

<p>VOLUME 6</p> <p>“DISPOSITIONS, EXCHANGES, AND RETURNS OF MARINE CORPS PROPERTY”</p> <p>SUMMARY OF VOLUME 6 CHANGES</p> <p>Hyperlinks are denoted by <i>bold, italic, blue and underlined font.</i></p> <p>The original publication date of this Marine Corps Order (right header) will not change unless/until a full revision of the MCO has been conducted.</p> <p>The date denoted by blue font (left header) will reflect the date this Volume was last updated.</p> <p>All Volume changes denoted in blue font will reset to black font upon a <u>full revision</u> of this Volume.</p>			
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**VOLUME 6: DISPOSITIONS, EXCHANGES, AND RETURNS OF MARINE CORPS
PROPERTY**

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- (a) SECNAV M-5210.1
- (b) MCO 4790.25(c)
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- (d) MCO 3900.17
- (e) MCO 3900.15B
- (f) MCO 5311.1E
- (g) Federal Property Management Regulations, February 10, 2015
- (h) DoD Manual 4140.01, "DoD Supply Chain Materiel Management Procedures," dates vary by volume
- (i) 40 USC 503, "Exchange or Sale of Similar Items"
- (j) 32 CFR 736.5, "Disposition of Real and Personal Property under Special Statutory Authority"
- (k) DFARS subpart 217.70, "Exchange of Personal Property"
- (l) CFR 102-39, "Replacement of Personal Property Pursuant to the Exchange/Sale Authority"
- (m) DoD 4160.28-V1, "Defense Demilitarization: Program Administration," June 7, 2011
- (n) DoD 7000.14-R, "Department of Defense Financial Management Regulation," Volume 1-15, dates vary by volume
- (o) DoD 4160.21-M, "Defense Materiel Disposition Manual" July 11, 2012
- (p) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures"
- (q) DoD Instruction 4000.19, "Support Agreements," April 25, 2013

VOLUME 6: CHAPTER 1

“INTRODUCTION”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 1

INTRODUCTION

0101 GENERAL

This Volume establishes supply policy for the disposition, exchange, and return of Marine Corps property. This Volume addresses the reporting requirements for Marine Corps property excesses and deficiencies and the process for requesting disposition instructions or replacement of Marine Corps property. This policy is applicable to all retail supply activities within the operating forces and supporting establishment (SE); both consumer and intermediate level. Adherence to the provisions in this Volume shall ensure accurate and timely disposition, exchange, or return of Marine Corps property in compliance with Department of Defense (DoD) regulations for supply and financial management. The policy in this Volume takes precedence over all retail-level technical publications (e.g., UM 4000-125). In this Volume, Marine Corps property is referred to as equipment, but pertains to general equipment (i.e., military equipment, garrison property, and garrison mobile equipment).

0102 ROLES AND RESPONSIBILITIES

010201. Deputy Commandant, Installations and Logistics (DC I&L)

A. As the Marine Corps Enterprise Ground Equipment Manager, ensure the roles and responsibilities identified in this Volume are adhered to by the appropriate stakeholders to achieve and maintain strict equipment accountability and visibility.

B. As the functional advocate for logistics information systems, ensure systems are available and effective to enable retail-level supply operations.

C. Coordinate with Commanding General, Training and Education Command (CG TECOM) to ensure the implementation of effective training programs for the contents of this Volume.

D. As necessary, ensure Field Supply and Maintenance Analysis Office Teams and Internal Controls and Audit Readiness Teams inspect Marine Corps organizations for compliance with this Volume and provide assistance to the Marine Forces (MARFORs), Marine Expeditionary Forces (MEFs), and SE/installations.

E. In coordination with Commander, Marine Corps Systems Command (MARCORSYSCOM), ensure the provisions of this Volume support total life cycle management of programs and equipment.

F. Publish policy and provide advocate funding for the equipment stock rotation program.

G. Publish policy for equipment stratification and provide valid data for the Program Objective Memorandum (POM).

H. Serve as the approving authority for the equipment stratification process for maintenance, modification, and modernization.

I. Review and report any equipment stratification data discrepancies to the responsible organization as identified in this Volume.

J. As directed by the Commandant of the Marine Corps, publish 4400 series bulletins.

010202. Deputy Commandant, Plans, Policies, & Operations (DC PP&O)

Be prepared to provide guidance on the operational impacts associated with the implementation of this Volume as it relates to current and future operations.

010203. Commanding General, Marine Corps Combat Development Command (MCCDC)

A. Include all pillars of the Approved Acquisition Objective (AAO), to include fielded and planned procurements of equipment, into the equipment stratification process.

B. As the system sponsor and functional manager for Tables of Organization and Equipment systems, manage and improve automated tools that support requirements determination for the equipment stratification process.

C. Use equipment stratification data to identify POM initiatives.

D. Identify equipment stratification requirements to support modeling and analysis capabilities for logistics wargaming, requirements modification reviews, readiness and sustainment queries, and other capabilities as required by validated user needs.

E. Validate and certify CG MCCDC-sponsored equipment stratification data (e.g., structure data).

F. Review and report any data discrepancies to the responsible organization as identified in this Volume.

010204. Deputy Commandant, Combat Development and Integration (DC CD&I)

A. Coordinate efforts with DC I&L to ensure implementation of this policy is in consonance with current doctrine.

B. Coordinate with Marine Corps Logistics Command (MARCORLOGCOM), MARCORSYSCOM, and Marine Corps Installations Command (MCICOM) to ensure Total Force Structure Management System (TFSMS) data reflects the most current and accurate information available to enable effective ground supply operations at the retail-level.

C. Responsible for general equipment requirements.

D. Actively participate in the rotation program process to identify and exchange assets for the Enhanced Equipment Allowance Pool.

010205. Deputy Commandant, Programs and Resources (DC P&R)

A. In coordination with DC I&L, MARCORLOGCOM, MARCORSYSCOM, and MCICOM ensure the POM process supports the creation of a Marine Corps Future Years Defense Plan (FYDP) which resources logistics requirements in consonance with strategic guidance and efficiently and economically supports the financial requirements of the Marine Corps supply chain.

B. Perform programmatic analysis of all pillars of the AAO to ensure compliance with Headquarters Marine Corps (HQMC) and DoD guidance.

C. Use the equipment stratification data during POM deliberations to validate end item deficiencies.

D. Review and report any equipment stratification data discrepancies to the responsible organization as identified in this Volume.

010206. Commander, MARCORSYSCOM and Program Executive Officer Land Systems (PEO-LS)

A. Responsible for acquisition of general equipment.

B. Coordinate with MARCORLOGCOM to establish criteria for determining weapon systems for stock rotation programs.

C. As necessary, update the criteria for rotation programs to include: Replacement & Evacuation (R&E); Service Life Extension Program (SLEP); Mid-life Rebuild; Weapons Exchange; and Product Improvement Program (PIP).

D. Use the equipment stratification data to develop POM initiatives and other programming and budgetary actions.

E. Provide and update acquisition-related item logistics data (e.g., length, width, height, etc.) and essential materiel support information for MCCDC approved requirements.

F. Validate and certify MARCORSYSCOM-sponsored equipment stratification data.

G. Review and report any discrepancies in data to the responsible organization as identified in this Volume.

H. Coordinate with DC I&L, DC CD&I and MARCORLOGCOM to exchange non-excess personal property when such transactions benefit the Marine Corps economically.

I. Coordinate with DC I&L, DC CD&I, and MARCORLOGCOM to identify military equipment eligible for the non-excess personal property exchange program.

J. Consider the non-excess personal property program in any acquisition where military equipment exists in the inventory and meets the criteria for exchange of non-excess personal property.

010207. Commanding General, MARCORLOGCOM

A. Plan and execute rotation programs and ensure the proportional use of assets to the maximum extent possible.

B. Provide technical directions for issuing, receiving, storing, and repairing assets.

C. Coordinate, execute, and control the different rotation programs.

D. Coordinate the validation of equipment stratification data with internal and external sponsors.

E. Certify and validate MARCORLOGCOM sponsored equipment stratification data.

F. On a quarterly basis or as requested, validate and provide equipment stratification data to users.

G. Use equipment stratification data for the DC I&L quarterly ground equipment readiness brief and to develop POM initiatives, Enterprise Lifecycle Maintenance Program (ELMP), and other actions.

H. Use equipment stratification data to support logistics wargaming, modeling and analysis, requirements modification reviews, readiness and sustainment queries, and other capabilities as required.

I. Publish equipment stratification standard operating procedures (SOPs).

010208. Commanding General, TECOM

A. Ensure the establishment of effective training programs for both entry-level and sustainment training of retail-level ground supply operations.

B. Ensure that this policy is made available, understood, and is used by all personnel responsible for retail-level supply at Marine Corps training installations.

C. Ensure the management of retail-level inventories at Marine Corps training installations is in accordance with this policy and supply system procedures in applicable users manuals.

