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UNITED STATES MARINE CORPS
SUPPORT BATTALION
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5020

BnO P4400.6F
BnSup
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BATTALION ORDER P4400.6F

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR SUPPLY

- Ref:
- (a) UM 4400-15
 - (b) MCO P1020.34C
 - (c) MCO P4050.38A
 - (d) MCO P4400.150C
 - (e) MCO 4200.15F
 - (f) BO P4400.17
 - (g) BO P4400.5D
 - (h) BO P10110.10B
 - (i) BnO 10110.3E
 - (j) BnO 11100.3B

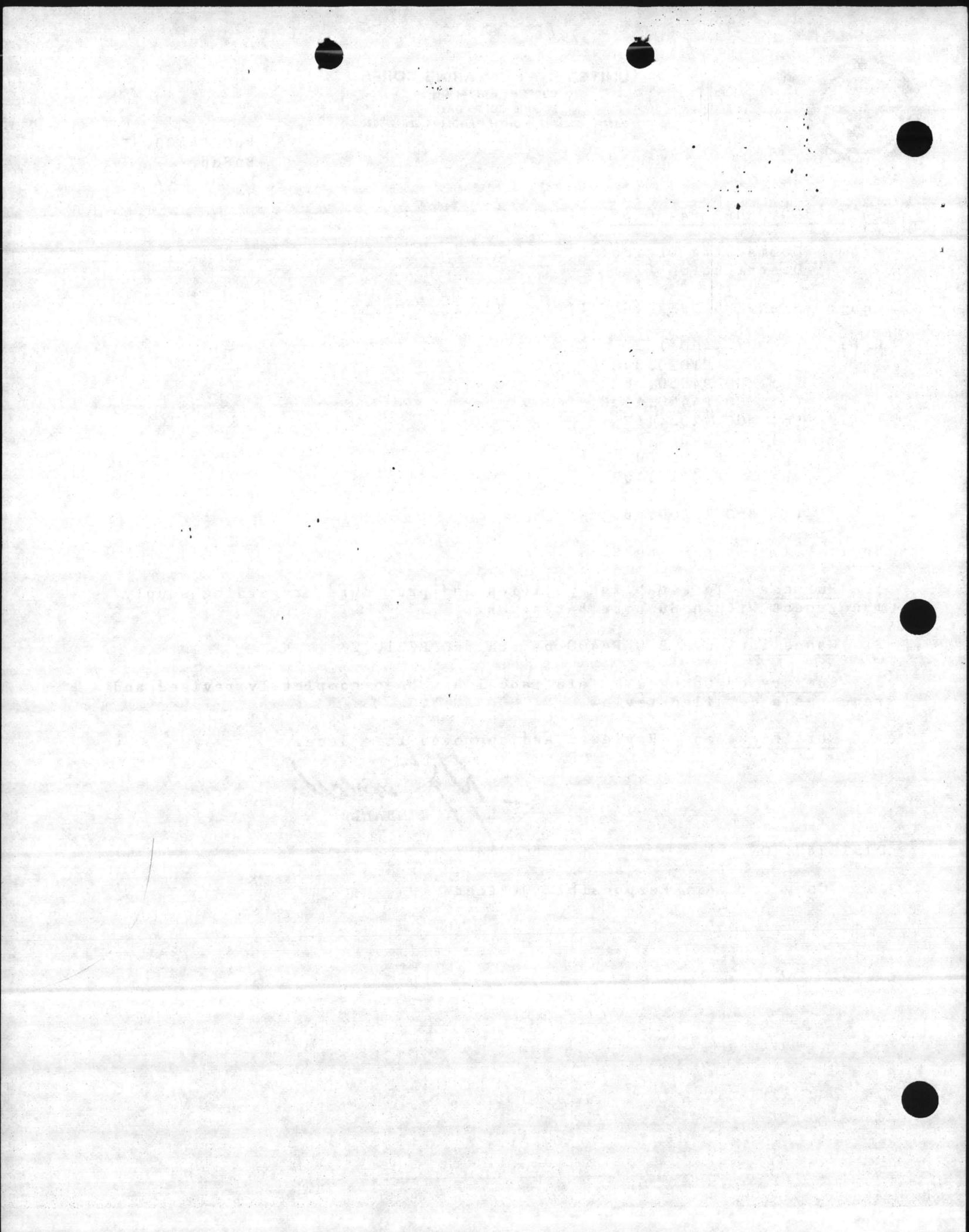
Encl: (1) Locator Sheet

1. Purpose. To establish policies and procedures regarding supply management within Support Battalion.
2. Cancellation. BnO P4400.6E and BnO P7210.2
3. Summary of Changes. This manual has been completely revised and requires a detailed review.
4. Certification. Reviewed and approved this date.

L. J. Kimball
L. J. KIMBALL

DISTRIBUTION: A

Copy to: All Responsible Officers

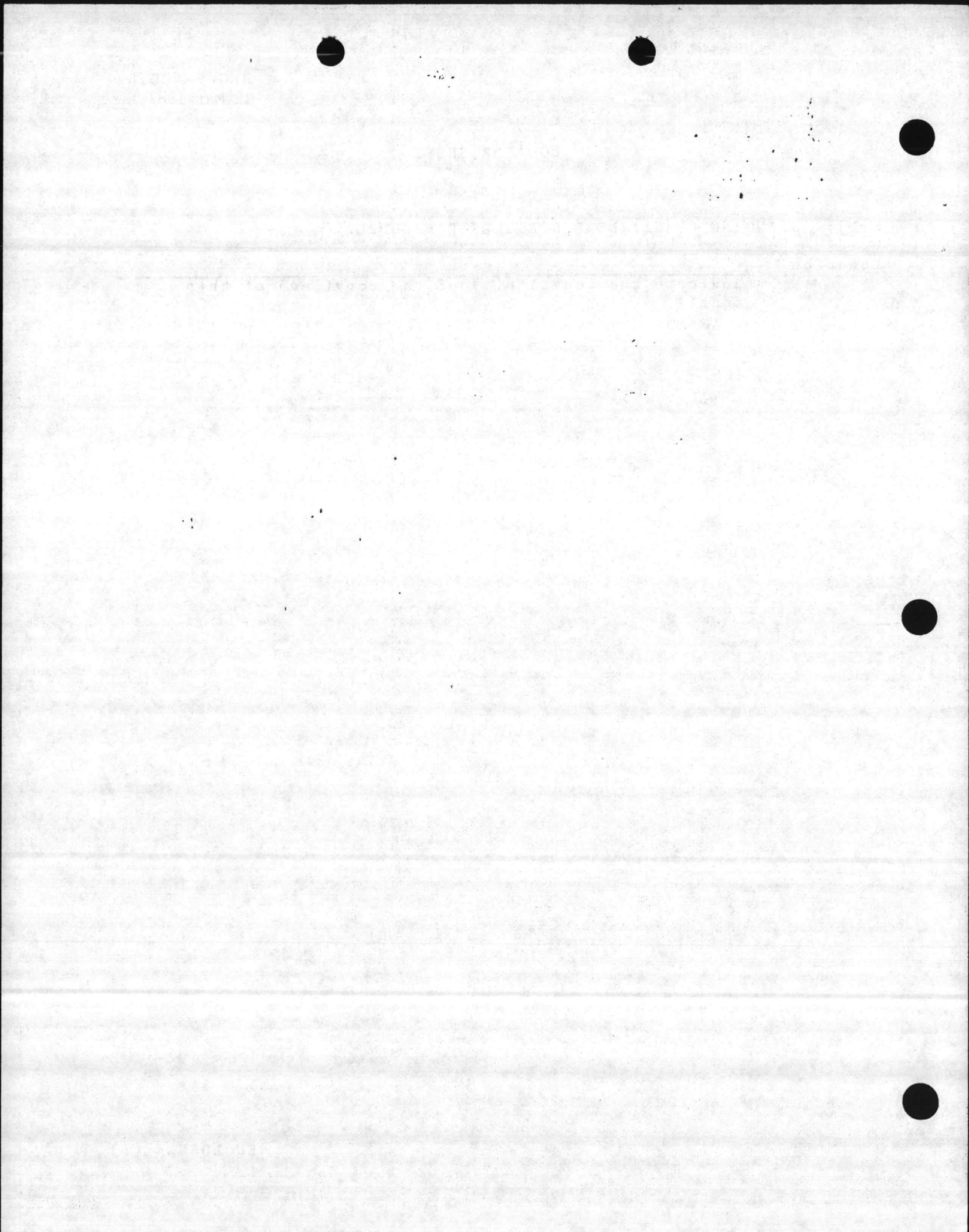


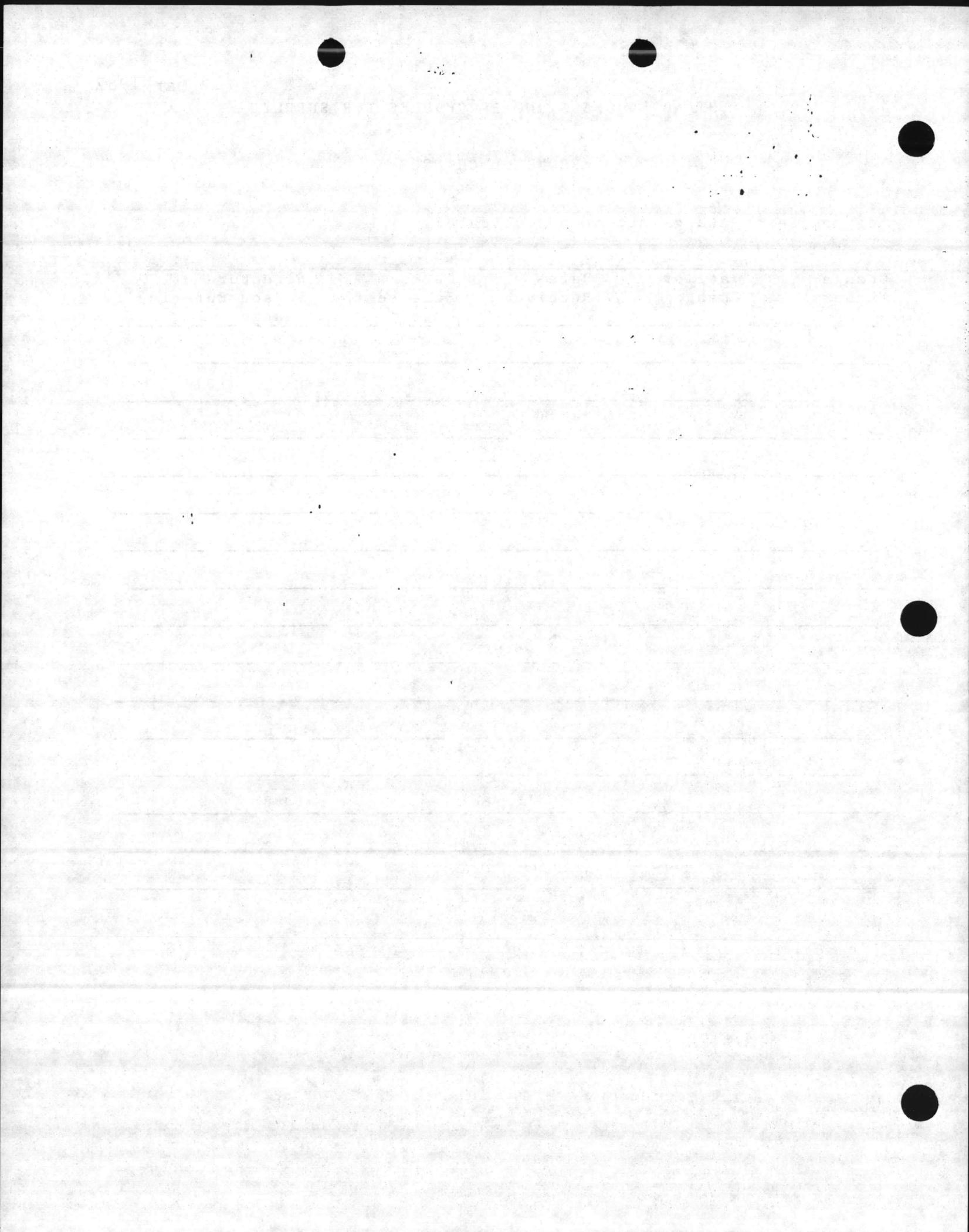
LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR SUPPLY

Location:

(Indicate the location(s) of the copy(ies) of this Manual)





