, paragraphs 180203 and 180204.

D. Once the unit receives, in writing, the name of designated person to receive the PE the following applies:

1. CONUS units located 200 miles or more from a PEBC will comply with those procedures outlined within Chapter 18, paragraphs 180301 and 180303. The correspondence will identify the member as being incarcerated vice UA.

2. CONUS units located within 200 miles of a PEBC will comply with those procedures outlined within Chapter 18, paragraph 180301.C.

3. OCONUS units will comply with those procedures outlined within Chapter 18, paragraphs 180302, 180303, and 180304.

190603. If the member does not specify the desire to ship their PE and takes no further action regarding the disposal of PE, the commander will dispose of such PE per the procedures contained in Chapter 22 of this Volume and Chapter 4 of reference [\(ai\)](#). Additionally, the command will notify the member of the action taken.

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190604. Members that received a discharge for the following reasons shall have all articles of uniform clothing in their possession inventoried/recovered per Chapter 15, paragraphs 1508 and 1509:

- A. Defective enlistment and inductions.
- B. Entry-level performance and conduct.
- C. Unsatisfactory performance.
- D. Drug abuse rehabilitation failure.
- E. Alcohol abuse rehabilitation failure.
- F. Misconduct.
- G. Separation in lieu of trial by court martial.
- H. Interned or discharged as alien enemies.
- I. New entrant drug and alcohol test.
- J. Security.
- K. Good of Service.

190605. Further guidance can be found in Chapters 15 thru 21 of this Volume and reference [\(am\)](#).

VOLUME 13: CHAPTER 20

**“PERSONAL EFFECTS FOR LEAVE, LIBERTY, AND
TEMPORARY ADDITIONAL DUTY”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 20

PERSONAL EFFECTS FOR LEAVE, LIBERTY, AND TEMPORARY ADDITIONAL DUTY

2001 GENERAL

This chapter pertains to situations when a member is on authorized leave or liberty or is ordered to TAD for less than 90 days and the unit remains in place. Situations concerning unit deployments are discussed in Chapter 21.

2002 SAFEKEEPING

Each Marine is responsible for safekeeping clothing and equipment not accompanying the Marine during authorized absences. Prior to departure on leave, liberty, or TAD less than 90 days, a member shall be afforded an opportunity to place their PE in safe storage per this Volume.

200201. If the period of authorized absence is 30 days or less, there is no need to inventory, pack, and store PE if adequate secure storage is available (i.e., lockable wardrobes, wall lockers, or member is known to reside in government quarters, BOQ/BEQ, or resides off base). In the event billeting needs are such that storage of PE cannot be accommodated, the unit must store the member's PE within other unit storage areas (unit supply warehouse, storeroom, etc).

- A. The original NAVMC 10154 will be retained by the member.
- B. One copy will be placed inside the storage container.
- C. The commander or other official directing the inventory will retain one copy.
- D. One copy will be provided to the command's PE clerk in order that a case file can be established.

200202. If the period of authorized absence is greater than 30 days but less than 90 days and the member is perpetually away from his/her primary residence (i.e., BEQ/BOQ), a PE inventory will be accomplished. The member's articles may be stored in lockable wardrobes, wall lockers, or BOQ/BEQ rooms if space permits. The member will be required to conduct the inventory of their PE and record the results of this inventory on a NAVMC 10154. A member of the PE inventory board will be required to supervise the inventory and sign the inventory sheets.

200203. Chapter 21 provides procedures, which will be complied with when a member's period of authorized absence is greater than 90 days.

200204. Upon a member's return the command will ensure an inventory is conducted between the member and a member of the inventory board.

200205. Appendix H provides an example of a letter that may be established by the command to document that a PE inventory was required for an authorized absence greater than 30

days but less than 90 days, but due to the identified condition on the form, an inventory was not conducted.

200206. For personnel who previously had an inventory conducted and their PE were being stored within their BOQ/BEQ and are subsequently away from the unit longer than 90 days, the inventory board will initiate a PE inventory and place the effects into safe storage. A record of all matters pertaining to the extended absence will be placed into the case file as a memorandum for the record.

200207. If the period of authorized absence is greater than 90 days, for personnel living in the BOQ/BEQ, not involving unit deployment, a personal inventory will be conducted and the PE will be placed in safe storage.

200208. If the period of authorized absence is greater than 30 days, not involving unit deployment, for those personnel living in government housing, off base with their NOK or living off base and they are the sole proprietor, personnel may request storage of their PE.

2003 COMMANDER'S PROCEDURES

200301. Prior to permitting the storage of PE in areas outside those specifically designated for secure storage, the commander must determine:

- A. If desired storage space is adequate and can be secured to prevent theft or deterioration.
- B. If the command will have access to the property, if the need arises.
- C. If this interferes with BEQ/BOQ space requirements for anticipated personnel turnover.
- D. If the storage space or container(s) access can be limited to the command's PE clerk until such time as the member once again accepts custody of the PE. This is done so that the member or other personnel may not have access to the stored PE without the knowledge and supervision of the unit's designated PE custodian.

200302. The member will inventory and sign their own NAVMC 10154, which will be certified by a member of the inventory board.

200303. One copy of the inventory will be placed inside the storage container, wall locker, etc.

200304. An Anti-Pilferage Serialized Seal will be placed on the storage container at the locking mechanism and the serial number recorded on NAVMC 10154. The NSN for ordering purposes is 5340-00-081-3381.

200305. Any item too large to fit inside a lockable container, such as a lockable wardrobe or wall locker, etc., will be turned in to the PE custodian for safe keeping and a separate

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inventory record made thereof, and signed by the individual. This too will be supervised and attested to by the inventory board.

200306. A case file will be prepared per Chapter 15 of this Volume.

200307. Members living in government housing must comply with local housing regulations and paragraph 1409.

2004 TRANSFER WHILE ON EMERGENCY LEAVE OR TAD

Members may be transferred to another unit or installation while on emergency leave or TAD. After receiving this information, the unit commander will, without delay, cause all applicable inventories of military and PE to be re-verified by the Personal Effects Inventory Board and have the military clothing and PE shipped to the member at government expense using the appropriation on the Naval message directing the transfer. Reference [\(ae\)](#) provides additional guidance.

VOLUME 13: CHAPTER 21

“PERSONAL EFFECTS FOR UNIT DEPLOYMENTS”

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CHAPTER 21

PERSONAL EFFECTS FOR UNIT DEPLOYMENTS

2101 GENERAL

210101. Storage for unit deployments will be coordinated with the base or station DMO. Commercial storage is authorized only when sufficient suitable storage space is not available aboard the military facility and then only for periods in excess of 90 days. The basic authority for the deployment storage program is prescribed in references [\(ae\)](#) and [\(ah\)](#). Only bachelors, geographical bachelors (not receiving basic allowance for housing (BAH)) and single parents are eligible for unit deployment storage. Further, unmarried members receiving BAH will be authorized storage provided they forfeit their BAH while in a deployed status. Deployment storage can be authorized by a letter of authorization by any CO having special court-martial convening authority. This letter of authorization must contain, at a minimum:

- A. Names of individuals needing storage.
- B. Deployment order number.
- C. Estimated date of return from deployment.
- D. Signature of officer authorizing the storage.

210102. Distribution of the LOA will be as follows:

- A. A copy to each member authorized temporary storage.
- B. One copy to the installation DMO.
- C. One copy to the supporting disbursing officer.

2102 DEPLOYMENTS LESS THAN 90 DAYS

Procedures for the storage of PE for members of commands who are assigned to units deploying for periods less than 90 days are provided in Chapter 20 of this Volume. If the command does not have adequate facilities to provide storage of PE, the CO should notify higher authority in the chain of command and request assistance.

2103 PRE-DEPLOYMENTS

Prior to deployment, the unit commander, or designated representative will perform the following:

210301. Make liaison with the next senior command and the local DMO to arrange the safekeeping and transfer of the PE of members that will become separated from their effects for any reason. Liaison should be made at least 30 days prior to the deployment. The higher headquarters will retain, or designate a subordinate unit that will retain the PE for short-term storage only.

210302. Ensure that the PE of the members identified above have been properly inventoried as outlined in Chapter 15 of this Volume.

210303. Completed case files originated by the member's unit will be transferred and recorded in the PE logbook and will be retained by the higher headquarters, designated unit or DMO. Ensure that active case folders of the PE being transferred contain, at a minimum, the following:

- A. Two copies of the form NAVMC 10154 per container.
- B. One certified true copy or original of each letter forwarded to and received from the proper recipient.
- C. One certified true copy of confinement orders or messages/orders transferring the member (for incarcerated members, Chapter 5 applies).
- D. Certified true copies of turn-in transactions for the disposition of PE.

210304. Maintain copies of HHGs and personal property storage forms in the OMPF of assigned personnel.

210305. Perform POV storage based on MSC policy, installation procedures, and per reference [\(ae\)](#).

210306. The receiving activity should receive the PE per Chapter 15, paragraph 1507 of this Volume. Once transferred, these effects become the responsibility of the receiving activity until final disposition.