D. Develop and implement internal command policies and procedures to facilitate the execution of this policy.

E. Actively participate in the rotation program process to identify eligible exchange assets and maximize readiness.

F. Ensure care-in-storage of TECOM assets.

010209. Director, Command, Control, Communications, and Computers

A. Ensure effective hardware, software, and network communication resources are available to enable Marine Corps supply chain operations.

B. Review information technology (IT) procurement requests once submitted in the IT Procurement Request/Review and Approval System by MCICOM project officers or appropriate MARCORSYSCOM Program Managers/Product Managers (PMs/PdMs).

010210. Commanding General, MCICOM

A. Plan and execute equipment rotation programs for garrison property and garrison mobile equipment to ensure the proportionate use of assets to the maximum extent possible.

B. Provide technical directions for issuing, receiving, storing, and repairing garrison property and garrison mobile equipment.

C. Coordinate, execute, and control the different equipment rotation programs for garrison property and garrison mobile equipment.

D. Coordinate the validation of equipment stratification data with internal and external sponsors.

E. Certify and validate MCICOM sponsored equipment stratification data.

F. On a quarterly basis or as requested, validate and provide equipment stratification data to users.

G. Use equipment stratification data for the DC I&L quarterly equipment readiness brief and to develop POM initiatives and other actions.

H. Use equipment stratification data to support logistics wargaming, modeling and analysis, requirements modification reviews, readiness and sustainment queries, and other capabilities as required.

I. Publish equipment stratification SOP for garrison property and garrison mobile equipment.

010211. Commanders, Marine Corps Forces (MARFORs) and SE

A. For MARFORs and SE that own equipment, actively participate in the rotation program process to identify eligible exchange assets and maximize readiness.

B. For MARFORs and SE that own equipment, ensure care-in-storage of force-held assets to include the Combat Ready Storage Program and other local administrative storage/preservation programs. Provide a central point of contact for each MEF and Marine Corps Base.

C. For MARFORs and SE that own equipment, reconcile and validate on-hand balances to ensure accuracy in the equipment stratification process.

D. For MARFORs and SE that own equipment, certify and validate MARFOR-sponsored equipment stratification data.

0103 ADMINISTRATION AND LOGISTICS

010301. Recommendations concerning the contents of this Volume are invited. Submit recommendations via the appropriate chain of command to DC I&L attention: Logistics Policy and Capabilities Branch (LPC). Copies of recommendations will be provided to the appropriate command of responsibility to assist in corrective action.

010302. To ensure proper maintenance, use, accessibility and preservation, regardless of format or medium, records created as a result of this Volume will be managed according to National Archives and Records Administration approved dispositions per reference (a). Records created as a result of this Volume will be retained in accordance with paragraph 0210 of Volume 3 of this Order.

0104 LEGAL FOUNDATION

As a service component, what we do and how we do it is governed by statute and is further refined by Departmental and Service regulations. See Appendix A in Volume 1 of this Order for a comprehensive summary of applicable legal information as it relates to this Volume.

<p>VOLUME 6: CHAPTER 2</p> <p>“EQUIPMENT STRATIFICATION AND STOCK ROTATION”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
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CHAPTER 2

EQUIPMENT STRATIFICATION AND STOCK ROTATION

0201 GENERAL

This chapter provides guidance for the Marine Corps equipment stratification and stock rotation programs, which enhances readiness, prolongs service life, and maximizes the full use of equipment prior to disposal. This chapter helps commanders facilitate the stratification and rotation of equipment, while enhancing the strategic capability of the prepositioning programs.

0202 EQUIPMENT STRATIFICATION

020201. The Marine Corps must periodically review its asset posture versus its requirements to assist in the planning and submission of POM requirements. DC I&L is responsible for assessing Marine Corps equipment asset posture against requirements and providing agencies with the necessary information to make POM and budgetary decisions. Requirements are defined by the CG MCCDC.

020202. The equipment stratification process stratifies and displays logistics data in a manner that relates assets to requirements in a specific priority/time sequence throughout the FYDP. The equipment stratification process assimilates logistics data from numerous systems and summarizes the data, pinpointing materiel deficiencies, excesses, and funding shortfalls for Operation and Maintenance Marine Corps, Operation and Maintenance Marine Corps Reserves, Procurement Marine Corps, and National Guard and Reserve Equipment Appropriations.

020203. The equipment stratification process supports:

- A. Requirements visibility.
- B. Asset visibility.
- C. Materiel capability (readiness/sustainment).
- D. ELMP.
- E. POM development/budget execution.
- F. Combat Development processes.
- G. Force structure development and reviews.
- H. Wargaming.
- I. Modeling/"what if" scenarios.
- J. Distribution of assets throughout the Marine Corps.

020204. The equipment stratification process shall include military equipment, garrison property, and garrison mobile equipment.

0203 EQUIPMENT STOCK ROTATION

020301. As depicted in Figure 2-1, Marine Corps equipment is divided into two categories (Title X and War Reserve Program) that encompass seven pillars of the AAO:

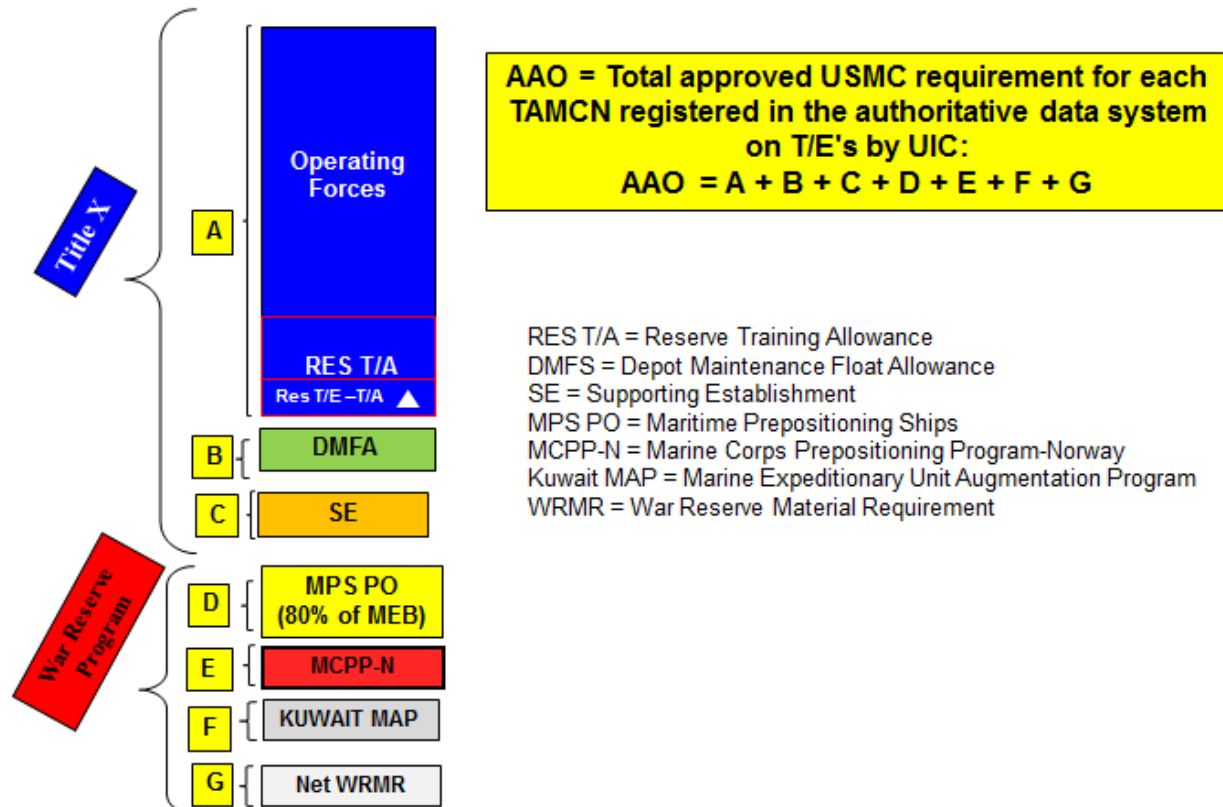


Figure 2-1--Seven Pillars of the AAO

020302. Equipment that receives the most usage should be rotated with available equipment that receives considerably less usage (i.e., administrative storage/deadlines, prepositioned stocks, etc). Various programs such as the R&E, SLEP, Mid-life Rebuild, and Weapons Exchange for major training commands are currently used to execute limited stock rotation programs throughout the Marine Corps inventory. Stock rotation programs will be used by all Marine Corps activities to achieve Marine Corps objectives.

A. R&E Program

This will be the primary method used for stock rotation. All equipment eligible for stock rotation will be included in the R&E Program. This program identifies specific criteria for which the weapon system can be nominated for rotation (i.e., miles in use, hours in operation, rounds fired, days in administrative deadline). Criteria will be reviewed and updated as necessary to affect

the operational capability of the equipment and to minimize costs for the using units. When it is determined that equipment should be rotated under one of the stock rotation programs listed below, it will not be nominated under the R&E for the period of time it is being rotated under that applicable "special" stock rotation program. Once the special rotation program has been completed, the applicable equipment will fall back under the R&E Program for normal rotation.