STANDING OPERATING PROCEDURES FOR SUPPLY

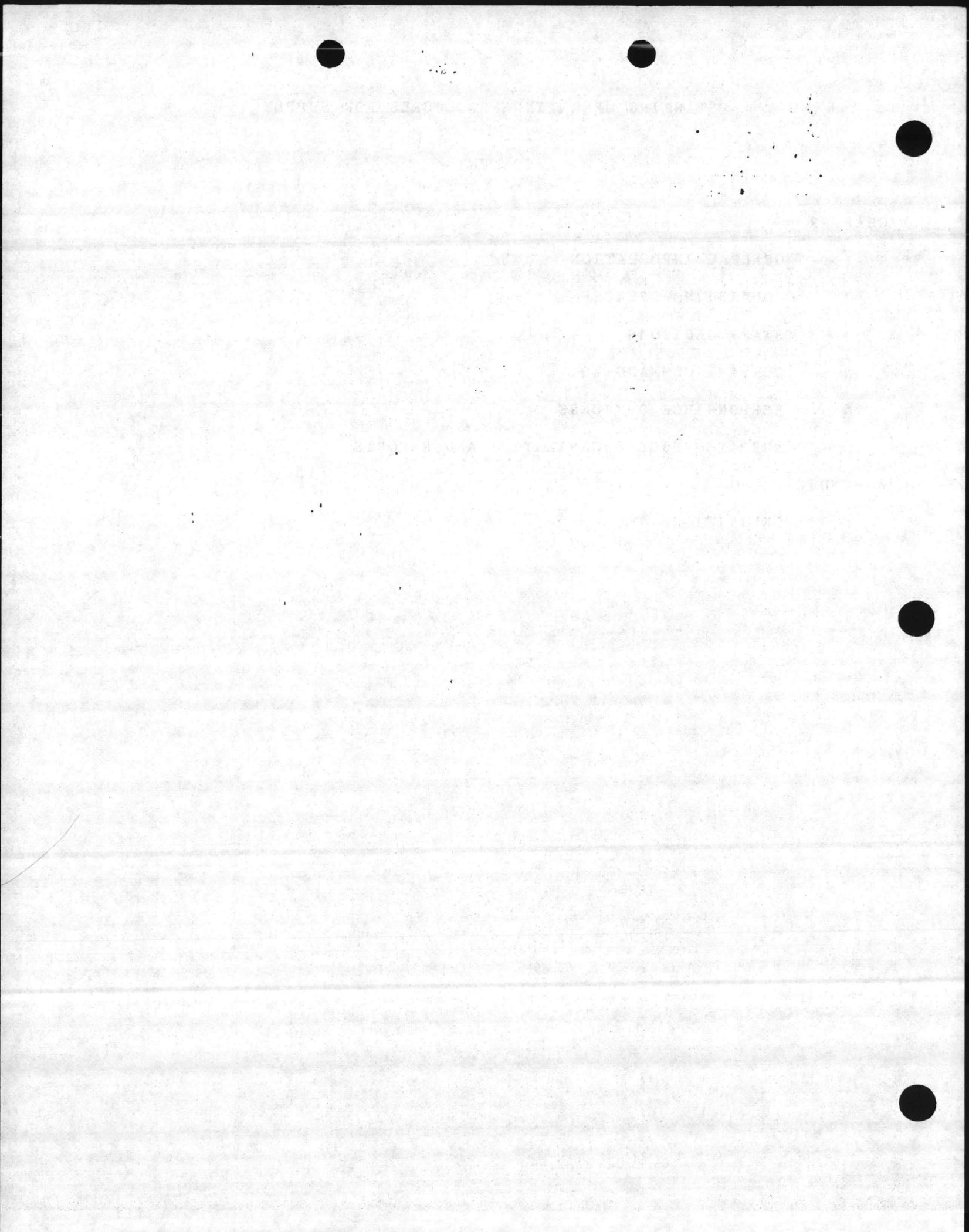
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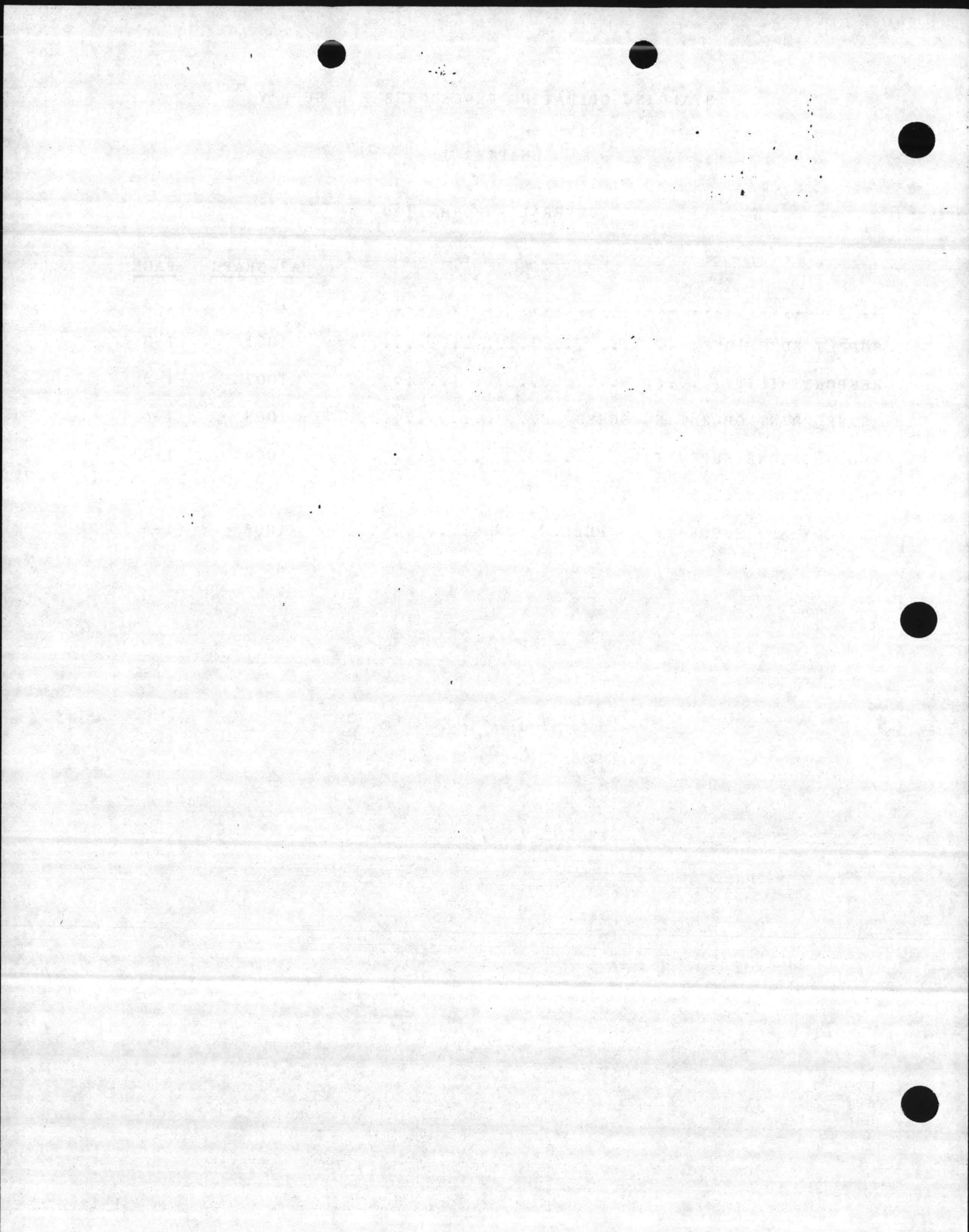


STANDING OPERATING PROCEDURES FOR SUPPLY

CHAPTER 1

GENERAL INFORMATION

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STANDING OPERATING PROCEDURES FOR SUPPLY

CHAPTER 1

GENERAL INFORMATION

1000. MISSION. The mission of Support Battalion Supply is to provide the necessary supplies and equipment, and perform supply management to enable the Commanding Officer (CO) to accomplish his mission. Additionally, a collateral mission is to provide supply support to designated sub-departments of the Assistant Chief of Staff, Logistics (AC/S, Log) and the Natural Resources and Environmental Affairs Division (NREAD).

1001. SUPPLY FUNCTIONS

1. Requisitioning, warehousing, and issuing of all equipment, material, and supplies for Support Battalion and the designated sub-departments of AC/S, Log and NREAD.
2. Accounting for all garrison property and Table of Equipment (T/E) items for Support Battalion and designated sub-departments of AC/S, Log and NREAD.
3. Implementing supply directives originating from higher headquarters.
4. Requisitioning and issuing publications for Support Battalion headquarters.
5. Receiving, storing, shipping, and re-issuing of personal effects in accordance with reference (c), for Support Battalion personnel.

1002. RESPONSIBILITY

1. Commanding Officer. The CO shall appoint a Supply Officer to perform the functions of stock record management and the administration of property control. Additionally, the CO will appoint responsible officers to control property at the company/section level.
2. Supply Officer. The Supply Officer is directly responsible to the CO for efficient and effective supply operations. In addition, he is responsible for the administration of the supply training program, to include periodic instruction, the utilization of appropriate Marine Corps Institute Courses (MCI's), and enrollment in available formal/informal supply schools.
3. Responsible Officer. A Responsible Officer (RO) may be any person, military or civilian, acting in a commanding or supervisory capacity. The CO will appoint RO's for the purpose of controlling property issued to the staff sections, companies, and designated sub-departments of the AC/S, Log and NREAD. Chapter five of this Order addresses in detail the duties and responsibilities of the RO.

1003. SUPPLY OFFICE AND ISSUE POINT

1. The supply office and issue point is located in Building #1117.
2. The following issue point operating schedule is in effect for individual equipment issues and turn-ins, Monday thru Friday:
 - a. Sergeants and below: 1000-1130
 1430-1630
 - b. Staff noncommissioned officers (SNCO's) and officers can receive issues and make turn-ins at anytime.
 - c. Detail or group issues will be coordinated through the Supply Chief.

1004. REQUISITIONS SUPPORT. RO's are the only authorized requisitioners. Personnel requiring requisitioning support will initiate such action through their respective RO.

1005. PUBLICATIONS

1. Requests for specific directives/orders will be forwarded to the Adjutant for approval/disapproval. Requisitions will be initiated upon approval.
2. Requisitions for commercial publications must be justified as being mission essential. Requisitions will be submitted as depicted in Figure 5-2 via the designated RO.

1006. CUSTODY AND SECURITY OF PUBLIC FUNDS1. General

a. If there is a necessity for the collection of public funds, the section Officer in Charge/Staff Noncommissioned Officer in Charge (OIC/SNCOIC) requiring such services will forward their requests for an authorized custodian of such funds to the CO via the Supply Officer.