2104 DURING DEPLOYMENT

210401. The commander will designate in writing an individual to withdraw PE from the household effects section prior to the return of the unit when members cannot accomplish this themselves (e.g., incapacitation, etc). Inventorying and shipping the PE then becomes the responsibility of the designated person.

210402. Additionally, the commander is responsible for promptly forwarding all pertinent correspondence received which impacts upon the disposition of the PE identified in paragraph 210303 (e.g., letters from the proper recipient). This information is to be provided to the unit physically holding the PE.

210403. The inventory procedures contained in Chapter 15 will be used in all other cases during the deployment.

2105 RETURN FROM DEPLOYMENT

The commander or designated representative will perform the following:

210501. Make liaison with the household effects section to coordinate and arrange for the prompt withdrawal of PE.

210502. Designate in writing an individual to withdraw the PE of members who are hospitalized, deceased, missing, UA/AWOL, or deserters. A signed copy of the appointing letter must be provided to the household effects section.

VOLUME 13: CHAPTER 22

“PERSONAL EFFECTS FOR LOST, ABANDONED, OR UNCLAIMED PRIVATELY-OWNED PERSONAL PROPERTY”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 22

PERSONAL EFFECTS FOR LOST, ABANDONED, OR UNCLAIMED PRIVATELY-OWNED PERSONAL PROPERTY

2201 DEFINITIONS

220101. Claims Settlement Property

Personal property damaged during a HHGs/unaccompanied baggage shipment. For additional guidance, please see Chapter 4 of reference [\(ai\)](#), paragraph B9.

220102. Government Personal Property

As defined by reference [\(ai\)](#), Government Personal Property is property other than real property (buildings/lands) and records (files/documents) of the federal government. Any recovered government property will be returned to stock for reissue or appropriate disposition.

220103. Lien Holder

If there is a lien against the privately-owned property by a financial institution (e.g., bank, credit union, etc.), the owner of the property may be the respective financial institution. Several factors, however, may influence who is awarded custody. The owner may have incorporated insurance into the loan and named a benefactor. A co-owner may be involved or the heirs, NOK, or legal representative of the owner may still retain rights unless payments stop and the lien holder calls for final payments. The command staff judge advocate shall be consulted to resolve such issues.

220104. Privately-Owned Personal Property

Personal effects of DoD personnel (military or civilian) are not and never become government property unless:

A. The owner (or the heirs, NOK, or legal representative of the owner) executes a written and signed release document unconditionally giving the U.S. Government all right, title, and interest in the privately-owned property.

B. The property is acquired by DoD as the result of a claims settlement action.

220105. Examples of Private Property

A. Military clothing and equipment that cannot conclusively be established as Marine Corps/Navy furnished or issued organizational government property.

B. Money

C. Negotiable and nonnegotiable instruments such as bonds, checks, notes, deeds, wills, receipts (including those covering safekeeping deposits), agreements, certificates, insurance policies, and bank books.

D. Miscellaneous articles of intrinsic, sentimental, and utility value such as:

1. Motor vehicles, trailers, HHGs, baggage, and wardrobe trunks.
2. Weapons including standard rifles, shotguns, handguns (i.e., semi-automatic pistols and revolvers), antique firearms, and cutlery (knives, bayonets, and swords). Firearms subject to the provisions of reference [\(ap\)](#) will be noted on the inventory and confiscated.
3. Computer hardware and software, musical instruments, sports and athletic equipment, audio entertainment equipment, cameras, jewelry, wallets, and souvenirs.
4. Fountain pens, insignia, medals, photographs, books, diaries, toilet articles, flight logs, and personal papers.

2202 GENERAL

220201. Disposal of lost, abandoned, or unclaimed privately-owned personal property (hereafter referred to as private property), especially POVs, is based on:

A. Amendments to section 2575 of reference [\(u\)](#) and DoD-approved waivers.

Section 2575 of reference [\(u\)](#) establishes mandatory notification requirements and time limits associated with the identification and return of private property to the owner (or the heirs, NOK, or legal representative of the owner) and the lien holder, if applicable/known. Property may only be held for 45 days following notification.

B. Chapter 4 of reference [\(ai\)](#), paragraphs B9 (Claims Settlement Property) and B40 (Lost, Abandoned, or Unclaimed Privately-Owned Personal Property).

220202. Return of subject property to the owner (or the heirs, NOK, or legal representative of the owner) and/or the lien holder is required per the provisions of section 2575 of reference [\(u\)](#) and the guidance contained herein. This guidance does not apply in cases of deceased personnel where private property is subject to the provisions of reference [\(u\)](#) (sections 4712, 4713, 6522, 9712, 9713, or subsection (c) of section 2575).

220203. Installation and activity/unit commanders must view the abandonment of private personal property as a personnel management issue and be diligent in deterring occurrences. When personnel check-in, it is necessary to foster personal responsibility during familiarization and indoctrination training and stress the consequences of abandoning private property. Upon permanent change-of-station orders, the check-out procedures should ensure that private property is cleared prior to departing. This approach is more cost-effective than funding disposal costs subsequent to personnel departure.

220204. Intentional abandonment of private property resulting in subsequent cost to the U.S. Government for disposal will not be tolerated. Personnel must be knowledgeable of the consequences associated with intentional abandonment, such as:

- A. Reimbursing the government for incurred costs.
- B. Repossession by lien holder.
- C. Garnishment of pay.
- D. Internal Revenue Service withholding of income tax refunds for indebtedness to the U.S. Government.
- E. Violation of articles under the Uniform Code of Military Justice.

220205. Installation and activity/unit commanders are responsible for the disposal of private property. The DLA-DS is responsible for the disposal of government personal property; however, DLA-DS is an avenue for disposal of private property and should be used to the greatest extent possible.

220206. Unit supply officers and the Provost Marshal Office (PMO) shall cooperate with one another when necessary in disposition matters related to subject property (e.g., preparation of disposal turn-in documents for DLA-DS, sharing of records and information, providing secured storage where feasible during the notification process, etc.).

220207. Disposal of private property, especially POVs in overseas locations, is an unnecessary expense to the U.S. Government. The notification requirement of section 2575 of reference [\(u\)](#) should include a daily cost for up to 45 days if the government would incur costs resulting from commercial removal of property and impoundment due to lack of government resources to store the POV. These costs should be reimbursed to the government in exchange for return of the property to the owner or legal representative. In the case of the owner's heirs and NOK, discretionary authority is granted to waive reimbursement to the government in favor of final disposition of the property (e.g., imposes extreme financial hardship, owner deceased, etc.).

2203 POLICY

220301. Military jurisdiction does not extend to private property located off military installations. Consequently, when a military member abandons such private property voluntarily or otherwise, the government is not held liable for its safekeeping.

220302. For guidance pertaining to the disposition of personal property known to be located off base for an individual hospitalized, deceased, or wounded/killed in action, refer to Chapter 15, paragraph 1507.

220303. When private property is found on or comes into custody or control of the military and has apparently been lost, abandoned, or left unclaimed for any reason by the owner, the commander shall appoint a board of at least two people (one of which must be a commissioned

officer and the other at least a noncommissioned officer or warrant officer). For officer-owned private property, the board will consist of two officers of equivalent or higher grade. The board shall complete the following.

A. Examine the property and prepare an accurate, complete, legible, and dated inventory of the private property, including its estimated current fair market value. The board will record any information which may assist in the settlement of the affairs of the estate of the owner. Copies will be filed accordingly, and specifically; one copy will remain with the property, one copy will be filed in the appropriate personnel record, and when identified and contacted, one copy will be furnished to the owner, or their heirs, NOK, or legal representative.

B. Conduct diligent inquiries to ascertain or locate the owner, or their heirs, NOK, or legal representative.

C. Ensure the private property is kept in safekeeping by the activity having physical custody to prevent theft, pilferage, or unwarranted deterioration.

D. Segregate and tag the private property which the board has been able to identify as belonging to an individual or believed to be the owner; with the name, service number and/or other pertinent identification.

E. Unless otherwise mandated by current statute or other more current regulation, items such as toilet articles, cosmetics, used/soiled personal items, undergarments having no value, except to the original owner will be disposed of for the safekeeping of the remaining articles.

F. Where other regulations under which the Board functions specifically provide a form of findings, such form shall be followed. In the absence of specific guidelines, the finding shall be a clear and concise statement of the facts established, and the conclusions of the board. In either case, the finding should show that the requirements herein have been satisfied and accompany the finding. Any notification to a lien holder or release of a lien (if furnished) shall be included with any finding.

220304. If title owner is determined, the private property may be claimed by the owner, the heirs, NOK, or the legal representative at any time before disposition. If the private property is claimed by anyone other than the owner, the transmittal letter or document shall contain the following statement:

"The action of this command in transmitting the private property does not vest title in the recipient. Such private property is forwarded to you to be retained or disposed of as custodian, in accordance with the laws of the state of the owner's residence."