B. Service Life Extension Program (SLEP)

This program is used to extend the life of equipment beyond its original life expectancy. This can result from Marine Corps decisions to delay the acquisition of equipment or not to procure a replacement.

C. Midlife Rebuild Program

This program is used to reduce maintenance costs of the using units by rebuilding equipment at the middle of its life expectancy. This program also helps to preserve equipment until disposal.

D. Product Improvement Program (PIP)

This program is used to modify or upgrade equipment's form, fit and/or function.

E. Weapon Exchange Program

This program exchanges arms (rifles, machine guns, mortars etc.) with various schools to ensure adequate quantities of serviceable arms are available to support training programs. This program reduces repair parts inventory held, extends the life of the weapon and reduces maintenance time for the unit.

020303. The goals of a centrally planned and coordinated stock rotation program are:

- A. Enhance operational forces readiness.
- B. Prolong the service life of Marine Corps equipment.
- C. Achieve full use of resources prior to the end of their useful service life.

020304. Goals are achieved by rotating new or reconditioned equipment to replace worn equipment, and by spreading usage equally among all equipment.

020305. In some cases rotation for certain types of equipment may be neither feasible nor cost effective. Below are a few examples:

- A. Critical low density.
- B. Equipment that does not have sufficient War Reserve Materiel, Depot Maintenance Float Allowance (DMFA), or other serviceable assets.

- C. Equipment that is not depot reparable.
- D. Equipment approaching the end of service life.

020306. The key to an effective and credible rotation policy is the availability of "rotatable assets" which in turn is dependent upon adequate funding. Effective stock rotation can be achieved if the density of equipment is sufficient to fill both maintenance and supply pipelines and to provide a readiness incentive to commanders for exchange of their equipment. The stock rotation objective can be best met by efficient life cycle management; expanding the rotation of selected assets from the operational forces, Maritime Prepositioning Ships, and the Marine Corps Prepositioning Program-Norway (MCPN); and including the supporting establishments as active equal participants.

020307. The success of a stock rotation program is predicated upon adequate funding. Funding must be available to support Master Work Schedule requirements, Supply Support/Care-in-Stores Programs, and increased costs associated with additional Transportation of Things, and manpower requirements.

VOLUME 6: CHAPTER 3

“REQUESTS FOR DISPOSITION INSTRUCTIONS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 3

REQUESTS FOR DISPOSITION INSTRUCTIONS

0301 GENERAL

This chapter provides policy and procedures for requesting disposition instructions for items that: cannot be repaired within the resources available at operator/crew or field level of maintenance; are in excess of authorized Table of Equipment (T/E) requirements; are considered obsolete; or are beyond economical repair and require disposal. The purpose of requesting disposition instructions is to obtain official, executable instructions from an appropriate authority (i.e., MARCORLOGCOM). Properly requested and executed disposition instructions help maintain enterprise level asset visibility, traceability, and control. For military equipment, units will use Global Combat Support System-Marine Corps (GCSS-MC) to submit requests for disposition instructions to MARCORLOGCOM via the chain of command.

0302 SUPPLY REQUESTS FOR DISPOSITION INTRUCTIONS

The using unit supply activity is responsible for requesting disposition instructions for excess or obsolete equipment or component items. Depending upon the support relationship, maintenance activities can provide supply activities a Limited Technical Inspection (LTI) upon request. In these situations, the purpose of an LTI is only to aid the using unit supply activity in assigning the appropriate condition code prior to disposition. Using units will submit requests for disposition instructions for excess items, as a service request within GCSS-MC, to MARCORLOGCOM via the appropriate Major Subordinate Command (MSC) (i.e., Marine Logistics Group, Marine Aircraft Wing (MAW), Marine Division), MEF, MARFOR, and SE (for bases, posts, or stations). Using units will submit requests for disposition instructions for obsolete equipment or components, as a service request within GCSS-MC, directly to MARCORLOGCOM. Paragraphs 030201, 030202, and 030303 provide further guidance on when a unit is required to submit a request for disposition instructions or follow a published disposal plan.

030201. Obsolete Items

When an item has been declared obsolete by MARCORSYSCOM, using unit supply activities will follow the published Disposal Plan that provides disposition instructions for obsolete equipment to the total force; thereby relieving the using unit supply activities from requesting disposition instructions.

030202. Excess Items

When equipment is excess to an authorized T/E requirement, using unit supply activities will submit requests for disposition instructions, as a service request within GCSS-MC, to MARCORLOGCOM via appropriate the MSC, MEF, MARFOR, and SE (for bases, posts, or stations). The MSC, MEF, MARFOR, and SE (for bases, posts, or stations) will screen the service request to determine if the excess inventory can be redistributed to fulfill unit deficiencies within the MSC, MEF, MARFOR, or SE (for bases, posts, or stations) respectively. If deficiencies exist, the MSC, MEF, MARFOR, SE (for bases, posts, or stations) will provide the unit with redistribution

instructions for execution. If the reported excess is excess to the MSC, MEF, MARFOR, or SE (for bases, posts, or stations) then MARCORLOGCOM will provide disposition instructions upon receipt of the endorsed GCSS-MC service request.

030203. Secondary Reparables (SECREP) Directed by the Material Returns Program (MRP)

Reparable Issue Points (RIPs) will request disposition instructions for SECREPs via the MRP. For controlled cryptographic items (CCI) where MARCORLOGCOM is the Primary Inventory Control Activity (PICA), the RIP will use GCSS-MC to request disposition instructions.

0303 MAINTENANCE REQUESTS FOR DISPOSITION INTRUCTIONS

Intermediate maintenance activities (IMAs) will only request disposition instructions, using the GCSS-MC service request process, as a maintenance action. Requesting disposition instructions for excess and obsolete equipment is the responsibility of the using unit supply activity. SECREPs are Class IX supply items that are exchanged at the supporting RIP and do not require requests for distribution instructions unless directed by MARCORLOGCOM. Moreover, the RIP is responsible for the appropriate disposition of SECREPs. IMAs will only submit requests for disposition instructions to MARCORLOGCOM for the following scenarios:

030301. Depot Maintenance Requirement

When an item requires depot-level maintenance as defined in reference (b), IMAs will request disposition instructions using the GCSS-MC service request process. Unless directed by a published technical instructions or supply instructions, IMAs will not evacuate items to a depot-level maintenance activity for repair or return. Instead, IMAs will submit a request for disposition instructions to initiate depot-level maintenance from the field-level. Furthermore, when equipment is beyond repair capability or capacity of the IMA, the IMA will submit a request for disposition instructions to MARCORLOGCOM.

030302. Uneconomical to Repair

When the cost of repair exceeds 65 percent of the current unit price or current acquisition cost of the item, maintenance activities will request disposition instructions. For systems with components, maintenance activities will assess the cost against the defective component. For example, for an unserviceable vehicle that is a component of a weapons system (e.g., vehicle is a component of a radio), calculate cost at the unit price or current acquisition cost of the vehicle and not the equipment. MARCORSYSCOM is the ultimate decision authority on whether or not an item is uneconomical to repair. The 65 percent threshold only acts as a “trigger” for requesting disposition instructions. During combat operations, the estimated maintenance cycle time compared to the estimated lead time for replacement assets will be given consideration over the cost of repair.

030303. Maximum Maintenance Cycle Time (MMCT) Exceeded

When the MMCT has been exceeded without a valid extension in accordance with reference (b), IMAs will submit a request for disposition instructions. Valid extensions are granted

to IMAs in accordance with locally established procedures. A request for disposition instructions are not required to extend the maintenance cycle time, unless the maintenance activity is not capable of making that assessment.

030304. Supply Support Issues

When required repair parts cannot be obtained from the retail-level inventories (consumer or intermediate), the Supply Management Unit (SMU) or RIP have verified that the item is not available from a wholesale level inventory within the allotted MMCT, and a Supply Assistance Request has been submitted, the IMA will request disposition instructions. Under these circumstances, submit requests for disposition instructions as early as possible during the maintenance cycle to decrease lead times for disposition and replacement. There is not an established “wait time” for unobtainable repair parts. If it can clearly be determined at the start of maintenance, submit a request for disposition instructions without delay.

030305. Warranty Items

Depending upon the support concept outlined in publications, warranty items may require a request for disposition instructions. Refer to published technical documentation using the SL-1-2.

030306. Non-Supported Items

This includes items fielded without organic maintenance support (e.g., contracted logistics support). For non-supported items that are cataloged with a disposal code, units will request disposition instructions per the disposal code. For items that are not cataloged with a disposal code, units will dispose of the items locally.