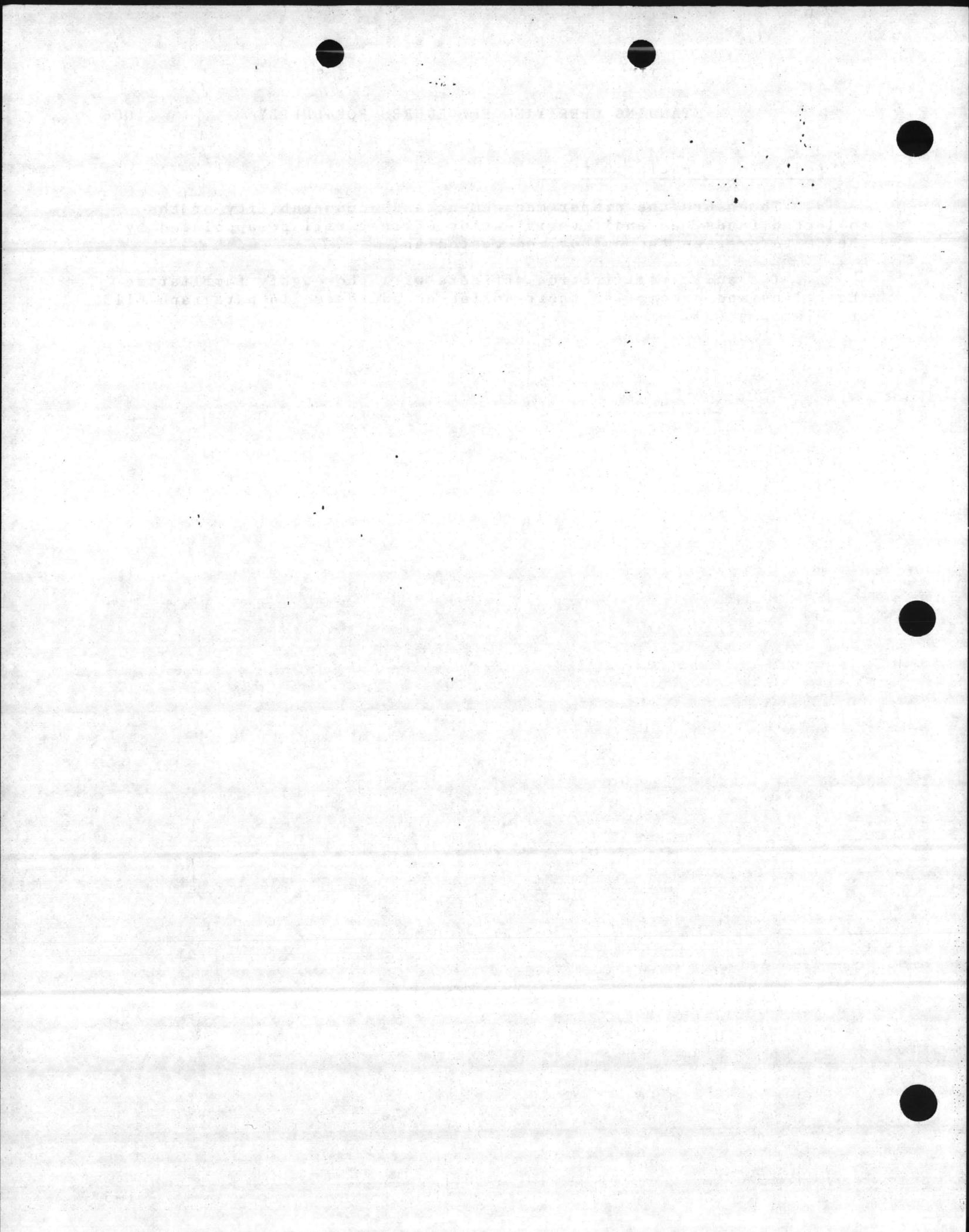
b. The only authorized custodians of Support Battalion are assigned to Battalion Supply and the Mess Hall (Building #1209).

2. Duties of the Authorized Custodian. Custodial duties, with the exception of those of the Mess Hall Custodian, are addressed in Chapter Four of reference (g). The Mess Hall Custodian will accomplish duties as directed in the current versions of references (h) and (i). Appointed custodians will thoroughly familiarize themselves and comply with the applicable orders.

3. Audit Verification Officer

a. To ensure the proper management and accountability of the collected funds, an audit verification officer will be appointed by the CO to oversee the authorized custodian.

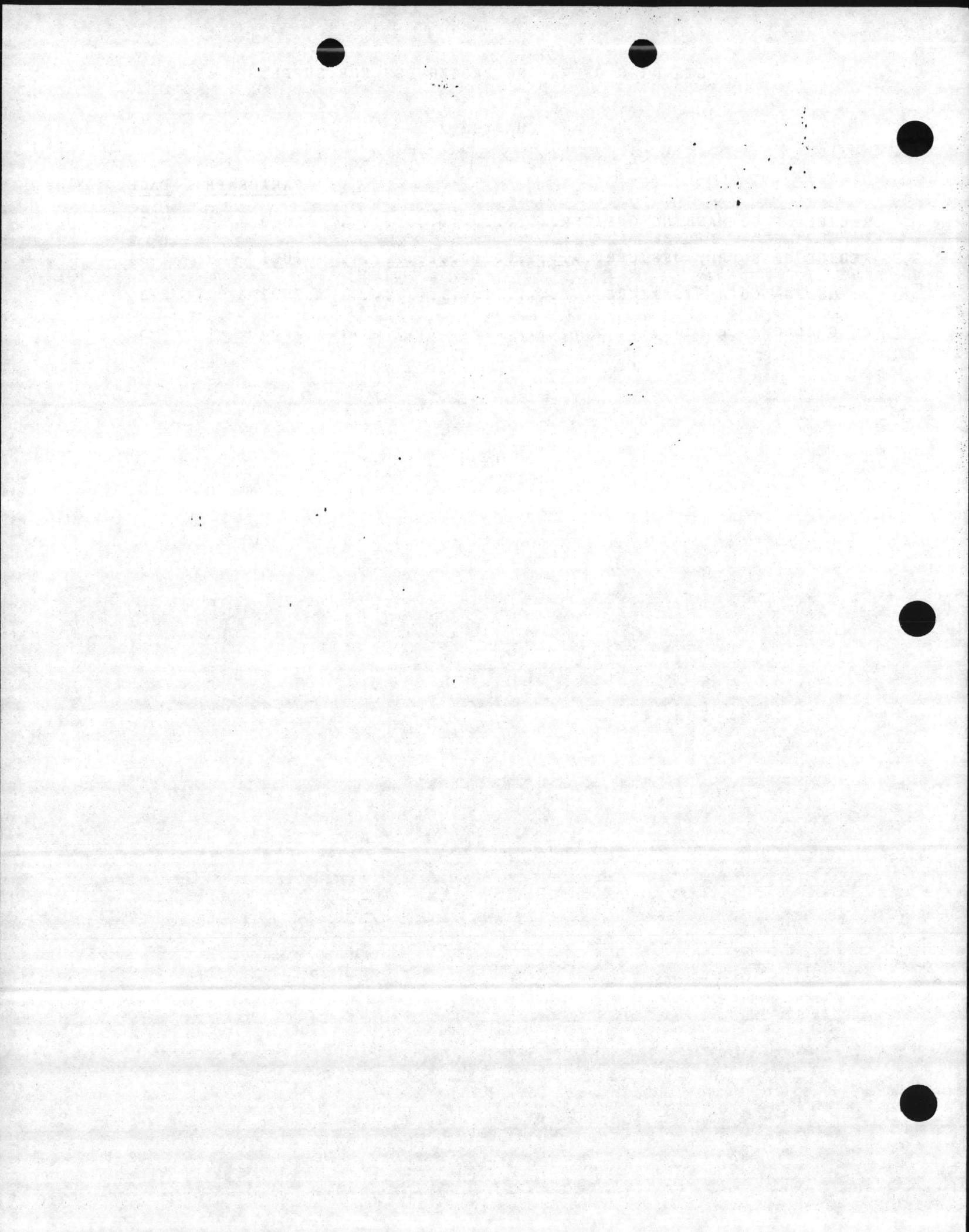
b. The audit verification officers will thoroughly familiarize themselves and accomplish their duties as addressed in paragraph 6113 of reference (e).



STANDING OPERATING PROCEDURES FOR SUPPLY

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CHAPTER 2

COMMANDING OFFICER

2000. RELIEF OF COMMANDING OFFICER. Prior to relief, the CO will provide a letter of certification to the relieving CO indicating the status of supply operations within the Command. The relieving CO will prepare, within 30 days after command assumption, an endorsement to the outgoing CO's letter of certification. The original will be maintained by the Supply Officer.

2001. RELIEF OF SUPPLY OFFICER. Within 15 days after assuming responsibility of the property account, the relieving Supply Officer will submit to the CO an evaluation of the account. Extension requests should normally be approved for one 15 day period only.

2002. ITEMS FOR THE CO'S SIGNATURE. The following are supply documents or transactions which require the CO's review, approval, and signature.

1. Reimbursement Checkages. These checkages are initiated to effect payment for missing, lost, stolen, or damaged government property for a Marine who does not desire to pay cash. A NAVMC 6, Cash Sales and Checkage Form, will be used. The document will be submitted to the CO in duplicate. An original signature is required on both copies.

2. On-hand Adjustment Transactions. These transactions are identified by a D8 or D9 document identifier code prefix. These transactions are initiated to effect on-hand adjustments to the Mechanized Allowance Listing (MAL). These adjustments are not routine in nature. The CO's review, approval, and signature are required for adjustments of more than \$800.00 for noncontrolled, unserialized items; \$250.00 or more for noncontrolled serialized items; and all controlled serialized items.

3. Priority 07 Requisitions. Customers may request an assignment of a priority 07 for their requisitions which require immediate processing. The justification stated on the requisition must provide an urgent need of the requested items which are mission essential. Priority 07's can only be assigned and approved by the CO.

4. Money Value Gain Loss Notices. This is a computer generated report which summarizes those adjustment transactions which were recently inducted. The CO will ensure that all adjustment transactions which required his approval were approved by himself. After verifying the transactions, the CO will affix his signature below the following statement on the report:

"I have reviewed the circumstances of all gains/losses on this notice except for noncontrolled, unserialized items with a value of \$800.00 or less and noncontrolled serialized items of less than \$250.00. I have directed the Supply Officer in writing to process these gains and losses."

5. Investigation Requests

a. The CO has the responsibility of determining whether an investigation should be conducted. An investigation should be conducted to accomplish one or more of the following:

(1) Determine the facts related to the loss, damage or destruction of government property.

(2) Determine the condition of damaged property, or property suspected to be damaged.

(3) Inquire into the circumstances surrounding a possible claim against the government.

(4) Make recommendations concerning the disposition, retention, and further accountability of lost, damaged, or destroyed property.

(5) Determine responsibility and extent of responsibility for the loss or damage of government property.

b. Supply investigations are not required when any of the following apply:

(1) All information listed in paragraph 5a are already known or are not required.

(2) The CO is of the opinion that no fault or negligence is indicated, or that fault or negligence might have occurred but there are insufficient facts to ascertain responsibility.

(3) Property damage occurred through normal wear and tear.

(4) An individual accepts responsibility for the loss/damage and voluntarily offers to reimburse the government, providing the CO is reasonably sure that the motives of the individual are not suspect (e.g. The CO feels the individual is not absconding with government property for his own use or subsequent resale).

(5) A motor vehicle accident has occurred in which there was no death or injury, the total property damage did not exceed \$2,000.00, and a probable claim against the government was not filed. (The Motor Vehicle Accident Report (SF91A) should preclude the necessity for an investigation if it readily identifies fault or negligence).

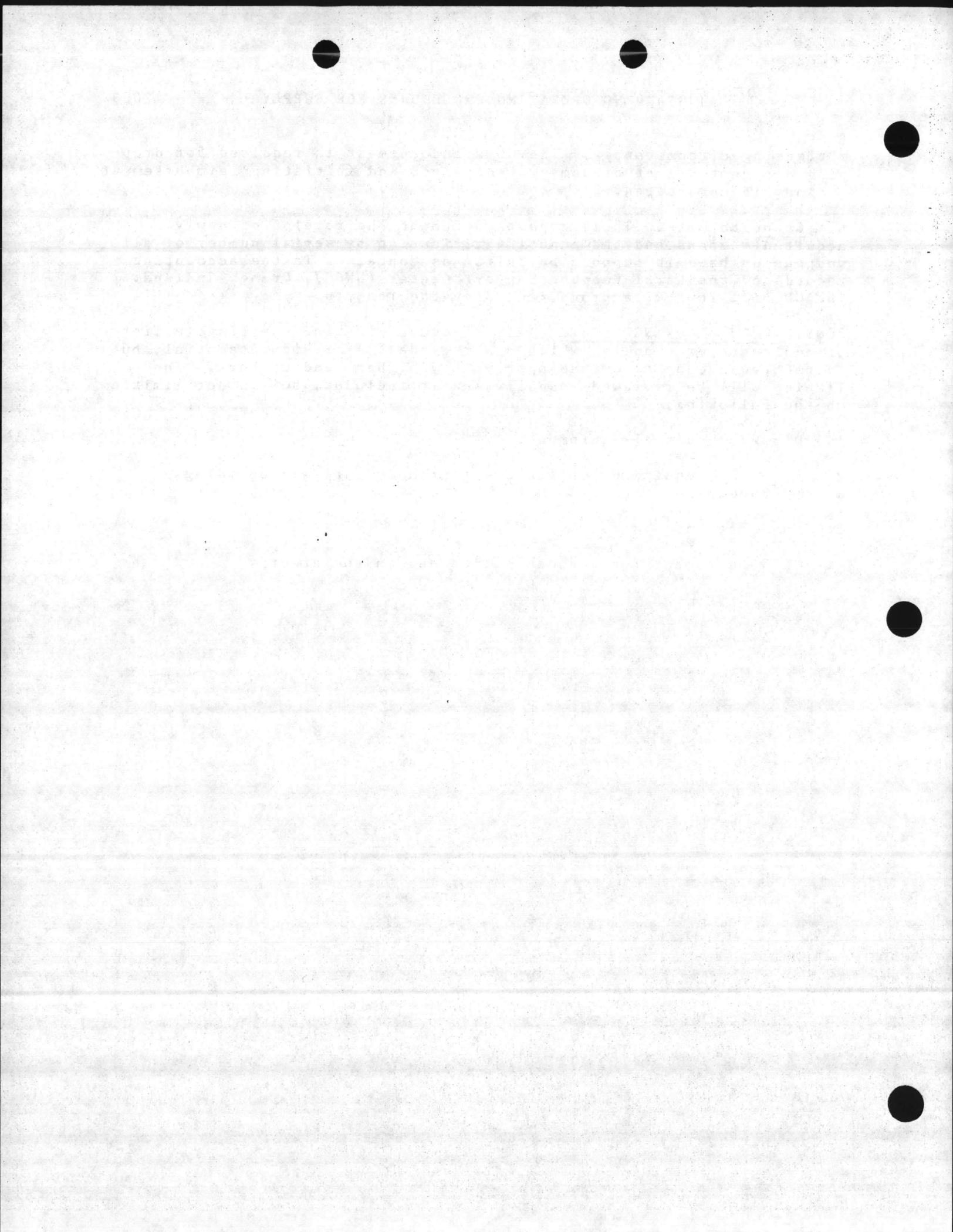
5. Missing Gear Statements. This document is initiated by a Marine, via the company commander, for lost or damaged individual equipment when the Marine does not desire to reimburse the government due to

mitigating circumstances. The CO's endorsement is required for dropping designated lost or damaged equipment and initiating reimbursement action, if so desired.