220305. If the private property is not claimed by the owner, the heirs, NOK, or the representative, the installation will ensure the following or a similar notice is sent by certified or registered mail to the owner, the heirs, NOK, or the legal representative, at their last known address:

"Under the law, U.S. Code Title 10, section 2575, you are hereby advised that the private property described herein shall be sold or otherwise disposed of at (location, on [approximate date]). A request for the return of the private property shall be honored, if received before the time specified. Request for return of the private property after the specified time shall be honored, only if disposition has not yet been made."

This statement will be sent at least 45 days before any disposal actions are taken. The Board shall determine the method of disposal and if appropriate, coordinate disposal with the local DLA-DS. Note: If the Board determines that packing, handling, transportation, or other charges are not a responsibility of the U.S. Government (e.g., vehicle towing and impoundment costs, etc.); the above statement shall be modified to advise the prospective recipient. The statement shall indicate the manner in which payment for these charges shall be made.

220306. The board, at its discretion, may include with the notice specified above, a release document substantially in the format shown in Appendix I of this chapter. If the release document, properly executed, is returned by the owner (or the heirs, NOK, or legal representative of the owner), the private property listed thereon becomes the personal property of the U.S. Government and shall be processed through normal disposal channels. This procedure may not be used, however, when the private property in question is subject to a lien (such as an abandoned vehicle purchased through a finance company), unless the release on the lien is obtained. Since several factors may influence a lien, the staff judge advocate shall be consulted on all issues where private property is subject to a lien.

220307. The board, with the assistance of the installation security police or PMO, is responsible for determining if an abandoned vehicle has a lien.

220308. If 45 days of diligent effort to identify the owner (which is chronologically documented) proves unsuccessful, the lien holder absolutely cannot be determined, the private property is not released per Appendix I, and/or the private property continues to be unclaimed by the owner (or the heirs, NOK, or legal representative of the owner), the property remains private property and does not become government property. The commander may dispose of the private property immediately. The commander may waive this requirement in the event base closure time frames will not allow the full 45 days. The commander may elect to turn the private property in to the DLA-DS for disposal or dispose of the private property by other means.

220309. DLA-DS Turn-in

DLA-DS may be used under the following conditions:

A. Claims Settlement Property

Claims settlement property is usually private property damaged during a HHGs/unaccompanied baggage shipment. The items shall be considered as government property and processed for normal disposal turn-in to DLA-DS at no cost. The disposition instructions issued by the claims adjudication office should be attached to the disposal turn-in document (DTID). For additional guidance, please see Chapter 4 of reference [\(ai\)](#), paragraph B9.

B. Release of Property by Owner

For additional guidance, please see Chapter 4 of reference [\(ai\)](#). Ensure properly executed release form, Appendix I, is attached to the DTID.

C. DLA-DS Funding

Disposal by DLA-DS requires coordination and may require advanced funding via a military interdepartmental purchase request (MIPR). Costs are based on marketing cost factors established by DLA-DS. Batch-lotting turn-ins of identical items (e.g., quantities of bicycles, etc.) rather than co-mingling unlike items should alleviate much of the cost. An example of DLA-DS established cost factors is as follows:

1. Cost to handle one line item -	\$ 21.61
<u>Overhead per line item -</u>	<u>+ 17.54</u>
Total cost per line item	\$ 39.15

2. Cost per line item of service contract - to be determined by DLA-DS (e.g., \$150 per abandoned vehicle, etc.).

3. Multiply the category of line item costs in 210309.C.1 and/or 210309.C.2, by the number of items expected to be turned in. Add them together to determine total funding to be furnished by MIPR to the DLA-DS. To alleviate some of the cost for processing subject property through the DLA-DS, it is suggested that disposal turn-in is delayed until sufficient quantities of like items accumulate for turn-in under the batch lotting criteria of reference [\(ai\)](#) resulting in one handling process and one overhead charge.

D. A copy of the board's inventory and any other associated pertinent documents shall be attached to the DTID.

220310. Other Dispositions

Examples of "other dispositions" include:

A. Lien Holders

Facilitate repossession by the lien holder or obtain release document. The appointed board is charged with the responsibility for determining if an item has a lien (e.g., abandoned vehicles, etc.) and that the lien holder is, in fact, the legal claimant. If it can be determined and names are not available from local records, contact the state authorities of the state of registration for motor vehicles to obtain the name of registered owner and lien holder. Both the owner and lien holder are subject to the "registered mail (request receipt returned)" notification requirements of section 2578 of reference [\(u\)](#). After 45 days, if no claim is made after all reasonable attempts have failed, notify the state Department of Motor Vehicles by registered mail of the status of the motor vehicle, identity of the registered owner and/or lien holder (as evidenced by the license plates), and the intention to dispose of property as abandoned to the United States Federal Government.

B. Transfers to a Marine Corps Community Services (MCCS)

This includes transfers to a MCCS office/facility for use as part of its program (e.g., the auto hobby shop). Non-appropriated fund instrumentalities proceeds from sale of private property may be retained as revenue.

C. Independent Sales

Commanders may conduct independent sales transactions or arrange to have property sold. Sales proceeds are deposited in the appropriate accounts for owners or their representatives to file claims within 5 years of the disposal action, as required by section 2575 of reference [\(u\)](#).

1. Twenty percent of the proceeds from sales shall be deposited to the U.S. Treasury General Fund Receipt Account 97R2651.

2. Per DoD-approved waiver, documented costs incurred (e.g., packing, handling, storage, towing, impound charges, advertising, auctioneer, etc.) may be recovered from the remaining 80 percent of the total net proceeds after 20 percent of the total net proceeds are deposited to the U.S. Treasury General Fund Receipt Account 97R2651.

3. Otherwise, the remaining 80 percent, or fraction thereof, shall be deposited into the Service's X6001 account (i.e., 17X6001, Navy and Marine Corps).

4. Official documentation of disposition costs is mandatory to maintain for presentation as evidence in potential claim litigations. After 5 years from the date of the sale by either DLA-DS or independent sale, any unclaimed proceeds shall be transferred from the __X6001 account to the General Fund Miscellaneous Receipt Account __1060, Forfeiture of Unclaimed Money and Property.

D. Qualified Recycling Programs (QRP)

For private property that is obviously recyclable scrap, the installation QRP may be utilized to the maximum extent practicable (see Chapter 7 of reference [\(ai\)](#), paragraph N.). The sales proceeds after meeting recycling program expenses may be distributed to MCCS morale, welfare, and recreation activities per section 2577 of reference [\(u\)](#).

E. Donations/Contributions

Private property eligible for disposition may be donated/contributed to a legitimate nondenominational charitable organization. Receipts shall be obtained and maintained on file for 5 years as evidence in potential claim litigations.

F. Non-Hazardous Solid Waste Disposal

Private property that is obviously trash, refuse, or scrap that is not usable, salable, recyclable, and is environmentally compliant, may be disposed of with normal non-hazardous solid waste. The disposal document shall reflect certification that:

“All action pursuant to Section 2575 of Title 10 U.S. Code, “Armed Forces,” DoD 4160.21-M, “Defense Materiel Disposition Manual,” and MCO 4400.201-V13 have been met without a claim or sale proceeds; therefore, based on condition, private property was disposed of in the best interest of the government with normal non-hazardous solid waste.”

220311. Lost and Found Property

Private property, turned in to lost and found (traditionally maintained by the PMO or base/station security police aboard posts, bases, and stations) whose rightful owner cannot be ascertained and remains unclaimed after diligent efforts to find owners through means such as local newspaper ads, posted fliers, etc., falls under the provisions of lost, abandoned, or unclaimed privately-owned personal property. The private property is typically minor property such as bicycles, etc. At the discretion of the commander, PMOs or base/station police may be granted authority to elect any of the options in the paragraphs 220309 and 220310. Decisions about private property such as lost and found jewelry, which may contain precious metals or precious gems, should be based on documented appraisals and consultation with the staff judge advocate and the DLA-DS.

A. The Board may reclaim private property for return to the legal owner at any time prior to disposal. If this occurs after private property has been turned into DLA-DS, immediate and direct coordination with DLA-DS will be made to determine whether a formal requisition or a formal memorandum or letter to DLA-DS will suffice, certifying that the return of the property to the legal owner is intended and that the funded MIPR will be withdrawn and canceled.

B. If private property such as a vehicle has only scrap value, but contains petroleum, oil, lubricants; refrigerant (e.g., Freon, Halon, and other ozone depleting substances); coolants (e.g., anti-freeze, water) and other fluids (e.g., windshield washer, etc.), they should be recovered by the generator prior to disposal or turn-in to the Defense Reserve of OSD. The recovered items should be reclaimed, recycled or disposed of in an environmentally compliant manner, per federal/state/local regulations or per SOFA, final governing standards, or the DoD Overseas Environmental Guidance Baseline Document. Reference [\(aq\)](#) applies to overseas DoD activities.

2204 FIREARMS

220401. Any authorized firearms falling into this category should have already been registered and properly secured in an authorized storage area per reference [\(al\)](#). The firearm(s) shall be added to the weapons record count and reported per Volume 7 of this Order. Disposition instructions of unclaimed firearms shall be requested per Volume 6 of this Order and any directed disposal or demilitarization shall be per reference [\(ai\)](#).