0304 EXECUTION OF DISPOSITION INSTRUCTIONS

030401. The disposition of equipment is primarily a supply chain function; however, when disposition is required as a result of a maintenance action, there are mutual supporting actions that must occur. For enterprise life cycle management purposes, maintenance activities must ensure accurate repair documentation and timelines are recorded. To ensure enterprise asset visibility, traceability, and accountability, supply activities must ensure inventory and configuration control is maintained and properly reported.

030402. While awaiting disposition instructions from MARCORLOGCOM, supply and maintenance activities will maintain security and proper storage of the reported items. Supply and maintenance activities will continue to manage outstanding requisitions for the reported items until disposition instructions are received and state otherwise.

030403. When disposition instructions direct the disposal or evacuation for a reported item, maintenance and supply activities will cancel non-prior year requisitions for associated parts that do not have a shipping status. Maintenance and supply activities will ensure that on-hand or due-in parts with a shipping status are received and placed into inventory. Items retained as Demand-Supported Items (DSI) will comply with paragraph 0213 of Volume 3 of this Order. Items that do not meet the DSI criteria will be offered up as excess inventory to the SMU for placement

into inventory, reporting as excess via the MRP, or disposal. Maintenance tasks will be closed and filed into history.

030404. When an item requires disposition that is undergoing maintenance at the IMA, the IMA will request disposition instructions; however, depending on the disposition instructions received, the owning unit or the IMA may be required to execute the disposition. If the instructions direct disposal or transfer actions, it is the discretion of the major command to determine the appropriate organization to execute the disposition instructions (i.e., IMA or owning unit). The flexibility in delegating execution allows for variations in geographical constraints and system limitations. In all cases, major commands will ensure compliance with this Volume and procedural guidance in technical manuals. Additionally, major commands shall minimize shipping costs and avoid unnecessary processing time.

030405. Supply and maintenance activities will coordinate the preparation of the retrograde item in accordance with the current packing, packaging, and preservation (PP&P) requirements. Supply and maintenance activities will ensure that retrograde equipment is complete in accordance with current configuration requirements or as provided in the disposition instructions received.

030406. If the IMA executes the disposition instructions that direct the disposal or evacuation of an item, the using unit supply activity will perform the Materiel Redistribution process in GCSS-MC and provide the IMA with the GCSS-MC generated DD 1348-1A, "DoD Single Line Item Requisition System Document (Manual) (per paragraph 070403). The using unit supply activity will file the signed DD 1348-1A in the supply active file in accordance with Volume 3 of this Order.

030407. Appendix A provides the processing timeframes for evacuation instructions. In the event that processing times cannot be met or a deviation from the specified time is required, the last known holder (e.g, maintenance activity, RIP, PP&P, or Distribution Management Office) (as applicable) will advise the organization that provided disposition instructions (e.g., MARCORLOGCOM, the source of supply, or contracted logistics support) of the reasons for the delay in shipping the item.

030408. Component Requests for Disposition Instructions

When a maintenance activity submits a request for disposition instructions for a component item and disposal/shipping instructions are received, the using unit supply activity will perform the Materiel Redistribution process in GCSS-MC and provide the IMA with the GCSS-MC generated DD 1348-1A (per paragraph 070403). The using unit supply activity will file the DD 1348-1A in the supply active file in accordance with Volume 3 of this Order.

030409. Equipment with disposed/transferred components

A request for disposition instructions is required for the following situations:

A. When a component has been disposed/transferred, MARCORSYSCOM requires the submission of a request for disposition instructions for the equipment. PMs/PdMs may require a subsequent request for disposition instructions to capture maintenance trends and life cycle

information for sustainment planning purposes. Even if the disposition instructions for the component item address replacement sourcing, the PM/PdM does not always have visibility that issues are occurring with component items. PMs/PdMs will communicate the requirement to request disposition instructions via published supply instructions.

B. If disposition instructions for the component item were received and fail to address replacement sourcing, then request amplification of the previous disposition instructions. When equipment becomes deficient a component item and lacks replacement sourcing instructions, submitting a request for disposition instructions for the equipment is the next appropriate action.

C. If a replacement component item cannot be sourced within the equipment's allotted MMCT and the MMCT has not been extended in accordance with reference (b), then submit a request for disposition instructions. Component items often are associated to mission critical equipment. While waiting for component replacements, commanders are not required to hold deadlined equipment past the MMCT. In this scenario, requesting disposition instructions could potentially result in replacement equipment faster than a replacement component can be sourced; depending upon the type of asset and the PM/PdM's sustainment strategy.

0305 SALVAGE OF REPAIR PARTS AND COMPONENTS

Reference (c) provides for policy and procedures pertaining to cannibalization and selective interchange.

0306 DOCUMENTATION OF UNSERVICEABLE PROPERTY

030601. In Lieu of a Request for Disposition Instructions

When disposing of unserviceable Type II assets, maintenance activities will document the condition code of the equipment in the GCSS-MC service request. The supporting maintenance activity will document the condition of any asset that is not managed within TFSMS, but accounted for locally or as serialized ancillary item within GCSS-MC, prior to transferring the item to the Defense Logistics Agency Disposition Services (DLA-DS). For Type I assets, units will request dispositions instructions and cite the condition of the asset in the GCSS-MC service request.

030602. Supporting Documentation for a Request for Disposition Instructions

As supporting documentation for a request for disposition instructions, maintenance activities will document the condition of the asset in the GCSS-MC service request. Units will use the GCSS-MC to submit requests for disposition instructions.

0307 LIMITED TECHNICAL INSPECTION (LTI) REQUIREMENTS

For all motor transport/engineer equipment, radio vehicles, power generators, artillery, weapons, and ordnance-tracked vehicles, maintenance activities will submit an LTI with the request for disposition instructions for unserviceable items. For all engineer equipment, power generators, materiel handling equipment (MHE), and information technology hardware, maintenance activities will ensure the LTI includes: purchase date; estimated cost of required repairs; standard unit price used

for repair cost; cause of present condition; total hours of operation to date (for MHE only); Table of Authorized Materiel Control Number (TAMCN); serial number; and remarks (as appropriate).

0308 MARCORLOGCOM ACTIONS

030801. Upon receipt of a request for disposition instructions, MARCORLOGCOM will provide disposition instructions to the unit and ensure such instructions are within the unit's capability. Upon receipt of a request for disposition instructions, MARCORLOGCOM will work the request within ten working days. If final disposition is not feasible, MARCORLOGCOM will provide an interim response.

030802. MARCORLOGCOM will establish a due-in for evacuated materiel. Upon receipt of the item, MARCORLOGCOM will conduct a 100 percent inspection of the item and document the condition of the item.

030803. MARCORLOGCOM will only direct "retain and repair" when the overall asset posture of the item is diminished and the maintenance activity must accomplish the repair of the unserviceable items to ease the asset criticality. In the event that excess assets are accumulated by the unit, MARCORLOGCOM may need to provide further disposition instructions.

030804. On a monthly basis, MARCORLOGCOM will reconcile all due-ins to ensure materiel is being returned within the prescribed times. MARCORLOGCOM will also advise the MARFORs, SEs, and other Services when units/commands are repeatedly delinquent in returning retrograde assets within the prescribed times.

030805. MARCORLOGCOM will provide an interim response to requests for disposition instructions that do not contain all required data or do not provide sufficient information.

030806. For requests for disposition instructions of excess materiel, MARCORLOGCOM will provide redistribution instructions. If it is determined that the major command is not in excess, then MARCORLOGCOM will reject the request for disposition instructions. RIPs will identify excess SECREPs to MARCORLOGCOM's Coordinated SECREP Management section for action.

030807. MARCORLOGCOM will ensure appropriate actions are taken for DoD personal property that is subject to the DoD Demilitarization (DEMIL) Program, as indicated by the assigned DEMIL code.

0309 CHANGES TO PENDING REQUESTS FOR DISPOSITION INSTRUCTIONS

When it is necessary to change a request for disposition instructions after submission, due to erroneous data or other reasons, the following action shall be taken:

030901. Organization Holding the Materiel

In GCSS-MC, the unit will update request for disposition instructions and notify the major command and MARCORLOGCOM of the change.

030902. MARCORLOGCOM

- A. MARCORLOGCOM will reverse/correct any actions taken on the original request for disposition instructions.
- B. MARCORLOGCOM will update data in response to the modified request for disposition instructions.

0310 FOLLOW-UPS TO REQUESTS FOR DISPOSITION INSTRUCTIONS

To follow-up on the status of request for disposition instructions for military equipment, the unit will contact MARCORLOGCOM Weapon Systems Management Center (WSMC) and cite the request for disposition instructions in GCSS-MC.

0311 REDISTRIBUTION OF EXCESS

031101. Military equipment will be reported as serviceable and/or reparable excess to MARCORLOGCOM after prior screening is conducted within the command to effect redistribution. Excess screening will be completed at the MSC, MEF, MARFOR, and SE (for bases, posts, or stations) level prior to submission to MARCORLOGCOM for action.