6. Crane Reports. These reports document the receipt of newly acquired weapons and the annual verification by serial number of all weapons on hand in Support Battalion as contained in the accounting records of the Naval Weapons Support Center (NWSC), Crane, Indiana. The CO will review, approve, and sign the reports.

2003. CO'S ALLOWANCE LIST. This allowance listing comprises a list of equipment or supplies which are regarded as mission essential, but do not require an allowance approval by higher headquarters. The listing will be reviewed annually and it includes, but is not limited to the following;

1. Disaster control equipment.
2. Tools and equipment utilized for grounds care and building maintenance.
3. Guideons and staffs.
4. SL-3 equipment for weapons maintained in the armory.



STANDING OPERATING PROCEDURES FOR SUPPLY

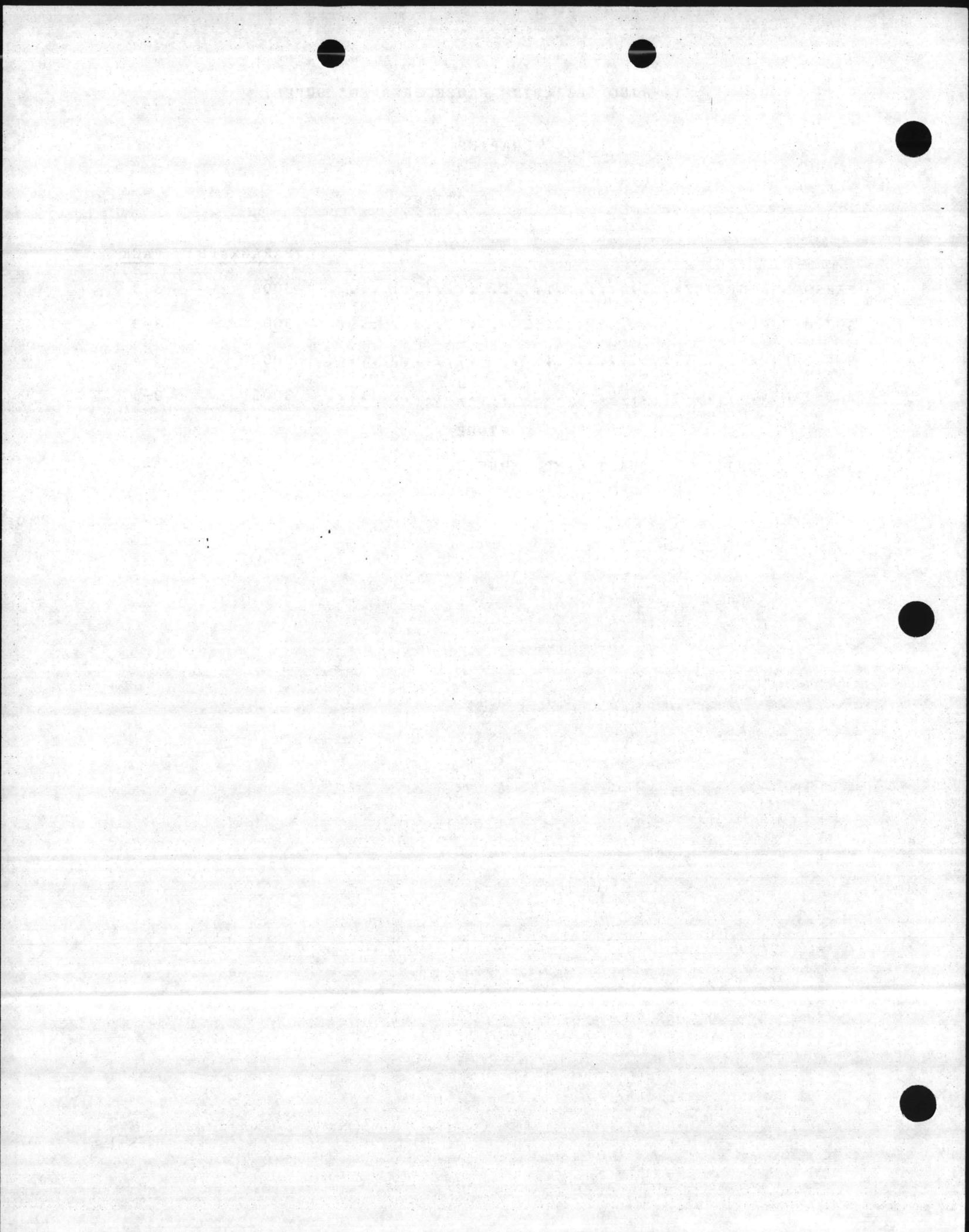
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STANDING OPERATING PROCEDURES FOR SUPPLY

CHAPTER 3

STAFF SECTIONS

3000. PERSONNEL OFFICER

1. Check-in/Check-out Procedures

a. The Personnel Officer will direct all incoming personnel to check in with the Supply Officer regardless of whether an issue of individual equipment is required. This procedure affords the Supply Officer an opportunity to maintain a current alpha roster.

b. All Marines being detached will check out with the Supply Officer prior to being released from the Battalion. In an effort to preclude individuals from leaving without returning all items of individual/organizational equipment belonging to the Battalion, no individual will be released unless the check out sheet reflects the Battalion Supply stamp as depicted below and contains the Supply Officer's or Chief's signature.

BN SUPPLY

The above individual has checked

IN/OUT INT. _____

SIGN _____ DATE _____

2. Morning Reports. The Personnel Officer shall provide the Supply Officer with a copy of the Battalion morning report in order to verify personal effects inventory requirements.

3. Name Change. Upon approval for an individual to assume a different name than that initially used when joining the Battalion, the Personnel Officer will notify the Supply Officer by memorandum, or by forwarding a copy of the authorization, and will direct the individual to report to the Supply Officer for updating of the supply files.

4. Alpha Roster. The Supply Officer will be provided with a current alpha roster on a monthly basis to ensure personnel are not detached prior to returning any individual/organizational equipment.

3001. S-3 OFFICER

1. Ammunition

a. Ammunition requirements for funeral details or rehearsals will be provided to the Supply Officer no later than one day in advance and will be submitted utilizing the format depicted in Figure 3-1.

b. All other requisitions for ammunition will be submitted to the Supply Officer at least seven working days in advance.

c. In the event ammunition for a detail is pre-staged at the Ammunition Supply Point (ASP), the detail OIC/NCOIC will sign the expenditure voucher daily at Battalion Supply, citing the actual quantity of rounds expended.

2. Miscellaneous Details. The S-3 Officer will provide the Supply Officer with a list of individuals assigned to various details, such as the rifle range, pistol range, funeral details, etc., to include the individual equipment required and the inclusive dates of the details.

3002. S-4 OFFICER

1. Ammunition. The S-4 Officer will compile the annual ammunition requirements based on input from the S-3 Officer and the ASP Guard Chief, and submit these requirements to the OIC, ASP, with a copy forwarded to the Supply Officer.

2. Request for Temporary Loans. A request for the temporary loan of equipment to other organizations will be reviewed and approved/disapproved by the S-4 Officer. The request must be in writing and contain an endorsement from the S-4 Officer prior to Supply initiating any action.

3003. ADJUTANT

1. The Adjutant will ensure copies of all investigations for property on charge to this Battalion are provided to the Supply Officer.

2. Publication requests will be submitted by memorandum to effect requisitioning action.



Memorandum

DATE:

FROM: S-3 Officer, Support Battalion, Marine Corps Base,
Camp Lejeune
TO: Supply Officer, Support Battalion, Marine Corps Base,
Camp Lejeune

SUBJ: AMMUNITION REQUEST FOR FUNERAL DETAIL

1. It is requested the below listed ammunition be made available for the indicated funeral detail.

<u>TYPE</u>	<u>DODIC</u>	<u>QUANTITY</u>	<u>PICK-UP TIME/DATE</u>
5.56MM BLANK	A080	_____	_____

2. The above listed ammunition will be expended by the burial detail at _____ on _____.

3. The SNCOIC of this detail is _____, and has been instructed regarding security requirements.

4. Additional coordinating instructions are as follows: _____

(Signature)

8000
Date

FIRST ENDORSEMENT

From: Supply Officer, Support Battalion, Marine Corps Base,
Camp Lejeune
To: Requisitions Clerk

1. The above ammunition request is approved. Establish liaison with the Battalion Armory and prepare the appropriate B7A issue document to effect this issue. Annotate the B7A document number _____ and file this request in the supply files. Lot number _____ will be utilized.

(Signature)

Figure 3-1.- Ammunition Request Memorandum.

STANDING OPERATING PROCEDURES FOR SUPPLY

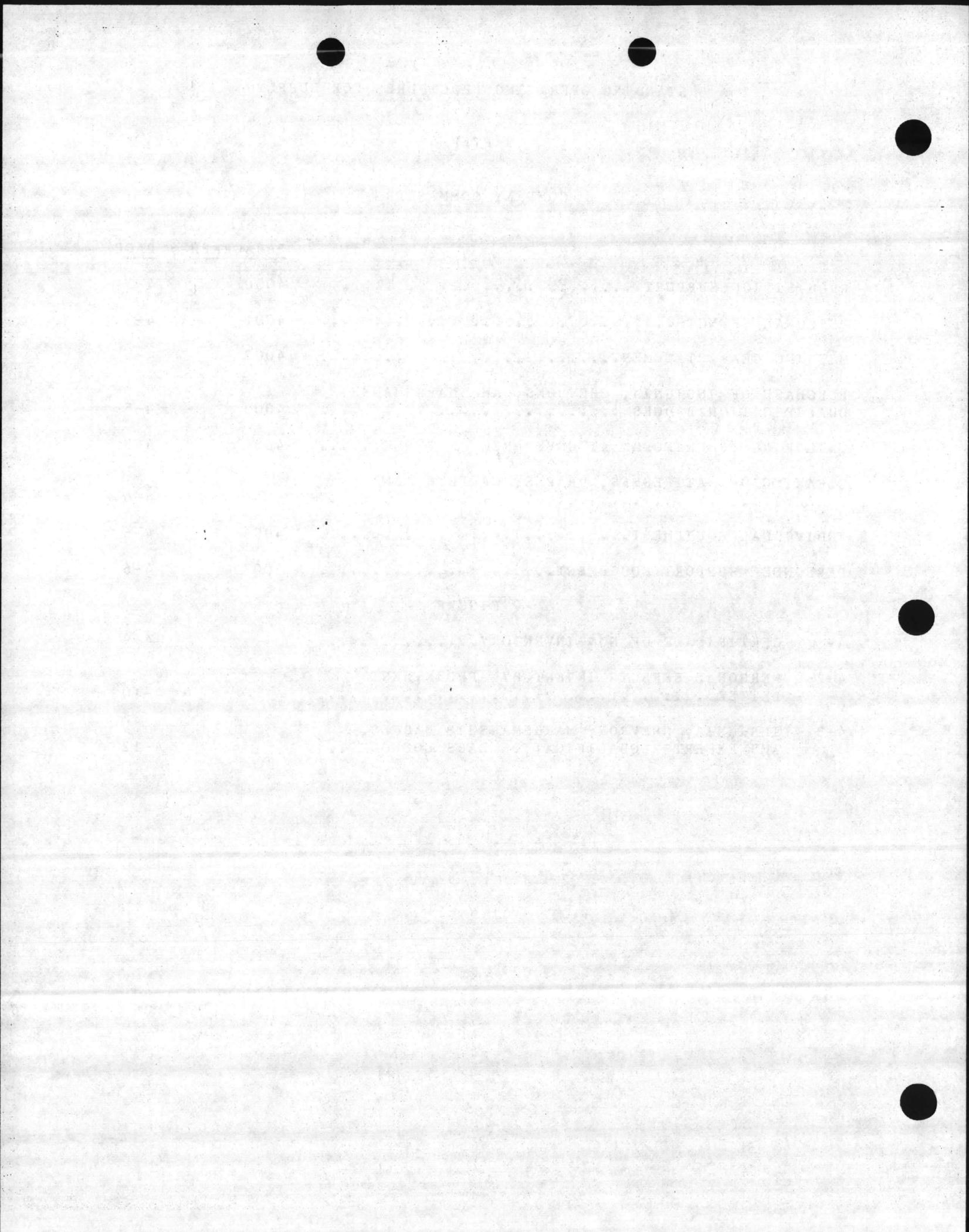
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STANDING OPERATING PROCEDURES FOR SUPPLY