220402. In cases of death caused by the weapon in question, every consideration should be given to the potential emotional nature of the NOK or proper recipient’s decision to relinquish ownership of the weapon. Keep in mind that Naval Criminal Investigative Service Resident Agency or the Criminal Investigative Division of the local PMO will retain the weapon in such instances until the conclusion of their investigation, notification is made to the Federal Bureau of Investigation and the weapon released as evidence from any investigation. The NOK or proper recipient should be given a second opportunity to make that decision, or to determine that some

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member of the deceased's family may desire the weapon. Reference [\(ai\)](#) stipulates that the packing, storage, and transportation or other costs, which may be the responsibility of the NOK or proper recipient, must be addressed. Such weapons may not be turned over to felons or those convicted of spousal abuse.

220403. If the NOK or proper recipient's ultimate decision results in the government's retention of the weapon, they must complete the release document in Appendix I and must include applicable physical descriptions and serial numbers.

220404. If the NOK or proper recipient releases the weapon to the government, an expert technical inspection will be necessary to ensure the safety of the weapon and its supportability based on its intended use (e.g., MCCA, Training, etc). In addition, if retained, the appropriate authorized allowance must be established, and the weapon must be added to the property accounting records and reported to Naval Surface Warfare Center Division, Crane, Indiana for inclusion on the unit's Serialized Small Arms Report.

220405. If the weapon is released to the government and no value can be ascertained, it will be turned over to the local PMO for disposal as an abandoned weapon.

220406. A complete record must be maintained of all correspondence and the ultimate disposition of the weapon. This will be held with the unit supply office following the final disposition of the weapon, in accordance with reference [\(f\)](#).

2205 FILING OF CLAIMS

220501. Any claims for proceeds received from the sale of private property pursuant to this chapter will be transferred to the GAO.

220502. Claims filed after the expiration of 5 years from the date of disposition of the private property are barred from being acted on by the GAO.

VOLUME 13: CHAPTER 23

“PERSONAL EFFECTS IN A COMBAT ENVIRONMENT”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by **bold, italic, blue and underlined font.**

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 23

PERSONAL EFFECTS IN A COMBAT ENVIRONMENT

2301 COMMAND RESPONSIBILITY

To safely, securely, and expeditiously inventory and move personal effects in a combat environment of deceased, duty status whereabouts unknown, missing, ill, injured personnel or personnel otherwise separated from their PE. Casualty categories and status are defined in reference [\(n\)](#).

230101. Ship PE of deceased personnel (killed in action, other hostile death or non-hostile death) that did not accompany the remains to include PE of missing in action, or designated as a prisoner of war (POW) per this Volume and reference [\(af\)](#) to the JPED.

A. The U.S. Army is the DoD's executive agency for Mortuary Affairs and is operationally responsible for the JPED.

B. An established JPED Marine Corps liaison cell coordinates the disposition of all received PE from theater with designated CACOs.

C. Under no circumstances shall units in combat operations ship PE of service members defined in paragraph 230101 directly to the CACOs or family.

D. The remain behind element or designated supporting MSC unit will accomplish procedures outlined in Chapter 16 of this Volume to ensure all remain behind PE, to include, HHGs, POVs, and all such articles that are or may become accessible to the Marine Corps CONUS inventorying official are inventoried and shipped to the PERE via the CACO.

230102. Ship PE of wounded in action, UA, emergency leave, brig, non-hostile medical, deserter or non-deceased personnel otherwise separated from their PE to the PEBC.

A. The remain behind element or designated supporting MSC unit will coordinate with supporting PEBC and accomplish procedures outlined in Chapters 17, 18, 19, or 20 depending on the circumstances that cause the PE to be shipped from combat operations.

B. Under no circumstances shall units in combat operations ship PE of service members defined in paragraph 230102 directly to a service member's home.

C. The JPED Marine Corps liaison cell will redirect PE that are mistakenly shipped to or are received by the JPED for service members defined in paragraph 230102 to a supporting PEBC.

2302 PERSONAL PROTECTIVE EQUIPMENT

PPE is ICCE with the primary purpose to protect individuals from injury in combat. PPE includes helmet, modular tactical vest, small arms protective inserts, eye protection or any other government-purchased and issued PPE.

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230201. Deceased member's PPE must not be removed from the body, unless safety or security reasons deem otherwise. PPE is required for follow-on forensic and performance analysis testing.

A. PPE that is mistakenly separated from the body during evacuation or at medical facilities must be sent separately, untampered with, to the Armed Forces Medical Examiner's Office.

B. Provide the Armed Forces Medical Examiner's Office with detailed information relating to circumstances of death, type of combat operation, name of member, and unit POC. A detailed report along with a copy of the Personnel Casualty Report will be placed inside the shipping container that is clearly labeled for the Armed Forces Medical Examiner's Office at the below listed address:

Armed Forces Medical Examiner's Office
Mortuary Affairs
116 26th Street
Dover AFB, DE 19902-5116

230202. PPE for casualties (non-deceased) sustained during combat must accompany the individual during evacuation or transfer medical treatment facilities for follow-on forensic and performance analysis.

A. PPE that is mistakenly separated from the member during evacuation or from transfer medical facilities must be sent untampered with to MARCORSYSCOM.

B. Provide MARCORSYSCOM with detailed information relating to circumstances of injury, type of combat operation, name of service member, and unit POC. A detailed report along with a copy of the Personnel Casualty Report will be placed inside the shipping container that is clearly labeled for MARCORSYSCOM at the below listed address:

Marine Corps Systems Command
Attn: PM ICE CESS PDG-16
2201A Willis Road
Quantico, VA 22134

2303 INVENTORY

All theater PE inventories will be conducted within 48 hours of the incident. The unit PE inventory will serve as the sole accountable theater PE inventory.

230301. Additional inventories are not necessary, unless shipping containers have been significantly damaged, opened or serialized tags have been broken or other evidence of tampering exists. In such cases, the PE must be re-inventoried and all PE stakeholders, individual parent unit, MSC, supporting MEF etc., must be notified if any inventory discrepancies are discovered. At a minimum, notification must include type and number of container, such as, container 2 of 3, estimate delivery schedule or time of arrival, and point of contact.

230302. Remove government-owned equipment, other than identified in paragraph 2302, from theater PE inventory and return to the service member's unit supply office to use as stock replenishments or to dispose of accordingly. The unit supply officer will properly account for government issued equipment on the unit's property record and will ensure service member's IIF IMR is adjusted. Unit supply officers will coordinate IMR adjustments with the supporting IIF.

230303. Personally owned equipment that resembles, but is not government-owned equipment, must be documented on the inventory form as "personally owned."

230304. Under no circumstances should government-owned equipment be shipped to the JPED or PEBC.

230305. All theater PE must become part of inventory, including articles of considerable value. Under no circumstances will items be forwarded separately (i.e. via certified mail, etc.) from the PE inventory.

220306. Inventory officers will collect all hard currency and annotate denomination, dollar amount, and serial number in the remarks sections of the NAVMC 10154 inventory form. Secure and place hard currency within the PE container.

A. There is no requirement to prepare treasury checks during combat operations.

B. The JPED prepares treasury checks of deceased service members.

230307. Inventory officers will look for contraband, ammunition, unexploded ordnance, and similar hazardous items that may be present within the PE. A signed certified statement will be prepared by the inventory officer stating that no such items are being sent with the PE. See Appendix L for example.

230308. A completed NAVMC 10154 and all documents related to PE inventory will be scanned and uploaded to the individual's OMPF for the personal effects statuses of deceased, missing, deserter, combat operations, and long term confinement (civil or military). Additional copies of the NAVMC 10154 must be placed or filed as follows: one copy will be placed in each PE container, one copy must be placed inside the PE over pack container as identified in paragraph 230503, one copy will be retained by unit commander or other official, one copy will be filed by the PE custodian, and one copy, with the DoD Identification Number (i.e., Electronic Data Interchange Personal Identifier) of service member, must be placed outside of each PE container in a packing slip.

230309. The inventory officer's confirmation of hazardous material and unexploded ordnance certified statement (see Appendix L) will also be placed outside of each PE container in a packing slip. Appendix L, along with the NAVMC 10154, will be the only documents placed outside of the PE container or over pack container. Refer to paragraph 230503.

230310. Personal effects found at a later date, after the initial PE inventory has been completed, will be inventoried and shipped as RBPE, depending on incident, to the JPED or PEBC. Notification must be made to all stakeholders identified in paragraph 230301 of follow-on RBPE.

2304 DOCUMENTATION

A complete PE inventory package will ensure timely disposition of the effects during transportation and handling. A complete PE inventory package will be presented to the PE custodian and one copy will be placed inside the first PE container.

230401. The following documentation represents a complete PE inventory package:

A. Inventory officer appointment letter and acceptance endorsement. See Appendix J and Appendix K.

B. Inventory officer's confirmation of hazardous material and unexploded ordnance certified statement (see Appendix L).

C. Government equipment removal letters (this letter verifies that the PE does not include any government equipment and is used for the unit to adjust the individual's IMR) (see Appendix M).