031102. MARCORLOGCOM will continually review reported in-use assets against T/E requirements and may direct redistribution under the following rules:

- A. Fill deficiencies on the same coast.
- B. Fill deficiencies on the opposite coast.
- C. Redistribution will not be directed from a unit not physically located at its home port (i.e., units aboard ship, extended training exercise, etc).
- D. Redistribution from activities outside the Continental United States will not be affected if the requirement can be satisfied from in stores assets or can be procured for direct delivery in time to meet the required delivery date.
- E. Prior coordination is required.
- F. Redistribution orders will not be honored by holders of the materiel when such action will result in MARCORLOGCOM pushing a like item for replacement; however, in these cases, sufficient data will be provided to MARCORLOGCOM to justify the rejection.
- G. Redistribution orders will be addressed to the command level having redistribution authority (i.e., MSC, MEF, MARFOR, and SE (for bases, posts, or stations)); in the case of 4th MAW and ground units, the referral will be addressed to the CG, MARFORRES.
- H. Instructions concerning secondary items and SL-3 components to accompany shipment based on disposition instructions are contained in Volume 3 of this Order.

I. Materiel shipped in response to MARCORLOGCOM redistribution orders must be in Condition Code D or better and must be operable.

J. For MARCORLOGCOM directed redistributions of excesses, the unit redistributing the excess will provide a Transportation Account Code.

<p>VOLUME 6: CHAPTER 4</p> <p>“REQUESTS FOR EQUIPMENT”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
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CHAPTER 4

REQUESTS FOR EQUIPMENT

0401 GENERAL

This chapter provides policy and procedures for validating, submitting, and approving requests for military equipment outside of MARCORLOGCOM's push fulfillment and MARCORSYSCOM's quarterly fielding processes. This chapter also provides policy and procedures for requesting Non-Standard Equipment (NS-E).

0402 PUSH FULFILLMENT MODEL

In 2011, the Marine Corps transitioned from a "pull system" driven by Military Standard Requisitioning & Issue Procedure requisitions, to a "push system" that fills T/E deficiencies at the MEF or SE level with ready-for-issue assets from MARCORLOGCOM Remote Storage Activities (RSAs).

040201. MARCORLOGCOM publishes Class VII equipment recommended sourcing solutions based on unit property records in the accountable property system of record (APSR) via naval message to each MSC on a quarterly basis during the months of January, April, July, and October.

040202. MARCORLOGCOM (DMFA, Blount Island Command, MCPP-N, Marine Expeditionary Unit (MEU) Augmentation Program, and Maritime Prepositioning Force Program), MARFORs, MARFORRES, Marine Forces Special Operations Command, and SEs validate the sourcing solutions and respond within 30 days via naval message.

040203. Non-acceptance of Class VII equipment may result in that equipment being offered to fill other T/E deficiencies Marine Corps-wide.

040204. The MARFORs and SE provide MARCORLOGCOM with shipping instructions (Ship-To Department of Defense Activity Address Code (DoDAAC)) if different from the Initial Issue Provisioning DoDAAC.

040205. MARCORLOGCOM provides the receiving supply activity with advance shipment notices in GCSS-MC.

040206. Prior to fielding, MARCORSYSCOM and MARCORLOGCOM will ensure that Class VII equipment item configuration (i.e., parent-child associations), serial numbers, Item Unique Identification (IUID), and Unique Item Identifiers (UII) are captured within GCSS-MC to enable supply activities to accurately process receipt transactions and establish accountability.

040207. Supply System Responsibility Items (SSRI), Using Unit Responsibility Items, and Collateral Materiel are issued in accordance with Volume 3 of this Order and paragraph 0408 of this Volume.

040208. For replacement of Class VII equipment that is SSRI of equipment, units submit requisitions with an Advice Code of 4E and in accordance with paragraph 0408 of this Volume. Requisitions are validated on an as occurring basis instead of during the quarterly push fulfillment process.

040209. When requesting disposition instructions, units will not submit Class VII equipment requisitions. Only deployed MEUs and Special Purpose Marine Air Ground Task Forces are authorized to identify the need for replacement. MARCORLOGCOM will initiate fulfillment actions after coordination with the parent or gaining MARFOR/SE; if unavailable from in-stores.

040210. When a field-level maintenance activity declares an item as uneconomically repairable or beyond the maintenance activity's capability and the maintenance activity receives disposition instructions from MARCORLOGCOM, the maintenance activity will document the condition of the asset in the disposition instructions (i.e., GCSS-MC service request) and shipping document to the owning organization. The maintenance activity may provide an electronic copy of the Letter of Unserviceable Property (LUP), disposition instructions, and shipping documentation to the owning organization in the GCSS-MC service request. After the item has been shipped, MARCORLOGCOM will provide a replacement item in accordance with the current fielding priorities as set by DC PP&O.

0403 MARCORSYSCOM QUARTERLY FIELDING SCHEDULE

Units that require early fielding to meet operational/deployment timelines will submit a request via naval message to MARCORSYSCOM and MARCORLOGCOM.

0404 ACCELERATED OR EMERGENT PUSH FULFILLMENT OR FIELDING REQUEST

040401. Description

This paragraph does not address Requests for Forces policy as prescribed by DC PP&O. This paragraph addresses when a unit has a TFSMS T/E deficiency and a validated operational requirement for MARCORLOGCOM to source equipment in advance of the push fulfillment process.

040402. Procedure

The unit must submit a request through the unit's chain of command to the MARFOR/SE G3/4 via naval message for validation and internal sourcing (as applicable). Upon determination that the requested items cannot be internally sourced, the MARFOR/SE will endorse and forward the request to MARCORLOGCOM or MARCORSYSCOM (as applicable) via naval message. The MARFOR/SE will include DC I&L Logistics Plans (LP) as an addressee in the courtesy copy line for information.

040403. Message Requirements

A. Naval messages will include: an analysis of the unit's T/E requirements; on-hand asset posture; excess/deficient posture; level of risk to operations and training if the request

goes unsourced; and applicable operational plans (OPLANS)/contingency missions/Training & Exercise Employment Plan (TEEP) events.

B. For MARCORLOGCOM/MARCORSYSCOM to expediently source/field the request, the unit must provide: the TAMCN; National Stock Number (NSN)/National Item Identification Number (NIIN); nomenclature; quantity; required delivery date; Unit Identification Code (UIC); ship-to DoDAAC; accountable property officer (APO)/ supply officer point of contact (POC); validated justification description; and any additional supporting documents.

040404. Approval Authority

Once the requesting MARFOR/SE G3/G4 validates and justifies the request, MARCORLOGCOM will source based upon enterprise asset availability.

0405 REQUESTS FOR EQUIPMENT "ABOVE" A UNIT'S TFSMS T/E REQUIREMENT

040501. Description

This request results from a unit having a requirement that will temporarily increase an existing TFSMS T/E.

040502. Procedures

A. Special Allowances

Special allowances for equipment are intended to support Research, Development, Test, and Evaluation, and do not exceed one year. Units will submit a special allowance requests to the parent MARFOR/SE G3/G4 via naval message. The MARFOR/SE will validate, endorse, and forward the request via naval message to the DC PP&O (PO) for approval; and DC I&L (LP) for assistance with equipment sourcing. DC I&L (LP) will task MARCORLOGCOM to conduct a feasibility of support (FOS) for asset availability. MARCORLOGCOM will conduct a FOS and provide DC I&L with the results. For sourcing solutions that require non-excess cross-leveling actions, DC I&L will direct cross-leveling upon DC PP&O's approval. DC PP&O's approval is contingent on an acceptable level of risk. As required, DC I&L (LP) will task MARCORLOGCOM to conduct sourcing actions. The gaining unit will account for special allowance items in accordance with Volume 3 of this Order.

B. New/Emerging Operational Requirements

New or emerging operational requirements will be captured in a DC PP&O approved Equipment Density List (EDL). Refer to paragraph 020512 of Volume 3 of this Order for further guidance on EDLs.

C. Long-term Requirements that Exceeds One Year

Long-term adjustments to established T/E requirements will continue to be submitted via a Table of Organization and Equipment Change Request (TOECR) to DC CD&I Total Force

Structure Division via the chain of command for staffing through the Expeditionary Force Development System (EFDS) process in accordance with reference (d). Until a TOECR has been approved and loaded into TFSMS, MARCORLOGCOM will not conduct any additional equipment sourcing actions. If there is an immediate need for equipment, units will follow the guidance in paragraphs 040502.A and 040502.B.

040503. Message Requirements

A. Naval messages will include: an analysis of the T/E requirements; on-hand asset posture; excess/deficient posture; level of risk to operations and training assumed if request goes unsourced; and applicable OPLANS/contingency missions/ TEEP events.

B. For MARCORLOGCOM and MARCORSYSCOM to expediently source/field the request, the unit must provide: the TAMCN; NSN/ NIIN; nomenclature; quantity; required delivery date; UIC; ship-to DoDAAC; APO/supply officer POC; validated justification description; and any additional supporting documents.