CHAPTER 4

COMPANY COMMANDERS

4000. REQUISITION SUPPORT. Requisition support is afforded only to the Support and Logistic Company Commanders. Brig Company is supported by its own independent supply section. Material and equipment necessities requiring initiation of a requisition will be brought to the attention of the designated RO.

4001. PERSONAL EFFECTS

1. General

a. A personal effects inventory will be conducted within 24 hours after receipt of information that a member of this Command has entered one of the following categories:

- (1) Deceased
- (2) Missing
- (3) Hospitalized
- (4) Incarcerated/Confined
- (5) Unauthorized Absence/Desertion

(6) Separated from gear for any reason (TAD, extended leave, Correctional Custody, etc.).

b. Service members jointly occupying quarters with their next of kin need not have personal effects inventoried. However, the next of kin shall be requested to promptly return to the appointed personal effects inventory officer any government property (individual equipment, linen, serialized government equipment, etc.). The inventory officer will return such property to Battalion Supply and obtain an Individual Memorandum Receipt (IMR) in duplicate. The original copy will be attached to the Certificate of Non-Inventory (Figure 4-1) and submitted to the Supply Officer for filing.

c. In the event that no article of personal property/government property was left behind by the member concerned or the whereabouts of such property are not known, a Certificate of Non-Inventory (Figure 4-1) will be completed and forwarded to the Supply Officer.

2. Inventory Board

a. Whenever it is necessary to conduct a personal effects inventory, the company commander shall appoint a board in writing (Figure 4-2) consisting of one or more officers or SNCO's. When the effects of a commissioned officer or warrant officer requires an inventory, the inventory must be conducted by a commissioned officer.

b. The appointed inventory board member/members should be, whenever possible, the OIC/SNCOIC of the Marine requiring the inventory. The OIC/SNCOIC would be most familiar with the location of the Marines' personal effects (locker, quarters, etc.). This familiarization should expedite the inventory process.

3. Inventory. The personal effects inventory will be conducted in accordance with reference (c). The inventory board member/members will familiarize themselves with the applicable chapters of reference (c) addressing their particular situation. The board member/members will utilize enclosure (1) of their inventory appointment letter (Figure 4-2) as a guide to conducting a proper inventory. It will be completed and turned into the Supply Officer along with the inventory results.

4. Miscellaneous

a. Long Term Prisoners' Personal Effects Disposition. The personal effects of long term prisoners who are members of this Command will be processed in accordance with Chapter Five of reference (c).

b. Extended Leave or TAD. Personnel who take leave or are assigned TAD in excess of seven days and are separated from their personal effects will be afforded an opportunity to turn-in personal effects to Battalion Supply for safekeeping. Marines who desires to exercise this opportunity must have a SNCO or NCO (Supply Chief excluded) accompany them as a witness to the turn-in of personal effects.

c. Marines Assigned to Correctional Custody. Prior to the departure of the Marine to Correctional Custody, all personal effects/government personal property must be turned-in to Battalion Supply for safekeeping. A SNCO/NCO (Supply Chief excluded) must accompany the Marine as a witness to the personal effects turn-in. If applicable, a Certificate of Non-Inventory (Figure 4-1) will be submitted to the Supply Officer.

d. Personal Effects Shipment Received from a Commercial Carrier. Battalion Supply will notify the company upon receipt of personal effects of Command personnel which require an inventory if the designated owner is not immediately available within 24 hours to sign a receipt for gear. An inventory board must be appointed to conduct the inventory.

e. Disposition Instructions. The company will be notified by the Supply Officer concerning additional disposition instructions which may require letters to the next of kin of Marines having personal effects maintained in Battalion Supply when storage expiration dates have been met.

f. Access to and Return of Stored Personal Effects. Access to and return of personal effects is limited to company designated personnel, the owner, and personnel designated in writing by the owner of the effects.

4002. MISSING GEAR STATEMENTS. This document is initiated by the individual Marine who has lost or damaged individual equipment and does not desire to reimburse the government due to mitigating circumstances. The company commander will endorse the correspondence with an appropriate recommendation and forward it to the CO for approval.

4003. PURCHASE OF INSIGNIA, CHEVRONS, AND MARKSMANSHIP QUALIFICATION BADGES

1. Insignia and chevrons are authorized for initial issue to appropriate personnel at government expense for the minimum issue of uniforms and for supplemental issues when applicable. As required, the Supply Officer will be provided a memorandum addressing requirements. The requisitioning document (DD1149) will be completed by the requisition clerk. The company representative will pick up the document, have the fiscal clerk initial on the DD1149, and pick-up requirements from cash sales. Upon return, the company representative will give a copy of the completed DD1149 to the requisitions clerk and fiscal clerk.

2. Issue and Replacement of Badges and Requalification Bars. When a Marine qualifies with an assigned weapon, the appropriate badge or expert requalification bar will be furnished at government expense. Badges and expert requalification bars are available at self-service.

3. Accountability. A logbook will be used to account for the insignias, chevrons, marksmanship badges, and requalification bars. Figure 4-3 will be the format used.

4004. TAILORING OF UNIFORMS AT GOVERNMENT EXPENSE

1. Uniforms purchased through the Marine Corps Exchange by all members of this Command may be tailored at government expense except for items purchased at reduced cost and enlisted uniforms purchased by officers as authorized for wear in accordance with reference (e). Tailoring of uniforms does not include the sewing of rank insignias/service stripes or cleaning/pressing costs.

2. Personnel for which uniforms were improperly tailored or have had an unusual change in body weight or configuration since recruit training may also have their uniforms tailored at government expense, provided that no more than 180 days have lapsed since entering active duty and weight changes are within the current Marine Corps standards.

If the cost of additional tailoring exceeds 50% of the cost of new uniforms, the tailoring will not be accomplished. The individual will be reissued new uniforms on a one for one basis.

4005. CLEANING OF MATTRESSES, DRAPES, CARPETS, AND FLAGS

1. Memorandum Requests for the cleaning or Limited Technical Inspection (LTI) of mattresses will be submitted in triplicate to the Supply Officer stating the number of mattresses, location, and point of contact. The Supply Officer will forward the request to the Base Laundry. Upon notification from the Laundry, the RO will be required to provide a working party of at least two Marines to assist the laundry personnel in the cleaning of the mattresses.
2. Requests for the cleaning of carpets in living or administrative spaces will be submitted to the Supply Officer.
3. Drapes/curtains and flags will be cleaned by the Base Laundry utilizing the NAVMC 10192, Consolidated Work Request and Receipt. The section desiring the items to be cleaned will submit the work request directly to the Base Laundry. NAVMC 10192's are available at self-service.

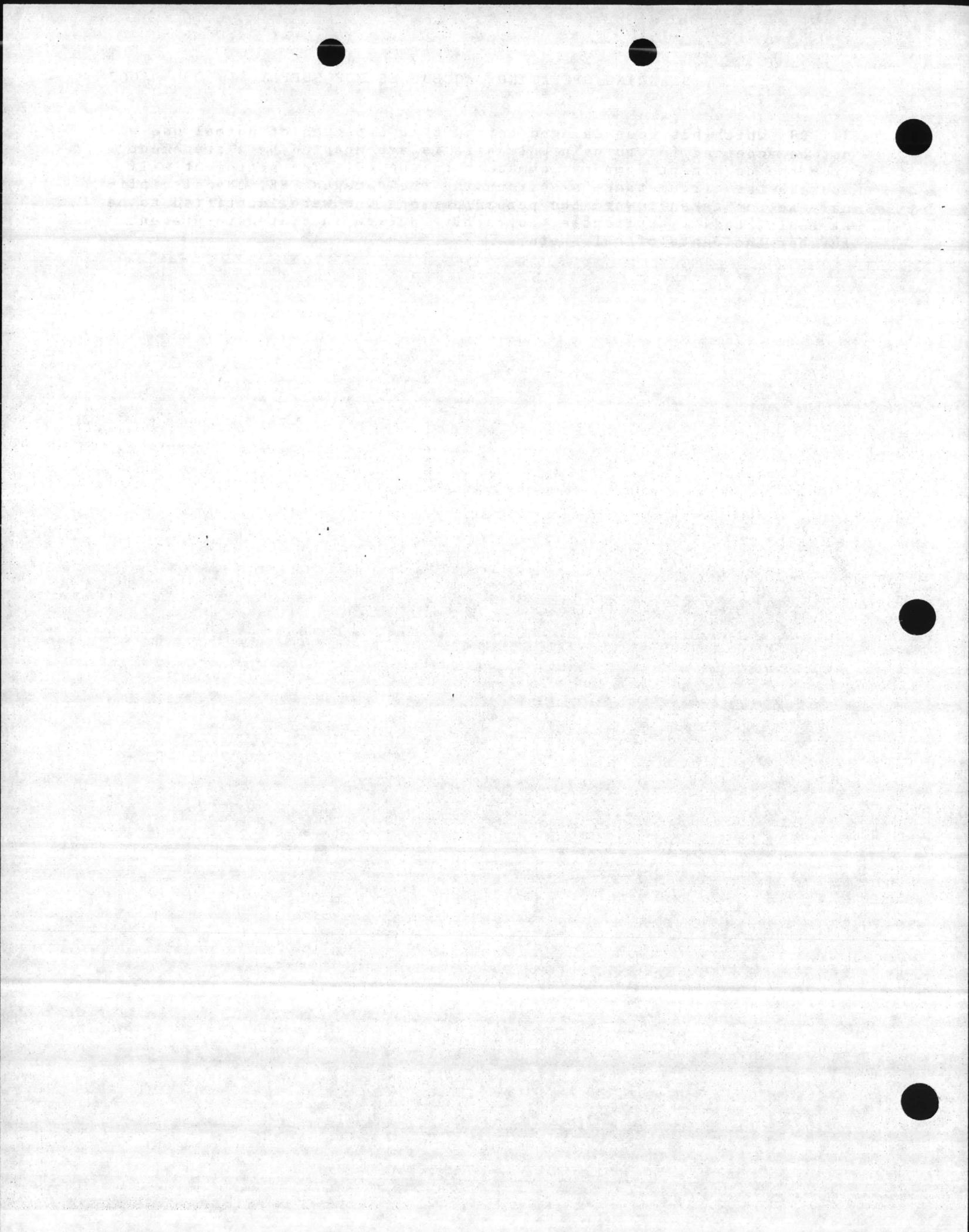
4006. INDIVIDUAL EQUIPMENT

1. The company commander will ensure personnel are advised to return all items of individual equipment to the Supply Officer immediately after the requirement for that equipment expires. Upon notification of delinquent turn-ins from the Supply Officer, the company commander will provide assistance as requested to ensure the timely return of equipment.
2. Loss/Damage of Individual Equipment. Members losing/destroying an item of individual equipment may purchase the item from self-service. This procedure should be utilized whenever possible in lieu of cash/checkage sales procedures.