D. Personnel Casualty Report.

E. NAVMC 10154.

230402. Under no circumstance shall the complete PE inventory be placed outside the PE container or given to a commercial carrier. A Customs Declaration Form can be prepared by using the information that is presented to the PE custodian.

230403. The NAVMC 10154 and the confirmation of hazardous material and unexploded ordnance certified statement are the only documents which will be placed outside the PE container.

A. The SSN has been used as a means to efficiently identify and authenticate individuals, but the threat of identity theft now requires commanders to ensure that the SSN is not compromised. Alternatively, the Electronic Data Interchange Personal Identifier from the Military ID can be used.

B. PE containers, PPE containers, and over pack containers shall not be marked with the member's SSN or last four.

230404. The PE custodian will use the complete PE inventory package to expedite PE to the JPED or the PEBCs.

2305 SHIPPING

To ensure timely disposition during transportation and handling, containers will have special markings and categories such as, Hostile death, Non-hostile death, Missing-in-Action, etc. All Markings will be clear, distinctive, and permanent.

230501. Mark all containers with member's full name, rank, component, MSC, unit, and category. A typed placard does not substitute the requirement of a clear, distinctive, and permanent marking.

230502. Metal serialized seals, or equivalent serialized anti-pilferage materials, must be used to seal all individual containers and must be cross-referenced to the inventory document.

230503. Package PE inventory in crush-resistant government purchased container/footlocker or compatible commercially purchased container/footlocker. Multiple PE containers will be consolidated in larger crush-resistant containers (over pack). All exposed containers must protect PE inventory from external weather elements (rain & humidity).

230504. Units will ensure deceased service member's PE are shipped to the JPED at the below listed address within 7 days of incident through an established MAGTF Material Distribution Center (MMDC). PE shipments will be communicated to all PE stakeholders (individual's parent unit, MSC, supporting PEBC, and JPED).

Joint Personal Effects Depot
122 Purple Heart Drive
Dover AFB, DE 19902-5116

230505. The MMDC is authorized to ship PE through a commercial, traceable priority shipper directly to the JPED. There is no requirement to insure PE shipments for the PERE is entitled file a claim through HQMC personal property claims office (MRA) for any damaged, lost or stolen PE.

230506. Non-deceased member's PE will be shipped to a supporting PEBC depending on the ultimate destination of the individual once it is determined the individual will not be returning to the unit, but no longer than 30 days from incident, through an established MMDC. Refer to Chapter 25 of this Volume for PEBC shipping addresses.

2306 ARMY'S MORTUARY AFFAIRS COLLECTION POINTS (MACP)

When a supporting MMDC is not available, commanders may use their own traceable shipping modes or may ship PE through an Army's MACP.

230601. The MACP only ships service member's PE to the JPED and is limited to wounded or deceased incidents. Non-hostile PE cases remain the unit's responsibility to ship, but assistance can be obtained through the MACP.

230602. When the JPED receives Marine Corps non-deceased PE cases, the JPED Marine liaison cell will redirect PE to a supporting PEBC.

230603. Transportation from the MACP to the JPED is coordinated and funded by the MACP.

230604. Personal effects procedures at the MACP are different than outlined in this Volume. Some examples are as follows.

A. The MACP receives and is most familiar with DD 1076, “Military Operations Record of Personal Effects of Deceased Personnel.”

B. The MACP has a requirement to fulfill listed requirements and documentations listed in a turn-in checklist.

C. The Army’s inventory officer is limited to a commissioned officer and is referred to as a Summary Court Martial Officer.

230605. The Army’s Casualty and Mortuary Affairs Operations Center has agreed to allow Marine Corps units to use procedures outlined in this Volume and to allow SNCOs to perform the duties as inventory officers; however, the MACP will not ship PE to a supporting PEBC. The JPED will redirect Marine Corps non-deceased PE cases as outlined in paragraph 230102.C.

2307 MEDICAL TREATMENT FACILITIES

230701. If a service member dies while at a medical treatment facility and for some exceptional reason “transfer PE” cannot accompany the service member or a deceased member’s PE is discovered at a later date, then inventory, pack, and ship the PE to the JPED.

A. Recovered government-owned equipment, other than PPE, should be returned to the individual’s unit or shipped to the IIF at the following address:

Initial Issue Facility
Fir and Center Streets
Building 1501
Camp Lejeune, NC 28542-5000

B. Provide name and unit of the individual to the IIF. The IIF will adjust the individual’s IMR for any recovered government-owned equipment.

C. PPE should be packaged separately and shipped to the Armed Forces Medical Examiner’s Office at the address provided in paragraph 230201.B. If available, provide the Armed Forces Medical Examiner’s Office with detailed information relating to circumstances of death, type of combat operation, name of member, and unit POC.

230702. Wounded service member’s PE will accompany the individual during medical treatment facilities. If for some exceptional reason the individual’s PE cannot accompany the individual or the member’s PE is discovered at a later date, inventory, package, and ship PE to a supporting PEBC. Refer to Chapter 25 of this Volume for PEBC addresses.

A. Recovered government-owned equipment, other than PPE, should be returned to the individual’s unit or shipped to the IIF as outlined in paragraph 230701.A.

B. Provide name and unit of the individual to the IIF. The IIF will adjust the individual's IMR for any recovered government owned equipment.

C. The Camp Lejeune's IIF has been designated as the central IIF facility and will coordinate the redistribution of equipment to appropriate IIFs.

D. PPE should be packaged separately and shipped to MARCORSYSCOM at the address provided in paragraph 230202.B. If available, provide MARCORSYSCOM with detailed information relating to the circumstances of incident, type of combat operation, name of member, and unit POC.

2308 PERSONAL EFFECTS BAGGAGE CENTER (PEBC)

The PEBCs will provide assistance, PE forwarding, and causative research upon request from other PE stakeholders.

230801. Upon receipt of theater PE the PEBC will notify the individual's parent unit, with a copy of the notification to the MSC and MEF, requesting disposition instructions.

230802. The PEBC will ensure all shipments are maintained in a secure, limited-access location until they can be returned to the individual or the JPED for the individual that subsequently dies of wounds/other causes.

230803. No additional inventory will be conducted by the PEBC unless shipping containers have been significantly damaged, opened, serialized tags have been broken, or evidence of tampering exists. In such cases, PE must be re-inventoried and MSC must be notified of any inventory discrepancies. A staff noncommissioned officer or officer representative from either the individual's parent command or MSC must be present when the inventory is conducted and within 24 hours of receipt.

2309 MEF REAR COMMANDERS

Rear element of deployed MEF will serve as operational lead for managing and tracking receipt and return of theater PE and RBPE to the individual or PERE via the JPED and the Casualty Assistance Call Officer. MEF rear commanders will ensure the following is accomplished:

230901. Upon notification that a PE case has been initiated for a deceased member, expeditiously track down and ship RBPE to the CACO via local DMO.

230902. Make liaison with individual augments from overseas locations to account for and forward any RBPE to appropriate designation.

230903. Resolve any PE issues and discrepancies with supporting PEBC and the JPED.

230904. Coordinate IIF and STAP government equipment adjustment transactions.

230905. Assist and resolve PE issues with assigned CACOs of deceased service members.

VOLUME 13: CHAPTER 24

“BAGGAGE HELD BY COMMERCIAL CARRIERS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 24

BAGGAGE HELD BY COMMERCIAL CARRIERS

2401 GENERAL

240101. In some instances, personal baggage may be held by various commercial carriers as unclaimed or undeliverable due to improper or insufficient identifying marks; however, these markings may indicate or establish the owner as a Marine. The instructions contained in this chapter provide a means of recovery and disposition of such personal property.

240102. Commanders of posts and stations shall maintain contact with the local agents of commercial carriers for the recovery of such personal baggage. The commander should furnish information regarding the procedures contained within this chapter to the carrier's agent.

2402 RECOVERY PROCEDURES

240201. When baggage is located at or near a Marine Corps activity and there are no transportation or storage charges involved or the carrier is willing to waive any charges, the carrier may turn over to the commander of that activity any baggage of Marine Corps personnel which is unclaimed or undeliverable.

240202. When the location of the nearest Marine Corps activity is such that, because of distance and cost involved, the carrier is not willing to forward the baggage but is willing to have them removed to Marine Corps control, the carrier's agent may so notify DC I&L (LPD), Headquarters, U.S. Marine Corps, Washington, DC 20350-3000, and request disposition instructions.

240203. If a carrier is not willing to release unclaimed or undeliverable baggage because of accrued charges, the commander shall assist the carrier in any way possible to identify the owner and owner's location.

240204. When personal baggage is removed from the custody of a commercial carrier, an adequate receipt shall be furnished to the carrier by the recovering individual.

2403 DISPOSITION

240301. Recovered personal baggage shall be disposed of as follows.

A. When the owner can be identified and is immediately available, the personal baggage shall be returned to the individual.

B. When the owner cannot be immediately identified or is not immediately available, inventory the personal baggage in accordance with the procedures in Chapter 15.