040504. Approval Authority

Once the MARFOR/SE validates and justifies the request, the approval authority is DC PP&O (PO) for approval and DC I&L (LP) for assistance with equipment sourcing.

0406 REQUESTS FOR EQUIPMENT "BEYOND" A UNIT'S TFSMS T/E REQUIREMENT

040601. Description

This request results from a unit having a new requirement for equipment that is not reflected on their TFSMS T/E.

040602. Procedures

A. TOECR

Units that have equipment needs that are not reflected on their TFSMS T/E and are in the Marine Corps inventory should submit a TOECR in accordance with Volume 3 of this Order.

B. Universal Needs Statement (UNS)

Units that have equipment needs that are not reflected on their TFSMS T/E and are not in the Marine Corps inventory will submit an UNS in accordance with enclosure 6 of reference (e). In accordance with reference (d), the urgent needs process will be used to request additional warfighting capabilities that are critically needed by operating forces conducting or preparing to conduct combat or contingency operations.

1. Description. The UNS is designed to act as a "work request" for current and future desired capabilities. The UNS identifies operational enhancements, opportunities, and deficiencies in terms of a stated capability set. Opportunities may include new capabilities,

improvements to existing capabilities, or elimination of redundant or unneeded capabilities. There are instances where a deliberate UNS may have resulted from an Urgent UNS (UUNS). This would be the case for a capability solution fielded via the UUNS process and then recommended for consideration as a program of record. It may also be used when a capability solution cannot be provided by the UUNS process due to technological, industrial, or other constraints and must then be pursued via the deliberate four phases of the EFDS.

2. UNS Submission and Processing. Advocates, the MARFORs, or the SE can generate an UNS. UNS are further developed by the advocate to address required capabilities and transition a capability into a warfighting requirement. UNS are forwarded to DC CD&I Capabilities Processing Branch which logs the UNS into a tracking system. The Capabilities Processing Branch routes the UNS to the appropriate Warfighting Function Integration Division within Capabilities Development Directorate and tracks the UNS progress. The Warfighting Function Integration Division analyzes the UNS and briefs the UNS at the Capabilities Development and Integration Board meeting. This briefing is the first forum to address potential integration issues related to the UNS. The Capabilities Development and Integration Board provides recommendations for the "way ahead" for the UNS. The Capabilities Development and Integration Board also aids the managing Warfighting Function Integration Division in further clarifying the capability gap, excess, or short fall. This enables the Warfighting Function Integration Division to accurately describe the UNS for the Functional Needs Analysis step of the EFDS process or terminate the UNS. All UNS submissions will be handled in accordance with reference (d).

040603. Approval Authority

The UNS will be developed and approved in accordance with reference (e) via the appropriate chain of command. Submission of an UNS, UUNS, or Joint Urgent Operational Needs Statement does not provide the authority to procure equipment locally using Operations and Maintenance Marine Corps funding, nor does the submission of a TOECR authorize units to hold assets above the established AAO.

0407 REQUESTS FOR NON-STANDARD EQUIPMENT (NS-E)

040701. Description

In accordance with Volume 3 of this Order, NS-E is defined as non-expendable equipment that is rapidly acquired and fielded to bridge mission capability gaps to meet urgent warfighter requirements or commercially purchased to support garrison requirements. NS-E can be either tactical (military equipment) or non-tactical (garrison property). Volume 3 of this Order provides additional information for Tactical and Non-Tactical NS-E.

040702. Procedure

Units that have equipment needs for NS-E will use current development processes (e.g. UNS, and UUNS) in accordance with references (d), (e), and (f). Upon DC CD&I's determination that an item is Non-Tactical NS-E (garrison property), units will submit the request to the Installation Personal Property Manager (PPM) via the unit's supply officer/APO. Supply officers/APOs not supported by a Marine Installation PPM will ensure that Non-Tactical NS-E is procured via Purchase

Request (PR) Builder. Upon receipt of Non-Tactical NS-E, units will account for these assets in the Defense Property Accountability System (DPAS). Units that need Special Item Equipment will use locally developed procedures (e.g. Marine component specific, Theater Provided Equipment, installation commander designed, etc.) to request equipment from supporting organizations or installations. For acute deficiencies in operational capability, use the UUNS process in accordance with reference (d).

040703. Approval Authority

DC CD&I is the approval authority for UNS and UUNS requests.

0408 REQUESTS FOR SUPPLY SYSTEM RESPONSIBILITY ITEM (SSRI)

When a disposition results in a deficient SSRI component, using unit supply activities will submit a request for replacement to the appropriate the MSC, MEF, and MARFOR. The MSC, MEF, and MARFOR will screen the request to determine if the excess inventory exists within the MSC, MEF, or MARFOR and can be redistributed to fulfill the requesting unit's deficiency. If the unit's deficiency can be fulfilled from existing excess inventory, the MSC, MEF, or MARFOR will provide the excess unit with redistribution instructions for execution. If the requesting unit's deficiency cannot be sourced from within the MSC, MEF, and MARFOR, the MARFOR will direct the requesting unit to submit a requisition for replacement in GCSS-MC. Subsequently, MARCORLOGCOM will review and fulfill the requisition as long as the requested quantity does not exceed the AAO. If the requested quantity exceeds the AAO, MARCORLOGCOM will provide cancellation status to the requesting unit for the excess quantity.

<p>VOLUME 6: CHAPTER 5</p> <p>“EXCHANGE OF NONEXCESS PERSONAL PROPERTY”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
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CHAPTER 5

EXCHANGE OF NON-EXCESS PERSONAL PROPERTY

0501 GENERAL

050101. DoD policy is to exchange, rather than replace, eligible non-excess property whenever exchange promotes economical and efficient program accomplishment. Exchange policy, authority, and applicability are governed by reference (g) (issued by the Administrator of the General Services Administration (GSA)), Volume 9 of reference (h), reference (i), and reference (j). Reference (k) prescribes the policy and procedures for exchange of non-excess personal property concurrent with an acquisition.

050102. Personal property includes all property (systems and equipment, materials, and supplies) except real property (land and improvements to facilities), and records of the Federal Government. Exchange (trade-in) property includes personal property not in excess to the needs of the owning activity, but eligible for replacement because of obsolescence, unserviceability, or other valid reasons. Exchanged property is applied as whole or as partial payment allowance toward the acquisition of similar items. The exchange of items is authorized when the existing item and replaced item are: identical; fall within a single Federal Supply Classification (FSC) group of property (includes any and all forms of property within a single FSC group); are parts or containers for similar equipment; or are designed or constructed for the same purpose (includes any and all forms of property regardless of the FSC group to which they are assigned).

0502 EXCHANGES

Any equipment, including repair parts, may be exchanged subject to the limitations provided by reference (l).

050201. For all exchanges, a written administrative determination of economic advantage shall be prepared by the acquiring activity (e.g., PM, PdM). This determination shall indicate the following:

- A. The anticipated economic advantage to the government resulting from the use of the exchange authority.
- B. That exchange allowances shall be applied in payment for the items to be acquired.
- C. That, if required, the property has been rendered safe or innocuous, or has been demilitarized in accordance with reference (m).

050202. In documenting exchange transactions, a detailed cross-reference between old and new items is not required; however, the acquiring activity shall maintain records that are adequate enough to substantiate that:

- A. The items acquired were similar to the items exchanged.

B. Any exchange allowances applied as whole or part payment for property acquired were in fact available for such application.

050203. Under the exchange of non-excess personal property program, the following are not authorized:

- A. The acquisition of any personal property not authorized by law.
- B. The acquisition of personal property in violation of any procurement restrictions for commodities or any established replacement policies or standards promulgated by the President, Congress, Secretary of Defense (or designee thereof), or the Administrator of the GSA.
- C. The acquisition of personal property when procurement under a Federal Supply Schedule contract is required, except when acquired under such contract.
- D. The exchange of excess or surplus property even though otherwise eligible in connection with the acquisition of personal property.
- E. The use of exchange authority for the exchange of strategic or critical material, except as authorized by Volume 3 of this Order.
- F. The use of exchange authority for the exchange of nuclear regulatory commission-controlled material.
- G. The exchange of controlled substances, except in accordance with Volume 3 of this Order.
- H. The exchange of scrap materials in connection with the acquisition of personal property.
- I. The exchange of property otherwise eligible which was acquired from another agency or DoD component as non-excess, excess or surplus, unless that property was in use for one year after acquisition.

050204. Property acquired by exchange shall be recorded at acquisition cost. The credit received from the exchange is considered to be the selling price of exchanged property and is to be accounted for as a gain or loss on the sale of property in accordance with reference (n).

<p>VOLUME 6: CHAPTER 6</p> <p>“RECLASSIFICATION OF MILITARY EQUIPMENT TO GARRISON PROPERTY OR GARRISON MOBILE EQUIPMENT”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
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CHAPTER 6

RECLASSIFICATION OF MILITARY EQUIPMENT TO GARRISON PROPERTY OR GARRISON MOBILE EQUIPMENT

0601 GENERAL

Military equipment that is excess to approved warfighting requirements can be used to fill validated garrison property or garrison mobile equipment (GME) requirements. This chapter provides the policy and procedures to reclassify and permanently transfer excess military equipment to garrison property or GME. Garrison property and garrison mobile equipment will not be reclassified to military equipment.