4007. PERSONNEL SUPPORT EQUIPMENT

1. A RO is assigned to manage and account for personnel support equipment (PSE) issued for Bachelor's Enlisted Quarters (BEQ) 1340. The RO will ensure that the PSE utilized by the individual Marine is accounted for in accordance with the current version of reference (j).
2. Marines will be individually responsible for the property in their rooms. When a situation arises in which one member or guest of a member destroys an item of government property, it is that member's responsibility to report the incident to the company commander immediately.

3. PSE which has been damaged beyond that expected of normal use will not be accepted for turn-in unless it is accompanied by a statement from the cognizant company commander to the CO. The statement will address the circumstance's surrounding the damaged PSE, the disciplinary action taken toward the person/persons who were identified to be at fault, and if applicable, corrective action initiated to prevent further incidents of this nature.



STANDING OPERATING PROCEDURES FOR SUPPLY

CERTIFICATE OF NON-INVENTORY

4050
CODE
DATE

From: _____
To: Supply Officer, Support Battalion, Marine Corps Base,
Camp Lejeune, North Carolina 28542-5021

Subj: CERTIFICATE OF NON-INVENTORY; CASE OF: _____

Ref: (a) MCO P4050.38 _____

1. The subject named Marine has entered the following status _____
_____ as of _____.

2. In accordance with the reference, this certificate of non-
inventory is submitted for the following reason:

_____ No articles of personal effects/government property were
left behind.

_____ After an extensive search, whereabouts of personal
effects/government property could not be determined.

_____ The individual resides jointly in quarters with a next of
kin. All government property has been returned. Individual Memorandum
Receipt for retained equipment is attached.

(Signature)

Figure 4-1.--Certificate of Non-Inventory.

STANDING OPERATING PROCEDURES FOR SUPPLY

PERSONAL EFFECTS INVENTORY APPOINTMENT LETTER

4050
CODE
DATE

From: Commanding Officer, _____ Company, Support Battalion,
Marine Corps Base, Camp Lejeune, North Carolina 28542-5021

To: _____

Subj: PERSONAL EFFECTS INVENTORY OFFICER FOR THE CASE OF: _____

Ref: (a) MCO P4050.38__

Encl: (1) Inventory Officers Checklist

1. The subject named Marine has entered _____ status as of _____. In accordance with the reference, you are appointed to conduct an inventory of this Marines personal effects no later than _____.
2. You will thoroughly familiarize yourself with Chapter 9 of the reference and any other chapters which may apply to your situation. Additional guidance may be obtained from the Supply Officer as well as the materials necessary to conduct the inventory.
3. The enclosure will guide you through the steps necessary to conduct a proper inventory. The enclosure will be turned into the Supply Officer along with the inventory results.

(Signature)

Figure 4-2.--Personal Effects Inventory Appointment Letter.

STANDING OPERATING PROCEDURES FOR SUPPLY

INVENTORY OFFICERS CHECKLIST

INITIAL

- _____ Have determined that inventory is necessary.
- _____ If the inventory was not necessary, a Certificate of Non-inventory was submitted along with the original of the Individual Memorandum Receipt to the Supply Officer.
- _____ Have reviewed Chapter 9 of MCO P4050.38, Personal Effects and Baggage Manual (PEBM), and applicable chapters.
- _____ Have reported to Battalion Supply for additional guidance and obtained necessary materials to conduct the inventory.
- _____ Inventory is conducted as addressed in paragraphs 0902 and 0903 of the PEBM.
- _____ Military ID Card and Meal Card were removed and returned to the Personnel Officer. The inventory report was appropriately annotated.
- _____ Personal effects collected were boxed up, properly sealed and turned into Battalion Supply.
- _____ Inventory Report was properly signed in accordance with paragraph 0904 of the PEBM.
- _____ Inventory report and copies were properly distributed in accordance with paragraph 0905 of the PEBM.

(Signature)

Enclosure (1)

Figure 4-2.--Personal Effects Inventory Appointment Letter--
continued.

STANDING OPERATING PROCEDURES FOR SUPPLY

LOGBOOK FORMAT

Item: (The logbook will have a separate section for the insignias, chevrons, marksmanship badges, and expert requalification bars, respectively.)

<u>DATE</u>	<u>TYPE OF ENTRY</u>	<u>ISSUED/RETURNED TO</u>	<u>ON-HAND</u>
	1. Inventory		
	2. Issue		
	3. Receipt from requisition		
	4. Returned		

Figure 4-3.--Insignia, Chevron, Marksmanship Badges, and Requalification Bars Logbook.

STANDING OPERATING PROCEDURES FOR SUPPLY

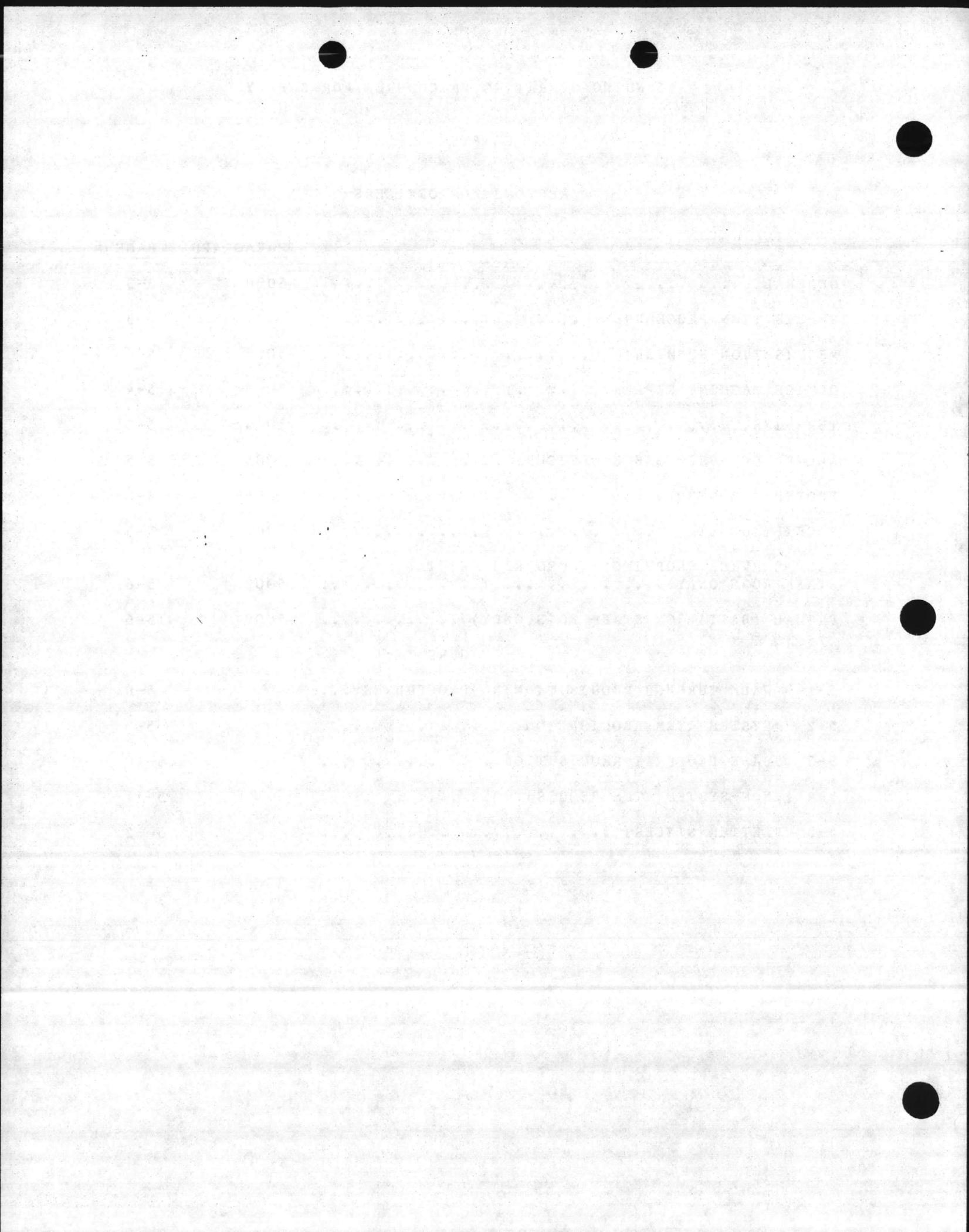
CHAPTER 5

RESPONSIBLE OFFICERS

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STANDING OPERATING PROCEDURES FOR SUPPLY

CHAPTER 5

RESPONSIBLE OFFICERS

5000. GENERAL

1. A Responsible Officer (RO) is appointed by the CO for the purpose of controlling property. The importance of strict property control cannot be overemphasized. A lack of property control leads to unwanted fraud, waste, and the abuse of government funds and assets.
2. RO's are directly responsible for all government property which has been entrusted to their care and safekeeping. They will use every reasonable precaution to prevent loss, theft, or damage to the property. When it is impractical for individuals having direct responsibility to personally supervise issues or other transactions, they will choose with care the person to whom this duty will be delegated. The keys to storerooms, chests, vehicles, and other public property will not be entrusted to subordinates without exercising supervisory and/or advisory measures by the person having direct responsibility. The direct responsibility of individuals acting in a supervisory capacity is not terminated by reason of delegation of duties or internal assignment of responsibilities to subordinate personnel. In case of loss, damage, or destruction of government property, the person responsible for property will be held liable when it is determined that negligence was involved.

5001. REQUISITIONING PROCEDURES

1. Requisitions for all equipment and supplies/services, with the exception of admin/housekeeping supplies available at self-service, will be submitted to the Supply Officer by the RO in accordance with the following instructions:
 - a. Prior to submission of the requisition to the Supply Officer, the RO will route the requisition through the appropriate Fund Administrator, who will initial the requisition.
 - b. In the event the requested items are urgently required, the RO will submit a written justification substantiating the urgency. Additionally, an impact statement explaining how or why the lack of the requested material is precluding accomplishment of the mission will be submitted to the Supply Officer for all requisitions in which the assignment of priority 07 is requested.
2. In the event a priority 07 walk-through requisition is approved, the RO will provide an individual to walk the requisition through the appropriate channels in accordance with the procedures contained in Figure 5-1.

5002. REQUISITION SUBMISSION

1. Requisitions to Sources of Supply Other Than The Base Property Control Office (BPCO). When requesting material/services from sources other than BPCO, the DD Form 1348-6 will be utilized and prepared by the requesting RO in the format depicted by Figure 5-2 for items not having an NSN. For items having an NSN, requisitions as depicted in Figure 5-3 will be submitted.

2. Requisitions for Base Property Items. Items having a NSN resident on the BPCO Master Header Information File will be requisitioned using a DD Form 1348 in the format of Figure 5-4. When requisitioning garrison property items, color and name brand will not be considered. The items received will be in a serviceable condition. However, they may not necessarily be new. Priority 14 is the only priority designator that will be utilized for BPCO requisitions.

3. Requisitions for Rubber Stamps. Rubber Stamps and facsimile stamps are manufactured commercially and procured locally through the Imprest Fund. Two copies of the desired stamp, to include the size, style, and type of letters in accordance with the chart depicted by Figure 5-5, must be submitted on white bond paper with the requisition. When requesting facsimile stamps, three signatures will be provided, written in black ink on 8 1/2" X 11" white bond paper.

4. Curtains/Drapes. Requests from RO's for curtains/drapes will be in letter format stating the amount required and providing justification. Upon receipt of the letter, the Supply Officer will forward the letter to BPCO. When notified by BPCO, the RO will go to BPCO and review the samples of materials available and obtain a list of vendors. The RO will then contact the vendors to measure the windows and provide an estimated price.

5. Requests for Air Conditioners/Heaters. RO's requesting initial installation of an air conditioner will submit a work request via the S-4 Officer (for Battalion staff only) to the AC/S, Facilities, Maintenance Section for approval. Upon approval, the results will be provided to the Supply Officer along with the request for the air conditioner. Replacement requests will be honored only if the request is accompanied by a LTI designating the air conditioner as unserviceable. Requests for LTI's will be forwarded via the S-4 to the AC/S, Facilities, Maintenance Section.