1. If the owner is identified, take the necessary action to transfer the effects to the proper recipient. Other chapters within this Volume may pertain.

2. If the owner cannot be identified, process the recovered personal baggage per the procedures contained in reference [\(ai\)](#).

240302. A logbook (or other similar system) shall be used to record the receipt (by container) and disposition of the personal baggage.

VOLUME 13: CHAPTER 25

“PERSONAL EFFECTS AND BAGGAGE CENTERS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 25

PERSONAL EFFECTS AND BAGGAGE CENTERS

2501 MARINE CORPS

250101. The two PEBCs for the Marine Corps are:

Officer in Charge
Personal Effects and Baggage Center (PEBC)
1011 Ash Street
Marine Corps Base, Camp Lejeune, NC 28542-0006

Officer in Charge
Personal Effects and Baggage Center (PEBC)
Marine Corps Base Camp Pendleton, CA 92055-5000

250102. The centers have been established to perform the functions in connection with recovery, receipt, segregation, inventory, shipment, storage, delivery, and disposal of PE and baggage discussed within this Volume. The centers shall establish local SOP to properly process PE and baggage of Marine Corps personnel, attached personnel from other armed services, and certain civilian personnel as may be directed by CMC. Included in the mission of these activities are the following responsibilities.

A. Receive, from any theater of operation through ports of entry, air terminals, or other means, the PE and baggage of Marine Corps personnel and others, as indicated in the preceding, who become separated from their PE or baggage.

B. Receive from Marine Corps activities the PE and baggage of deceased and missing Marines and others, as indicated in the preceding, when the proper recipient is unknown or cannot be determined or located.

C. Receive the PE and baggage of Marines in a deserter status from Marine Corps activities located within 200 miles. Prepare certified mail correspondence to the proper recipient as determined by the activity. When the proper recipient cannot be determined or declines delivery/acceptance of transportation charges and after 45 days of the mailing date, the PEBC will conduct disposal procedures per Chapter 4 of this Volume.

D. Assist Marine Corps activities in the proper disposition of PE and baggage. Coordinate with remain behind elements of local activities and Marine Corps Liaison personnel located at primary care military medical treatment facilities to locate wounded in action/medically evacuated category personnel for deposition of PE received from theater activates.

E. PEBCs shall establish a system to record the receipt and ultimate disposition of PE and baggage received. These records are considered unscheduled and shall be retained by the PEBC until notified of a retention period that has been established by CMC.

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F. Upon notification of a deceased (BLUEBARK) case, the PEBC will establish formal procedures for coordination with the DMO Personal Property Supervisor to ensure no other shipments are in Storage in Transit, Non-Temporary Storage, Deployment Storage or Personally Owned Vehicle Storage status. The DMO Personal Property Supervisor is responsible for all BLUEBARK shipments and will directly coordinate with the unit and local CACOs to ensure PEREs receive one shipment of PE, baggage, privately owned vehicles and/or household goods as applicable.

G. PEBCs will establish local security procedures to ensure safekeeping of PE and baggage.

H. Unresolved problems/situations with the operation of the PEBCs shall be addressed to DC I&L (LPD).

2502 NAVY

The Personal Effects Distribution Center, Cheatham Annex, Naval Supply Center, Norfolk, Williamsburg (Penniman), VA 23187-8792 is the activity designated to receive PE and baggage of Navy personnel.

VOLUME 13: APPENDIX A

**“NOMENCLATURE AND NATIONAL ITEM IDENTIFICATION NUMBER
LISTING”**

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX A

NOMENCLATURE AND NATIONAL ITEM IDENTIFICATION NUMBER LISTING

National Colors and Flag

Nomenclature	NIIN
Flag, National, w/ cord and tassel	00-656-1451
Flag, National Ensign, Garrison	00-656-1441
Flag, National Ensign, Post	00-656-1438
Flag, National Ensign, Storm	00-656-1436

Marine Corps Standards

Nomenclature	Fly	Hoist	NIIN
Organizational Standard, USMC	4.16	2.83	01-268-8226
Organizational Standard, Command	8.41	5.58	01-281-5500

Guidon

Nomenclature	Fly	Hoist	NIIN
Guidon, Organizational	2.33	1.83	00-262-3703
Dress Guidon, USMC, w/ gold fringe	1.58	1.50	00-249-6252

General Officer Flags

Nomenclature	Designation	Fly	Hoist	NIIN
Flag, Personal	Brigadier General	4.33	3.0	00-634-2415
Flag, Personal	Major General	4.33	3.0	00-634-2414
Flag, Personal	Lieutenant General	4.33	3.0	00-634-2413
Flag, Personal	General	4.33	3.0	00-634-2412
Flag, Personal	Commandant, USMC	4.33	3.0	00-634-2411
Flag, Headquarters	Brigadier General	4.33	3.0	00-249-6215
Flag, Headquarters	Major General	4.33	3.0	00-249-6235
Flag, Headquarters	Lieutenant General	4.33	3.0	00-249-6230
Flag, Headquarters	General	4.33	3.0	00-477-6401
Flag, Headquarters	Commandant, USMC	4.33	3.0	00-249-6220
Flag, Ceremonial	Brigadier General	4.33	3.0	00-249-6216
Flag, Ceremonial	Major General	4.33	3.0	00-249-6236
Flag, Ceremonial	Lieutenant General	4.33	3.0	00-249-6231
Flag, Ceremonial	General	4.33	3.0	00-477-6402
Flag, Ceremonial	Commandant, USMC	4.33	3.0	00-249-6221
Flag, Automobile	Brigadier General	4.33	3.0	00-105-6371
Flag, Automobile	Major General	4.33	3.0	00-105-6370

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 13, Appendix A **MCO 4400.201-V-13**

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Flag, Automobile	Lieutenant General	4.33	3.0	00-105-6368
Flag, Automobile	General	4.33	3.0	00-477-6400
Flag, Automobile	Commandant, USMC	4.33	3.0	00-105-6369

Navy Flags

Nomenclature	Fly	Hoist	NIIN
Flag, Department of Navy	5.50	4.33	00-684-8733
Flag, Secretary of the Navy	5.08	3.58	00-237-4502
Flag, Secretary of the Navy	2.67	1.89	00-178-8682
Flag, Secretary of the Navy	1.25	1.00	00-237-4549
Flag, Assistant Secretary of the Navy	5.08	3.58	00-237-4543
Flag, Assistant Secretary of the Navy	2.67	1.89	00-237-4544
Flag, Assistant Secretary of the Navy	1.25	1.00	00-237-4551
Flag, Under Secretary of the Navy	5.08	3.58	00-233-2994
Flag, Under Secretary of the Navy	2.67	1.89	00-233-2995
Flag, Under Secretary of the Navy	1.25	1.00	00-237-4550

Executive Flags

Nomenclature	Fly	Hoist	NIIN
President of the United States	5.50	4.33	00-753-3092
Vice President of the United States	5.50	4.33	00-826-5800
Secretary of Defense	4.00	3.00	00-247-0434
Chairman, Joint Chiefs of Staff	4.00	3.00	00-247-0426

Accessories and Components

Nomenclature	NIIN
Spearhead, Guidon (replacement)	00-386-3780
Ferrule, Guidon (replacement)	00-377-6787
Spearhead, Connector (replacement)	00-386-3779
Flagstaff, Guidon, two-piece w/ spearhead	00-214-9125
Attachment Set, Streamer, Chrome, 15 hole	00-082-2328
Attachment Set, Streamer, Chrome, 18 hole	00-163-1251
Cord and Tassel, National Colors	00-262-3723
Cord and Tassel, Scarlet and Gold, USMC	00-298-7270
Flagstaff, Colors, two-piece w/ spearhead	00-214-9123
Case, Flag, Plastic, Internment	00-782-3010
Case, Flag, 70" X 7"	00-178-8492
Case, Flag, 54" X 7"	00-178-8495
Sling, Flagstaff, White, Webbing	00-059-7995
Sling, Flagstaff, White, Leather	00-291-1670
Sling, Flagstaff, Green, Webbing	00-250-0919

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Flag Cases

Nomenclature	NIIN
Case, Flag, Plastic, Internment	00-782-3010
Case, Flag, 70" X 7"	00-178-8492
Case, Flag, 54" X 7"	00-178-8495

Flag Slings

Nomenclature	NIIN
Sling, Flagstaff, White, Webbing	00-059-7995
Sling, Flagstaff, White, Leather	00-291-1670
Sling, Flagstaff, Green, Webbing	00-250-0919

Automobile and Aircraft Distinguishing Metal Plates

Nomenclature	Designation	NIIN
Distinguishing Plate, Automobile	Commandant, USMC	00-292-9414
Distinguishing Plate, Automobile	General	00-292-9415

United Nations Flags

Nomenclature	Fly	Hoist	NIIN
Flag, United Nations	4.16	2.83	00-263-2539
Flag, United Nations	8.41	5.58	00-263-2537
Flag, United Nations	9.0	6.0	00-355-4829