0602 RECLASSIFICATIONS

All requests to reclassify and permanently transfer military equipment to garrison property or GME must be approved by DC I&L (LP) and MCICOM. The request can include Class IX supply (repair parts) that is excess and supports the military being reclassified as garrison property/GME. All reclassification requests will be endorsed by the installation property office and sent to MARCORLOGCOM via naval message. Upon receipt of a reclassification request, MARCORLOGCOM will conduct a feasibility of support to validate current military equipment inventory levels and determine supportability. Regardless of the AAO, Net Asset Posture, or disposal plan, a feasibility of support is required for all reclassification requests to maintain an audit trail and ensure accountability of reclassified items. If deemed unsupported, MARCORLOGCOM will notify the requesting organization via naval message. If deemed supportable, MARCORLOGCOM will endorse and forward the request with the feasibility of support results to DC I&L (LP) via naval message. DC I&L (LP) will coordinate a risk assessment with DC PP&O and MCICOM. If DC PP&O and MCICOM deems the risk acceptable, DC I&L (LP) will release a naval message authorizing the reclassification and permanent transfer of military equipment to garrison property or GME. The naval message, feasibility of support, DD 1348-1A, and DD 1149, "Requisition and Invoice/Shipping Document," serve as key supporting documentation for reclassification and permanent transfer of military equipment to garrison property or GME. Key supporting documentation for reclassifications will be retained for 10 years. Upon reclassification, the requesting organization will account for garrison property or GME in the DPAS. Additionally, for military equipment that is reclassified to garrison property or GME, the MARFORs (e.g., SMU and RIP) will no longer provide maintenance or supply support. For reclassified equipment that does not support an installation mission, the using unit will fund all support costs.

VOLUME 6: CHAPTER 7

“TURN-IN OF MATERIEL TO DLA DISPOSITION SERVICES”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 7

TURN-IN OF MATERIEL TO DLA DISPOSITION SERVICES

0701 GENERAL

The proper disposition of Marine Corps property is a multi-step collaborative effort requiring logistics chain management actions between MARCORLOGCOM, MARCORSYSCOM, PEO-LS, Marine Corps supply activities, and supporting DLA-DS activities. Properly executing and documenting the turn-in of Marine Corps property to DLA-DS is essential to maintaining accurate accountability, auditability, and reporting of assets to the Marine Corps financial statement. To ensure accurate property accountability and visibility of Marine Corps disposals and returns, all transactions will be executed in compliance with the guidance set forth in Volume 6 of reference (h), reference (o), reference (p), reference (q), and this Volume.

0702 EQUIPMENT IDENTIFIED FOR DISPOSAL

070201. All legacy assets identified as obsolete in a published disposal plan will be disposed of in accordance with the instructions and disposal timelines provided within the disposal document. Authorization to maintain assets beyond the disposal date must be approved by DC I&L (LP) in coordination with DC PP&O. The timely disposal of equipment is mandatory to ensure that obsolete and unserviceable assets are removed from the Marine Corps inventory and the corresponding financial statement.

070202. Prior to the disposal of Class VII items, requesting organizations must receive authorization (i.e., disposition instructions) from MARCORLOGCOM via the GCSS-MC service request process. MARCORLOGCOM will provide disposition instructions indicating whether the requesting unit can dispose the items locally or if the unit must arrange commercial transportation for a non-local turn-in to DLA-DS. This process must begin with the accurate identification of disposal assets by the NSN, quantity, condition code, serial number, and UII.

070203. After receiving disposition instructions from MARCORLOGCOM via GCSS-MC, the owning organization will prepare the items for disposition. To ensure environmental compliance, the unit will take actions to ensure that all property for turn-in is safe to handle and does not leak during storage or transport to the DLA-DS field office.

070204. Equipment staged for disposition is not authorized for daily use within the command or activity.

070205. Responsible officers (ROs)/property custodians may be required to store and maintain large assets (e.g., vehicles, engineer equipment) until the disposal delivery date. Regardless of the storage location, the supply officer/APO will initiate and complete the disposal process for their organization. Owning organizations must document any situation that prevents the unit from complying with the 30-day turn-in requirement. Examples of such situations include DLA-DS field offices not accepting turn-ins or large scale disposal projects.

070206. For military equipment, the owning organization supply officer/APO will use the Material Redistribution process in GCSS-MC to generate the DD 1348-1A shipping document

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(with a GCSS-MC-generated document number) and to send a shipment status to DLA-DS. The owning organization must ensure that serial numbers for all disposal assets are listed on the GCSS-MC-generated DD 1348-1A. MARCORLOGCOM organizations that use the Stock Control System (SCS) will follow disposal actions per the UM 4400-13. For garrison property and garrison mobile equipment, units will use DPAS for disposal actions.

070207. Within three working days of receiving disposition instructions, the owning organization will use the “Transportation Scheduler” within the DLA-DS website to schedule a disposal turn-in appointment at a local DLA-DS field office, or a pick-up date for deliveries to a non-local site. If the transportation scheduler application is not available, organizations must contact the local DLA-DS field office to schedule a turn-in appointment. To maintain an accurate audit trail of items transferred from Marine Corps ownership to DLA-DS, the owning organization must use the GCSS-MC-generated document number to schedule the appointment. The owning organization must also use the corresponding GCSS-MC-generated DD 1348-1A or DPAS DD 1348-1A (for garrison property or garrison mobile equipment) for the disposal turn-in. If the assets require commercial transportation to a non-local DLA-DS site, the owning organization must contact a local DLA-DS field office prior to scheduling a pick-up date in “Transportation Scheduler.” Contact information for a supporting DLA-DS Disposal Service Representative can be located at <http://www.dispositionservices.dla.mil/drmo/pages/default.aspx>. A local DLA-DS representative will inspect the assets at the owning organization’s location to ensure proper preparation for shipment. Once the local DLA-DS representative has approved the assets for shipment, the owning organization must schedule a pick-up date via “Transportation Scheduler.” The DLA Distribution Transportation section will then arrange for a commercial carrier to transport the items to a DLA-DS field office. Commercial drivers are not required to sign DD 1348-1A shipping documents; however, a copy of the bill of lading will be provided to the owning organization prior to the pick-up date. After the commercial carrier receives the items, the owning organization must maintain the bill of lading and a copy of the “Transportation Scheduler” appointment confirmation in a DLA-DS pending file.

070208. If the assets are delivered and received at a local DLA-DS field office, the owning organization will obtain, at a minimum, a conditional receipt stamp or DLA-DS personnel initials on the DD 1348-1A. At this point, the DD 1348-1A is in a pending status and only represents DLA-DS’s “conditional acceptance” of the items. After delivery, the owning organization will place the DD 1348-1A and a copy of the “Transportation Scheduler” appointment confirmation in a DLA-DS pending file.

070209. Once DLA-DS verifies the quantity and condition of items turned-in by the owning organization, a copy of the signed DD 1348-1A and bill of lading will be uploaded to the DLA-DS Electronic Document Management Suite (EDOCS) via the DLA-DS website.

070210. Seven business days after the disposal turn-in, the owning organization must periodically check the EDOCS Suite for the DD 1348-1A or bill of lading. DLA-DS may take up to 45 days to upload documents to the EDOCS Suite. Once available, the owning organization will print the signed DD 1348-1A and bill of lading (if applicable) from DLA’S EDOCS website. The printed DD 1348-1A represents the final receipt and is a key supporting document (KSD) that shows that the ownership of the assets has transferred from the Marine Corps inventory to DLA. The unit must upload the EDOCS Suite DD 1348-1A and bill of lading to the original return service request in GCSS-MC. The unit must also staple a copy to the original DD 1348-1A and transfer the document

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from the pending file to the supply active file (i.e., voucher file) in accordance with Volume 3 of this Order. File retention is ten years (three years active file and seven years archived).

070211. If after 30 days, the unit cannot locate the EDOCS Suite DD 1348-1A, the unit will notify DLA-DS. If DLA-DS cannot locate the signed DD 1348-1A, then the “conditional acceptance” DD 1348-1A will become the voucherable document.

070212. If DLA-DS discovers discrepancies between the information provided on the owning organization’s DD 1348-1A and the physical assets turned-in (e.g., quantity mismatches or incorrect condition codes), DLA-DS will provide the owning organization a Supply Discrepancy Report (SDR) via the Program Data Reporting and Evaluation Program (PDREP).

070213. During the 30-day period after the disposal turn-in, owning organizations must screen the “reporting tools” functionality within PDREP on a weekly basis to identify SDRs that require action.

070214. Owing organizations in receipt of an SDR must perform causative research and, as required, deliver the missing quantities, perform appropriate disposal transactions in GCSS-MC/SCS, and/or adjust property records and KSDs.