5003. OFFICE MACHINE REPAIR. Maintenance and repair of most office machines may be obtained by calling the repair service within BPCO at extension 1944. When calling for repair of these items, be prepared to furnish the nomenclature, serial number, building number, location within the building, point of contact, and brief description of the problem. Items that cannot be repaired through this service will be turned in to the Supply Officer in accordance with the instructions below.

5004. TURN-INS. RO's desiring to turn-in property will submit a memorandum describing the item to the Supply Officer. The property records clerk will notify the RO and make an appointment for the turn-in and appropriate records adjustments.

5005. RELIEF OF RESPONSIBLE OFFICER

1. The RO to be relieved will contact the supply property clerk. The property clerk will require the following information:

a. Date of relief

b. Relief's name, rank (military only), social security number, MOS (military only), billet, and immediate supervisor (civilian only).

2. The outgoing RO must inform the property clerk at least seven working days in advance of relief. This will ensure that all pending transactions are processed and an updated Consolidated Memorandum Receipt (CMR) is provided.

3. Prior to assuming responsibility, the incoming and outgoing RO will conduct a joint physical inventory utilizing a new CMR. Within 15 days after appointment, the incoming RO will sign the original CMR maintained by the property clerk. The incoming RO will notify the Supply Officer at that time of any account discrepancies.

5006. PROPERTY CONTROL. Effective property control will be accomplished by taking the following action:

1. Marking all equipment issued with RO's account number.

2. Conducting a physical inventory of all equipment during each quarterly CMR verification.

3. Reporting losses within 24 hours, after confirming that they are valid losses, to the Supply Officer by memorandum.

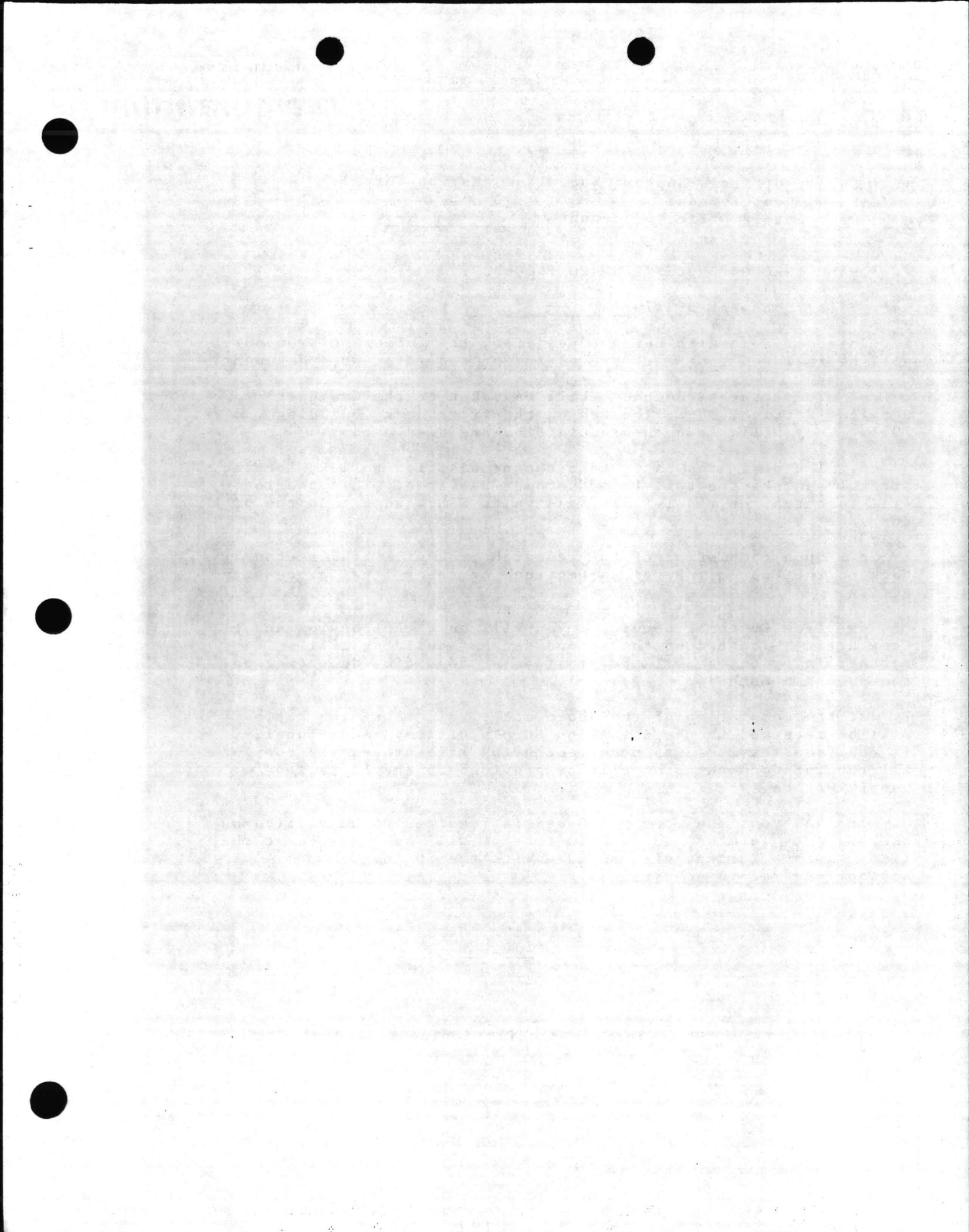
4. If equipment is not physically within your immediate area, have equipment signed for by the senior person in the area in which it is being utilized.

5. If RO is to be absent in excess of 30 days, the respective OIC must be informed so that a new RO can be appointed.

5007. RECEIPT OF GEAR. Within five working days after notification of recently received equipment, the RO will ensure pick-up is made. If equipment was picked up by an authorized representative, the RO will report to the Supply Officer within 10 working days after the pick-up date to formally sign for newly received gear. If the above mentioned actions are not complied with and the Supply Officer is not informed of any extenuating circumstances, the Supply Officer will freeze the account and will not process any requisitions until such action is completed.

5008. SELF-SERVICE SHOPPING PROCEDURES. (Applies only to RO's who are fiscally supported by the Battalion). All RO's will complete the description, unit of issue, and quantity blocks of the self-service shopping list prior to submission or approval of the lists by the fiscal clerk. The fiscal clerk is located in the S-4 office. Previous self-service shopping lists should contain much of the required information. Each list will be initialed by the respective OIC or SNCOIC at the top of each listing. Shoppers are prohibited from adding to the list or increasing initially stated quantities unless there was an error with the assigned unit of issue. After returning from self-service, the self-service card and a copy of the receipts will be returned immediately to the fiscal clerk.

5009. FISCAL. (Applies only to RO's who are fiscally supported by the Battalion). RO's will maintain on file all fiscal memorandums addressing fiscal expenditures and available balances. Budgeted dollars are to be spent wisely and not to be used to stockpile unnecessary amounts of self-service items. At the end of the second quarter, a fiscal review will be conducted. RO's who have funds left over from the first and second quarter allocations will have those funds deleted from their accounts. If additional funds are required, a request by memorandum will be forwarded to the Supply Officer for an increase in allocations. Deleted funds will be utilized to procure required T/E equipment, mission essential items, or office furniture that is determined to be necessary and not to be procured by Base Property in the immediate future.



Memorandum

DATE:

FROM: Supply Officer, Support Battalion, Marine Corps
Base, Camp Lejeune
TO: Responsible Officer, Account _____

WALK THROUGH REQUISITIONING PROCEDURES

SUBJ: Ref: (a) Document M93170- _____ - _____

1. In accordance with current policies, the following procedures will be followed to effect processing of the referenced document.

a. The attached document will be taken to the Customer Services Section, DSSC, located on the first deck, building 1011. They will stamp the requisition and sign a copy.

b. The next step is to take the requisition to T&R, located directly across the hall from Customer Services. This section will research the requisition, assign an NSN, and retain the pink copy.

c. Upon completion of the research, you will be directed back to the Customer Services Section for their final processing action.

d. From Customer Services, you will go to Purchasing and Contracting, located on the second deck of building 1211. Further instructions will be provided at that time depending on the purchase method.

2. At the completion of the above steps, all remaining copies will be returned to the Battalion Supply Office. Additionally, if the item/services was procured during this process, a copy of all receipt documentation will be provided to the Battalion Supply Office.

3. In the event the item purchased is required to be carried on the property records, an interim receipt will be prepared at that time. An appointment will be made with the RO for the appropriate record adjustments.

(Signature)

Figure 5-1. Walk Through Requisitioning Procedures.

STANDING OPERATING PROCEDURES FOR SUPPLY

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60																																																																															
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G																														H I																																																	
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(REV 12 70) 7 08 EDITION WILL BE USED
 S/N: 0000-00-0092202 U/I SE
 NAVMC 10894

- | | |
|----------|-----------------------------------------------------------|
| CC 1-3 | ZOA |
| CC 4-6 | MP2 |
| CC 7 | A |
| CC 8-22 | NSN OF REQUESTED ITEM |
| CC 23-24 | APPROPRIATE UNIT OF ISSUE DESIGNATOR |
| CC 25-29 | REQUESTED QUANTITY |
| CC 45-50 | REQUESTING RO'S ACCOUNT NUMBER PRECEDED BY "Y" |
| CC 52-57 | TAMCN OF REQUESTED ITEM |
| CC 65-66 | 2L |
| CC 68 | C |
| CC 69-80 | NO COST JON "C*CBCAMPLEJNC" *FISCAL YEAR |
| REMARKS | MUST CONTAIN JUSTIFICATION AND SUPPLY OFFICER'S SIGNATURE |

Figure 5-3.--Base Property Requisition.

STANDING OPERATING PROCEDURES FOR SUPPLY

D.O.D. SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)

DD FORM 1348 (6-PT) 1 MAR 74

EDITION OF 1 AUG 61 MAY BE USED UNTIL EXHAUSTED

DOC. IDENT. ROUT. IDENT. FSC STOCK NUMBER										ADD UNIT OF ISSUE QUANTITY										REQUISITION DATE DOCUMENT NUMBER										SERIAL SUPPLEMENTARY ADDRESS										FUND DISTRIBUTION PROJECT PRIORITY REQ. DEL. DATE ADV. STAT.									
SEND TO:										REQUISITION IS FROM:																																							
A										B										C										D																			
EDITING DATA										DOC. IDENT. ROUTING IDENTIFIER										STOCK NUMBER										UNIT OF ISSUE QUANTITY																			
1 2 3 4 5 6 44										1 2 3 4 5 6 7										8 9 10 11 12 13 14 15 16 17 18 19 20 21 22										23 24 25 26 27 28 29																			
E										F										NSN										XX X X XXX																			
DOCUMENT NUMBER										REQ. AND SER.										SUPPLEMENTARY ADDRESS										REMARKS																			
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- CC 1-3 AOA
- CC 8-22 APPLICABLE NSN OF REQUESTED ITEM
- CC 23-24 UNIT OF ISSUE
- CC 25-29 QUANTITY
- CC 44 N--ONE TIME BUY- DO NOT EXPECT REORDERS IN NEXT 12 MONTHS
- R--EXPECT TO REORDER THIS AS A NORMAL REQUIREMENT AT VARIOUS
- TIMES IN THE NEXT 12 MONTHS
- CC 52-53 FUND CODE
- CC 60-61 PRIORITY
- CC 62-64 REQUESTED DELIVERY DATE IF APPLICABLE
- CC 65-66 ADVISE CODE OR LEAVE BLANK
- CC 67-80 JON
- REMARKS NOMENCLATURE AND SOURCE OF SUPPLY ADDRESS
- BLOCK T UNIT PRICE
- BLOCK U TOTAL PRICE
- *ALL ENTRIES MANDATORY UNLESS OTHERWISE NOTED