Red Cross Flags

Nomenclature	NIIN
Flag, Red Cross, Field Hospital	00-247-0398
Flag, Red Cross, BAS & Ambulance	00-247-0397

Religious Flags

Nomenclature	Fly	Hoist	NIIN
Flag, Jewish Chapel	5.50	4.33	01-155-8892
Flag, Christian Chapel	5.50	4.33	00-826-5800
Flag, Jewish Chapel	4.00	3.00	00-262-2405
Flag, Christian Chapel	4.00	3.00	00-262-2404
Flag, Field, Chaplain	3.00	2.00	01-467-4334
Flag, Field, Jewish Chaplain	3.00	2.00	00-245-2795
Flag, Field, Christian Chaplain	3.00	2.00	00-245-2796

Heat Condition Flags

Nomenclature	NIIN
Flag Set, Heat Condition (all 4 flags)	01-237-4073
Heat Condition Flag, Black (replacement)	01-237-4077
Heat Condition Flag, Red (replacement)	01-237-4078
Heat Condition Flag, Yellow (replacement)	01-237-4079
Heat Condition Flag, Green (replacement)	01-237-4080

VOLUME 13: APPENDIX B

“HISTORICAL FLAG REPORT AND REQUEST FOR DISPOSITION LETTER”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX B
HISTORICAL FLAG REPORT AND REQUEST FOR DISPOSITION LETTER

(Organization Letterhead)

5750
Office Code
Date

From: Commanding Officer
To: Registrar, National Museum of the Marine Corps, 2014 Anderson Ave.,
Quantico, VA 22134-5002

Subj: REPORT OF USMC COLORS

Ref: (a) MCO P10520.3C
(b) MCO 4400.201-V-3
(c) MCO 5750.1H

1. Provide number and type of flags being reported (USMC standard, national colors, streamers, guidons). Please note unit's intentions (turn in, retention, destruction) for the flags and please provide reason (change in unit designation, unit deployment, etc.).
2. Report significance of flags (date obtained, where obtained, background/provenance).
3. Report physical condition of flags. Attach images of all flags being reported.
4. Provide a unit/organization point of contact (include telephone, e-mail).

Signature

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VOLUME 13: APPENDIX C

**“WAIVER OF PERSONAL EFFECTS INVENTORY FOR INDIVIDUALS
HOSPITALIZED FOR 30 DAYS OR LESS”**

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX C

WAIVER OF PERSONAL EFFECTS INVENTORY FOR INDIVIDUALS

HOSPITALIZED FOR 30 DAYS OR LESS

UNITED STATES MARINE CORPS
(Mailing Address of Unit)

4400
Sup
(Date)

From: Rank, Full Name
To: Commanding Officer
Via: Chain of Command

Subj: REQUEST FOR PERSONAL EFFECTS INVENTORY WAIVER

Ref: (a) MCO 4400.201-V13

1. Per the reference, I request to waive an inventory of my personal effects for a 30-day period due to hospitalization. The following applies:

a. I will be admitted to _____ Hospital on _____ due to (surgery, in-patient-care, etc).

b. Information received from the attending medical officer indicates that my anticipated length of stay is not to exceed 10 days.

2. The medical officer's Rank, Name: _____ phone number _____.

Signature of Marine

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03 NOV 2016

UNITED STATES MARINE CORPS
(Mailing Address of Unit)

4400
(Date)

FIRST ENDORSEMENT

From: Company Commander
To: Commanding Officer

1. Forwarded: approved/disapproved (circle one).
2. SNM has secured his/her personal effects as follows (check appropriate block):

___ Within the individual's government quarters or private dwelling in the custody of his/her NOK. Individual Initials _____

___ Within an apartment off base, in which the individual is the sole proprietor. Individual Initials _____

___ Within fully secured facilities of the unit's barracks or living spaces aboard the base or station. Individuals Initials _____

Company CO's Signature

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UNITED STATES MARINE CORPS
(Mailing Address of Unit)

Sup
Date)

SECOND ENDORSEMENT on

From: Commanding Officer
To: Unit Personal Effects Clerk

Subj: WAIVER OF PERSONAL EFFECTS INVENTORY FOR _____,
_____/USMC.

1. The request for waiver is approved/disapproved. (circle one)

Commanding Officer's Signature

VOLUME 13: APPENDIX D

“LETTER TO PROPER RECIPIENT/NEXT OF KIN (CONUS UNITS)”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX D

LETTER TO PROPER RECIPIENT/NEXT OF KIN (CONUS UNITS)

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

Sup
Date

From: Commanding Officer/OIC PEBC

To: (Enter Next of Kin or Proper Recipient - Full Name and Address from OMPF Record of
Emergency Data)

Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC

Ref: (a) U.S. Code Title 10

(b) DoD Manual 4160.21, "Defense Materiel Disposition"

Encl: (1) Letter of Acknowledgment from Recipient/Next of Kin (CONUS/OCONUS Units)
(2) Pre-addressed and Stamped Return Envelope

1. This command is in possession of the personal effects of _____
(Rank, Full Name), who has been in an unauthorized absence status for a period of 30 days or more.

2. You have been designated by their service record to receive his/her personal belongings, if he/she does not care for them. These items may be sent to you, minus uniforms, individual equipment, and monies due. The estimated shipping charges of \$X.XX are to be "pre-paid" by you. A money order or cashiers check made out to the "Postmaster", for the amount indicated above, must be returned with the acknowledgment form. In accordance with references (a) and (b), in the event that you do not respond within 45 days, all items will be disposed of per government regulations. Please complete the enclosed form and return it. We will forward the personal effects to your residence, based upon the return of this request. You may call me at (XXX) XXX-XXXX should you have any questions.

3. You are also advised that per government regulations and U.S. Law:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the State of the owner's residence."

4. If no response is received, the agency below will dispose of the effects: (place address of
PEBC/local DLA-DS /MCSS)

Signature

03 NOV 2016

VOLUME 13: APPENDIX E

**“LETTER OF ACKNOWLEDGMENT FROM RECIPIENT/NEXT OF KIN
(CONUS UNITS)”**

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX E
LETTER OF ACKNOWLEDGMENT FROM RECIPIENT/NEXT OF KIN (CONUS
UNITS)

From: (Proper Recipient Full Name and Full Address)

To: Commanding Officer/OIC PEBC

Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC

Ref: (a) U.S. Code Title 10

(b) DoD Manual 4160.21, "Defense Materiel Disposition"

(c) MCO 4400.201-V-13

1. I do/do not (circle one) desire the personal effects of (RANK, FULL NAME) USMC to be sent to me. I do/do not (circle one) agree to pay all shipping charges.

2. Per references (a), (b), and (c), I have read and understand the following statement:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the State of the owner's residence."

Signature

VOLUME 13: APPENDIX F

“LETTER TO PROPER RECIPIENT/NEXT OF KIN (OCONUS UNITS)”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX F

LETTER TO PROPER RECIPIENT/NEXT OF KIN (OCONUS UNITS)

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

Sup
Date

From: Commanding Officer
To: (Enter Next of Kin or Proper Recipient - Full Name and Address from OMPF Record of
Emergency Data)

Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC

Ref: (a) U.S. Code Title 10
(b) DoD Manual 4160.21, "Defense Materiel Disposition"
(c) MCO 4400.201-V-13

Encl: (1) Acknowledgment Form
(2) Pre addressed and Stamped Return Envelope

1. This command is in possession of the personal effects of _____(RANK, FULL NAME), who has been in an unauthorized absence status for a period of 30 days or more.

2. You have been designated by their service record to receive his/her personal belongings, if he/she does not care for them. These items may be sent to you, minus uniforms, individual equipment, and monies due. The government will accept responsibility for any transportation charges. In accordance with references (a) and (b), in the event that you do not respond within 45 days, all items will be disposed of per government regulations. Please complete the enclosed form and return it. We will forward the personal effects to your residence, based upon the return of this request. You may call me at (XXX) XXX-XXXX should you have any questions.

3. You are also advised that per references (a), (b), and (c):

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the state of the owner's residence."

4. If no response is received, the agency below will dispose of the effects: (place address of local DLA-DS /MCSS)

Signature

VOLUME 13: APPENDIX G

**“LETTER OF ACKNOWLEDGEMENT FROM PROPER RECIPIENT/NEXT OF KIN
(OCONUS UNITS)”**

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX G

LETTER OF ACKNOWLEDGEMENT FROM PROPER RECIPIENT/NEXT OF KIN
(OCONUS UNITS)

From: (Proper Recipient Full Name and Full Address)
To: Commanding Officer

Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC

Ref: (a) U.S. Code Title 10
(b) DoD Manual 4160.21, "Defense Materiel Disposition"
(c) MCO 4400.201-V-13

1. I do/do not (circle one) desire the personal effects of (RANK, FULL NAME) USMC to be sent to me.

2. Per references (a), (b), and (c), I have read and understand the following statement:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the state of the owner's residence."