070215. For disposals of military equipment and/or secondary reparables directed by a MARCORLOGCOM Inventory Manager, the owning organization must attach all KSDs (i.e., EDOCS Suite DD 1348-1A, Transportation Scheduler confirmation, and commercial carrier bill of lading) to the original GCSS-MC service request and reassign the task to the MARCORLOGCOM Inventory Manager who provided disposition instructions.

0703 STORES ACCOUNT CODE 1 (SAC 1) ASSETS

For SAC 1 assets, the same procedures in paragraph 0702 (excluding paragraph 070215) must be followed to ensure that consistent document numbers are used for the turn-in of property. Specifically, units must use the GCSS-MC-generated document number (i.e., from the “Material Redistribution” process) to schedule a DLA-DS appointment via the “Transportation Scheduler.”

0704 INTERMEDIATE MAINTENANCE ACTIVITY (IMA) DISPOSALS

In the event an IMA determines that a Class VII Item is damaged beyond repair or has reached the end of its service life, the IMA will request disposition instructions via the GCSS-MC service request process and per Chapter 3 of this Volume.

070401. In coordination with the MARCORSYSCOM PM/PdM for the asset, MARCORLOGCOM will approve the request and provide disposition instructions to the IMA via the GCSS-MC service request process.

070402. Once disposition instructions are provided by MARCORLOGCOM, the IMA will perform all actions to ensure that all property turned in to DLA-DS is safe to handle and does not leak during storage and transport to the DLA-DS field office to ensure environmental compliance.

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070403. As directed in the GCSS-MC service request and disposition instructions, the owning organization supply activity will perform all required supply actions to include the Materiel Redistribution process that generates the GCSS-MC-generated DD 1348-1A and the shipment transaction to DLA-DS within five business days of notification.

070404. Once the owning organization completes the required supply actions, the IMA will contact DLA-DS prior to scheduling a pick-up date within "Transportation Scheduler." The IMA will ensure that the GCSS-MC-generated document number is used when scheduling a turn-in appointment via DLA-DS's Transportation Scheduler. Once the asset is delivered to a local DLA-DS field office or picked up by a commercial carrier, the IMA will attach a copy of the signed DD 1348-1A and bill of lading to the GCSS-MC service request as a proof of delivery and file a copy in the pending file. This KSD shows "conditional acceptance" of the asset by DLA-DS.

070405. After seven days, the owning organization will screen the EDOCS Suite and, when available, download the signed DD 1348-1A and bill of lading. The unit will upload the EDOCS Suite's copy of the signed DD 1348-1A and bill of lading to the GCSS-MC service request and file a copy in the supply active file, per Volume 3 of this Order, with the conditional acceptance DD 1348-1A. This represents final receipt of the asset by DLA-DS and ends the life cycle of the item for readiness and valuation reporting.

070406. The IMA will then assign a disposition task to the MARCORLOGCOM Inventory Manager for visibility of the KSD. Upon verification of completed disposition, the Inventory Manager will complete the disposition task. The IMA will also reassign the service request to the MARCORLOGCOM WSMC for follow-on actions.

070407. After closing out the GCSS-MC service request, MARCORLOGCOM WSMC will notify MARCORSYSCOM so that the PM/PdM can update the IUID Registry and the military equipment valuation tables.

0705 CONSUMABLE ITEMS

Consumable items without an NSN (e.g., scrap metal, brass, dunnage, and etc.) that is not accounted for within an APSR (i.e., DPAS, GCSS-MC, or SCS) must be disposed of via the DLA-DS Electronic Turn-In Document (ETID) process. Units can enter items by NSN or local NSN (i.e., Marine Corps Stock Number), into the DLA-DS's ETID system. Owning organizations must also identify the basic material content, estimated weight, and precious metal code (if applicable).

070501. Once items are entered into the ETID system, a DD 1348-1A document number will be generated. The owning organization will use this document number to request a turn-in appointment via the DLA-DS Transportation Scheduler. After delivery on the scheduled date, a copy of the signed DD 1348-1A will be retained in the pending file.

070502. After seven days, the owning organization will perform all administrative follow-up actions in paragraph 070210 (i.e., download the ETID DD 1348-1A from the DLA-DS EDOCS Suite as a form of final receipt; contact DLA-DS if the DD 1348-1A cannot be located in the EDOCS Suite; and take action on SDRs provided by DLA-DS).

0706 ITEMS REQUIRING SPECIALIZED PROCESSING FOR DISPOSAL

070601. Due to the nature and sensitivity of communications security equipment, this policy does not apply to the disposal process used for Electronic Key Management System or CCI assets.

070602. Disposal of small arms/light weapons will be conducted in accordance with reference (o). These items will only be returned to MARCORLOGCOM for demilitarization by the PICA at Anniston Arsenal.

0707 GARRISON PROPERTY

070701. Organizations that possess garrison property are not authorized to dispose of garrison property directly with DLA-DS without prior approval from the installation PPM/Base Property Control Office (BPCO).

070702. The owning organization's supply officer/APO must identify to the installation PPM/BPCO all excess or unserviceable garrison property, regardless of unit price. Assets within DPAS that do not have a MCSN must be properly cataloged.

070703. The PPM/BPCO will provide disposition instructions as required.

070704. If disposition to DLA-DS is determined, the PPM/BPCO will either provide the supply officer/APO with the required DD 1348-1A turn-in documents, or direct the supply officer/APO to obtain the DD 1348-1A turn-in documents via the DLA-DS ETIDS website.

070705. Once appropriate turn-in documents have been obtained, the supply officer/APO will schedule a turn-in appointment via the DLA-DS Transportation Scheduler. After delivery on the scheduled date, a copy of all "conditional acceptance" DD 1348-1A turn-in documents will be provided to the PPM/BPCO and be retained in a pending file.

070706. After seven days, the PPM/BPCO will perform all administrative follow-up actions in paragraph 070210 (i.e., download the signed DD 1348-1As from the DLA-DS EDOCS system as a form of final receipt; contact DLA-DS if the DD 1348-1As cannot be located in the EDOCS system; take action on SDRS provided by DLA-DS).

070707. For audit purposes, the possessing organization supply officer/APO and PPM/BPCO must retain all final receipt DD 1348-1A turn-in documents as proof that ownership of garrison property has transferred to DLA-DS. A copy of final receipt turn-in documents for specific garrison property assets must be provided to the PPM/BPCO per the disposition instructions.

0708 DISPOSAL TURN-IN KEY SUPPORTING DOCUMENTS (KSD)

070801. Marine Corps units will use the GCSS-MC-generated DD 1348-1A to dispose of military equipment for the following reasons:

A. It automatically provides the necessary information required by DLA-DS for the turn-in of Class VII items.

B. It is the primary document that establishes accountability and a clear audit trail for Marine Corps property.

C. For audit purposes, it is the authorized Tier Level 1 KSD used to prove the disposal/turn-in of Marine Corps assets to DLA-DS.

070802. Supply activities disposing of garrison property or garrison mobile equipment accounted for in DPAS must retain manually created DD 1348-1As as acceptable KSDs for audit purposes. This includes signed DD 1348-1As posted to the EDOCS system by DLA-DS.

0709 ITEM UNIQUE IDENTIFICATION (IUID) TEMPORARY DATA STORAGE (TDS)

070901. TDS is the Marine Corps' military equipment IUID data repository until such time as GCSS-MC subsumes this functionality. Upon completion of disposal actions or property transfers to DLA-DS, Marine Corps commands and activities will comply with the MARCORSYSCOM PM/PdM equipment disposal plans.

070902. MARCORSYSCOM PMs/PdMs are responsible for generating and submitting life cycle event updates to include disposals to TDS and the IUID Registry.

070903. For TDS updates, provide the MARCORSYSCOM IUID Project Officer with the approved file format for disposals. The file format is located on the TDS website, <https://tds-iuid.com>. The Assistant Commander, Acquisition Logistics Product Support IUID Knowledge Center is located at https://mcscviper.usmc.mil/sites/mcsciuid/tds/tds_data_submission/forms/allitems.aspx, and the MARCORSYSCOM IUID project site is located at <https://mcscviper.usmc.mil/sites/mcsciuid/tdsdatasubmission/mc%20tds%20data%20submission%20and%20management%20for%20iuid/forms/allitems.aspx>.

070904. For garrison property and garrison mobile equipment, units will update the IUID Registry via DPAS.

APPENDIX A

Processing Timeframes for Depot Level Repairables and Equipment

<u>Function</u>	<u>Time (Calendar Days)</u>		
Administrative Processing of Disposition Instructions at the MSC/Holding Unit			5
Preservation, Packaging and Packing processing			6
RSA Receipt Processing			10
	<u>CONUS</u>	<u>Overseas Western Pacific</u>	<u>Overseas All Others</u>
Distribution Management Office/ In Transit:	14	53	38
ATAC (SECREPs only)	14	30	30