Signature of Proper Recipient /NOK

VOLUME 13: APPENDIX H

**“ACKNOWLEDGEMENT THAT PERSONAL EFFECTS INVENTORY IS NOT
REQUIRED”**

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX H
**ACKNOWLEDGEMENT THAT PERSONAL EFFECTS INVENTORY IS NOT
REQUIRED**

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: Commanding Officer
To: Personal Effects Inventory Board

Subj: PERSONAL EFFECTS INVENTORY FOR (RANK, FULL NAME) USMC

1. The subject named Marine (SNM) is in a period of authorized absence; i.e., annual leave or TAD, for greater than 30 days but less than 90 days.

2. SNM has secured his/her personal effects as follows (check block):

_____ Within the individual's installation (government housing) or private dwelling in the custody of his/her next of kin. _____ Individual's Initials

_____ Within an apartment off base, in which the individual is sole proprietor. _____ Individual's Initials

_____ Within the individual's BOQ/BEQ, in which he/she returns daily. _____ Individual's initials.

3. In view of the above, a personal effects inventory is not required.

Commanding Officer Signature

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VOLUME 13: APPENDIX I

“SAMPLE FORMAT OF RELEASE DOCUMENT FOR UNCLAIMED PROPERTY”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX I

SAMPLE FORMAT OF RELEASE DOCUMENT FOR UNCLAIMED PROPERTY

Know all men by these presents that I, _____, do hereby unconditionally give to the United States Government all of my right, title and interest in and to the following described personal property:

The above-described personal property of which I am the sole and exclusive owner is located at _____. I hereby authorize the United States Government to dispose of said property in any manner it may consider suitable and hereby release and discharge the United States government and its agents from any and all claims and demands whatsoever by me which could otherwise be asserted because of the disposition of said personal property by any person.

Signature of Individual

In witness whereof I have hereunto set my hand this day of____, 20____.

Signature of Witness

VOLUME 13: APPENDIX J

“ASSIGNMENT OF PERSONAL EFFECTS INVENTORY BOARD MEMBERS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

03 NOV 2016

APPENDIX J

ASSIGNMENT OF PERSONAL EFFECTS INVENTORY BOARD MEMBERS

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: Commanding Officer
To: Distribution List

Subj: PERSONAL EFFECTS INVENTORY BOARD MEMBERS

Ref: (a) MCO 4400.201-V13

Encl: (1) Acceptance Letter

1. Per the reference, the following personnel listed below are assigned as Personal Effects Inventory Officer for this command.

<u>Rank</u>	<u>Full Name</u>	<u>Co/Sect</u>
-------------	------------------	----------------

2. The assigned personnel must ensure that they are thoroughly familiar with their duties and responsibilities as contained in the reference to correctly conduct personal effects inventories for their assigned company. This appointment is in effect from (date) until (date) (quarterly or semi-annual period), or earlier terminated in writing, at which time you will be relieved of your duties.

3. Once thoroughly familiar with your duties and responsibility, you are instructed to complete the enclosed acceptance letter and return it to the supply officer. If there are any reasons that will keep you from completing your duties, inform your chain of command.

4. For assistance, point of contact is (command representative) at xxx-xxxx.

Signature

VOLUME 13: APPENDIX K

**“PERSONAL EFFECTS INVENTORY BOARD MEMBER’S
ACCEPTANCE LETTER”**

SUMMARY OF SUBSTANTIVE CHANGES

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03 NOV 2016

APPENDIX K

PERSONAL EFFECTS INVENTORY BOARD MEMBER'S ACCEPTANCE LETTER

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: (RANK, FULL NAME)
To: Commanding Officer

Subj: ACCEPTANCE OF PERSONAL EFFECTS INVENTORY BOARD MEMBER

Ref: (a) MCO 4400.201-V13

1. Per the reference, I hereby accept appointment as Personal Effects Board Member for (Unit Name). I have familiarized myself with and will be guided by the above reference in the performance of my duty.
2. I am aware that this appointment will be effective until (date) or until I am transferred or reassigned from (unit), separated from active duty, or earlier terminated in writing.
3. The point of contact is (command representative) at xxx-xxxx.

Signature

03 NOV 2016

VOLUME 13: APPENDIX L

**“HAZARDOUS MATERIAL AND UN-EXPLODED ORDNANCE
CONFIRMATION STATEMENT”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

03 NOV 2016

APPENDIX L
HAZARDOUS MATERIAL AND UN-EXPLODED ORDNANCE CONFIRMATION
STATEMENT

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: (Originating Unit)
To: (Receiving Unit)

Subj: CONFIRMATION OF HAZARDOUS MATERIAL AND UN-EXPLODED ORDNANCE
REMOVED FROM THE PERSONAL EFFECTS OF (RANK, FULL NAME) USMC

1. I, (Personal Effects Inventory Officer), am appointed as the inventory officer for the purpose of collecting and inventorying the personal effects of (Rank, Full Name)USMC. I do hereby certify that there is no un-exploded ordnance, munitions, explosives or hazardous material within this inventory.
2. The point of contact for this matter is (Personal Effects Inventory Officer) at xxx-xxxx.

Signature

VOLUME 13: APPENDIX M

“COLLECTION OF GOVERNMENT PROPERTY LETTER”

SUMMARY OF SUBSTANTIVE CHANGES

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03 NOV 2016

APPENDIX M
COLLECTION OF GOVERNMENT PROPERTY LETTER

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: Originating Unit)
To: (Receiving Unit)
Via: {Appropriate Unit(s)}

Subj: COLLECTION OF INDIVIDUAL ISSUE FACILITY (IIF)

Ref: (a) MCO 4400.201-V13

Encl: (1) IIF Individual Memorandum of Receipt

1. The items listed on enclosure (1) were collected by supply and are being accounted on the unit's property records. This command is requesting that (VIA UNIT) notify the IIF, to clear the member's account.

Rank Full Name Last 4

2. The point of contact for this matter is (Personal Effects Inventory Officer) at xxx-xxxx.

Signature

VOLUME 13: APPENDIX N

“LETTER TO DOCUMENT THE ABSENCE OF PERSONAL EFFECTS”

SUMMARY OF SUBSTANTIVE CHANGES

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03 NOV 2016

APPENDIX N
LETTER TO DOCUMENT THE ABSENCE OF PERSONAL EFFECTS

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: (RANK, FULL NAME)
To: Commanding Officer

Subj: INVENTORY OF PERSONAL EFFECTS, CASE OF (RANK, FULL NAME)

Ref: (a) MCO 4400.201-V13

1. Per the reference, an attempt was made to inventory the personal effects of (RANK, FULL NAME) and the following information is provided:
(Check appropriate blocks)

____ A search of the billeting and working areas of the SNM was made with negative results.

____ The SNM is known to reside "off base" and permission to conduct an inventory was not granted by local civil authorities.

____ The SNM resides in government furnished housing which is presently occupied by his/her spouse. Contact with the NOK revealed no evidence of government property on charge to the SNM.

____ No evidence of government property was found.

____ Other reasons.

Signature of Inventory Officer

VOLUME 13: APPENDIX O

“TRANSFER OF RECOVERED UNIFORM CLOTHING TO PEBC”

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03 NOV 2016

APPENDIX O
TRANSFER OF RECOVERED UNIFORM CLOTHING TO PEBC

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: Supply Officer
To: Officer in Charge, PEBC

Subj: TURN-IN OF MILITARY CLOTHING; (RANK, FULL NAME)

Ref: (a) MCO 4400.201-V13

Encl: (1) NAVMC 10154, Personal Effects Inventory (2 copies)

1. Per reference (a), the serviceable/unserviceable uniform clothing items recovered from the subject Marine and listed in the enclosure are hereby delivered for your action. The (RANK, FULL NAME) entered into a (as appropriate, provide a category designation such as Deserter, Incarcerated (Brig), Incarcerated (In Hands of Civilian Authorities), receipt of a less than honorable discharge) on day, month, year.

Supply Officer's Signature

Received by:

Print Name:

Date:

VOLUME 13: APPENDIX P

**“RETURN OF INDIVIDUAL COMBAT EQUIPMENT AND MARINE CORPS
UNIFORMS”**

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX P
RETURN OF INDIVIDUAL COMBAT EQUIPMENT AND MARINE CORPS
UNIFORMS

4400
Sup
DD MMM YY

From: Inspector - Instructor
To: Rank First Name M. Last Name Address

Subj: RETURN OF INDIVIDUAL COMBAT EQUIPMENT AND MARINE CORPS
UNIFORMS

Ref: (a) USC Title 10
(b) MCO 10120.28G

Encl: (1) Individual Memorandum Receipt
(2) NAVMC 631/631A/Current MRL

1. You are hereby directed to return all military uniforms and equipment identified in the enclosures within 30 days of the date of this letter. Failure to return all listed items will result in the submission of a checkage of future pay and potential tax returns sent to the Internal Revenue Service via the Defense Finance Accounting Service.
2. If this command does not receive the identified equipment, enclosure (1) will be forwarded via the chain of command as an enclosure to adjust property records.
3. Additionally, local law enforcement may be notified to assist this command in the recovery of identified equipment.
4. Point of contact for this matter is the Supply Officer Rank First Name M. Last Name at phone number.

I&I Signature