Figure 5-4.--Non-System Item Requisition

STANDING OPERATING PROCEDURES FOR SUPPLY

FBC GROUP 75

ABCDEFGHIJKLMN^oPQRSTU^vVWXY^z1234567
12 1/16" 17 LPI*

abcdefghijklnopqrstu^vvwx^yz1234567890abc
13 1/16" 21 LPI

ABCDEFGHIJKL^oMNOPQR^oSTUV^oW123
14 1/16" 15 LPI

abcdefg^hijklm^onopqr^ostuv^owxyz1234567890
15 1/16" 20 LPI

ABCDEFGHIJKL^oMNOPQR^oSTUV^oW1234
16 5/64" 12 LPI

abcdefghijklnopqr^ostuv^owxyz1234567
17 5/64" 17 LPI

ABCDEFGHI^oZKLM^oNO^oQRST^oUV^oW1234
18 5/64" 14 LPI

abcdefg^hijklm^onopqr^ostuv^owxyz1234567890
19 5/64" 17 LPI

ABCDEFGHIJKL^oMNOP^oQRS1234
110 5/64" 12 LPI

abcdefghijklnopqr^ostuv^owxyz12
111 5/64" 15 LPI

ABCDEFGHIJKL^oMNOP^oQR12345
112 3/32" 11 LPI

abcdefg^hijklm^onopqr^ostuv^owxyz1234
113 3/32" 15 LPI

ABCDEFGHIJKL^oMNOP^oQ123
114 1/8" 10 LPI

abcdefg^hijklm^onopqr^ostu123
115 1/8" 11 LPI

ABCDEFGHIJKL^oMNOP1234
116 1/8" 10 LPI

abcdefghijklnopqr^ostuv12345
117 1/8" 12 LPI

ABCDEFGHIJKL^oMNOP^oQRST^oUV^oWXY^z1234567
118 1/8" 16 LPI

abcdefg^hijklm^onopqr^ostuv^owxyz1234567890a
119 1/8" 18 LPI

ABCDEFGHIJKL^oMNOP^oQRST^oUV^oW1234
120 1/8" 14 LPI

abcdefg^hijklm^onopqr^ostuv^owxyz1234567
121 1/8" 17 LPI

ABCDEFGHI^oIJ1234
140 3/16" 7 LPI

ABCDEFGHI12
141 7/32" 5 LPI

ABCDEFGHI^oJ123
143 3/16" 6 LPI

ABCDEF^oG12
144 1/4" 4 LPI

ABCD12
145 3/8" 3 LPI

ABCDEFGHIJKL^oMNOP^oQR1234
185 3/16" 11 LPI

abcdefg^hijklm^onopqr^ostuv123
186 3/16" 12 LPI

ABCDEF^oG12
132 1/4" 4 LPI

abcdefghij^l2
133 1/4" 5 LPI

ABCDEFGHIJKL^oMN123
162 1/4" 7 LPI

ABCDEFGHIJKL^oM12
163 5/16" 7 LPI

ABCDEF^oGH12
164 3/8" 5 LPI

ABCDEF12
165 1/2" 4 LPI

ABC12
167 3/4" 2 1/2 LPI

ABCDE12
134 5/16" 3 1/2 LPI

ABCD1
135 3/8" 3 LPI

ABC1
136 1/2" 2 LPI

AB1
137 3/4" 1 1/2 LPI

Figure 5-5.--Letter Styles

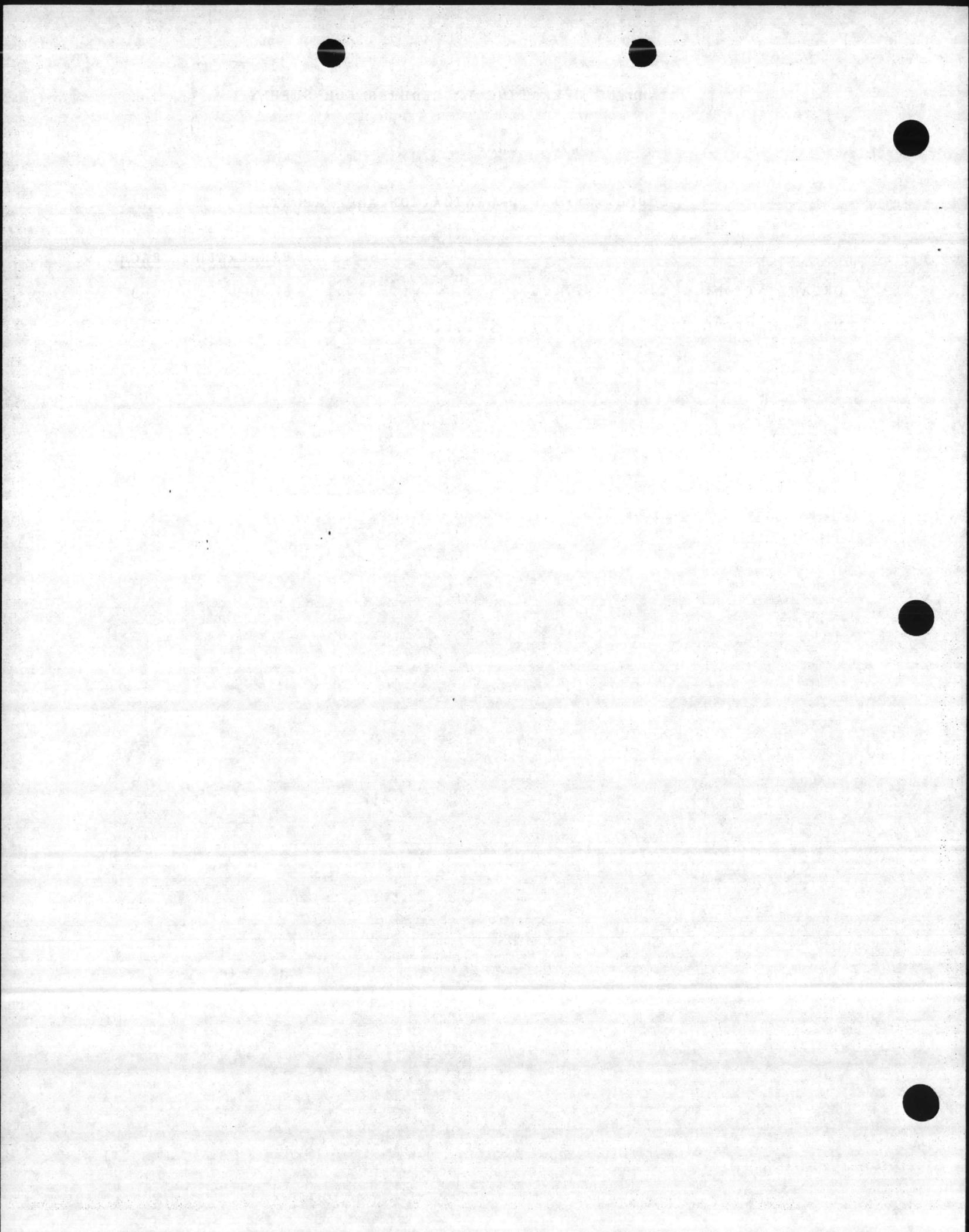
*LPI - - LETTERS PER INCH
5-12

STANDING OPERATING PROCEDURES FOR SUPPLY

CHAPTER 6

SUPPLY OFFICE ORGANIZATION AND REPORTS

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MANAGEMENT REPORTS.....	6001	6-5



STANDING OPERATING PROCEDURES FOR SUPPLY

CHAPTER 6

SUPPLY OFFICE ORGANIZATION AND REPORTS

6000. ORGANIZATION

1. The supply office consists of the following billets as provided by T/O 7531:

<u>T/O LINE#</u>	<u>BILLET</u>	<u>GRADE</u>	<u>MOS</u>	<u>OFF</u>	<u>ENL</u>
1386	Supply Officer	Lt	3002	1	
1389	Supply Chief	GySgt	3043		1
1390	Warehouse Clk	Sgt	3051		1
1394	Supply Clk	Sgt	3043		1
1396	Supply Clk	PFC	3043		2

2. The supply office is divided into four sections: requisitions, property control, publications, and the warehouse. One clerk is assigned to each section as a primary duty. All clerks are also assigned to a section other than their primary as a secondary function.

3. The following is a list of duties and responsibilities of each section:

a. Requisitions

- (1) Prepares supply requisitions.
- (2) Maintains a pending and completed file of requisitions received.
- (3) Conducts reconciliations with customers and provides updated status concerning their pending requisitions.
- (4) Monitors computer system reports to ensure requisitions submitted are accepted. Those that are rejected are corrected and promptly resubmitted.
- (5) Properly maintains maintenance service agreements by processing invoices to ensure timely payment of the contracted vendors and accounting for the funds expended.
- (6) Processes receipt transactions for equipment received.

b. Property Control

- (1) Maintains a direct liaison with the warehouse personnel in processing receipts and issues of supplies and equipment to ensure property records reflect actual equipment on hand.

(2) Maintains a direct liaison with the requisitions clerk to ensure that specified allowances are maintained and not exceeded.

(3) Conducts a quarterly reconciliation with RO's to verify on-hand quantities listed on their respective Consolidated Memorandum Receipts (CMR).

(4) Maintains property accounting records for the following:

(a) All Table of Equipment items as specified by higher headquarters.

(b) All items as specified by the CO's Allowance listing.

(c) Garrison property equipment.

(d) Plant property equipment.

(e) Training and Audiovisual Support Center (TAVSC) equipment.

(f) Ammunition.

c. Publications

(1) Requisitions and issues all directives required by the Support Battalion headquarters.

(2) Maintains a pending and completed file of requisitions received.

(3) Monitors computer system reports to ensure requisitions are accepted. Those that are rejected are corrected and promptly resubmitted.

(4) Maintains and upkeeps the supply publication library.

(5) Prepares routine correspondence and reports relating to supply operations.

d. Warehouse

(1) Receives, locates, and issues supplies and equipment.

(2) Maintains a manual locator system for stocks on hand.

(3) Issues equipment as authorized on a temporary loan basis utilizing Individual Memorandum Receipts (IMR) or Equipment Custody Records (ECR).

(4) Conducts monthly alpha roster and IMR reconciliations to ensure personnel who detach from the Battalion return all equipment.

(5) Assists in taking inventory of supplies and equipment.

(6) Maintains close liaison with the property control clerk to ensure stock on-hand equals quantities reflected on property records.

(7) Receives, stores, ships, and re-issues all personal effects.

(8) Ensures that all equipment maintained for issue is serviceable.

(9) Conducts laundry turn-ins for linen and other equipment that can be laundered.

6001. MANAGEMENT REPORTS. The following are the major management reports listed by section which are monitored by the supply office.

1. Requisitions

a. Daily History. A report used to monitor transactions submitted to the BPCO. The transactions are listed in National Stock Number (NSN) sequence and reflect those most recently inducted. A new report is received twice a week. It is primarily used by the requisitions clerk to ensure that transactions submitted have been accepted and to extract the latest status of pending requisitions.

b. E07 File. A report used to monitor transactions submitted to the Customer Service Section of Direct Support Stock Control (DSSC). These transactions are for nonsystem or system items which are not available at BPCO or self-service. The new report is received weekly and is in document number sequence. Like the Daily History, the report is primarily used by the requisitions clerk to ensure transactions submitted have been accepted and to extract the latest status of pending requisitions.

c. Edit Error Listing. A report which reflects those transactions submitted to the BPCO that were not accepted. It is received twice a week and is in NSN sequence. This listing is used by the requisitions clerk to identify rejected transactions and correct them for resubmission.

2. Property Control

a. Mechanized Allowance Listing (MAL) Over/Short Report. This report is the primary property accounting record for the Battalion. It lists all Table of Equipment (T/E) items as directed by higher headquarters and all garrison property equipment to include office machines, office furniture, PSE, etc.. The report is produced in Table of Authorized Materials Control Number (TAMCN) sequence and a

new report is received quarterly or upon request. The property control clerk utilizes the report to ensure directed allowances are maintained and not exceeded.

b. Master CMR. This report is similar to the MAL, but includes information not listed by the MAL such as serial numbers and the accounts for which equipment has been issued. It is produced quarterly and by TAMCN sequence. This report gives the property clerk immediate information concerning the locations of T/E items and garrison property equipment.

c. Responsible Officer's CMR. This report lists equipment issued to each RO. The report is produced in TAMCN sequence and new one is received quarterly or upon request. Upon receipt of the new CMR, the RO will verify on-hand quantities listed.

d. Plant Property CMR. This report lists plant property equipment that has been issued to the Battalion. Plant property equipment are those items costing more than \$5,000.00. A new CMR is received every six months and is in plant account number sequence. Upon receipt of a new CMR, an inventory is done to verify the report and to ensure that all plant property has been signed for by a RO.

e. Training Audiovisual Support Center (TAVSC) CMR. This report lists TAVSC equipment such as projectors, screens, etc. that has been issued to the Battalion. A new CMR is received quarterly or upon request and is in TAMCN sequence. Upon receipt of a new CMR, an inventory is done to verify the report and ensure all TAVSC equipment have been signed for by a RO.

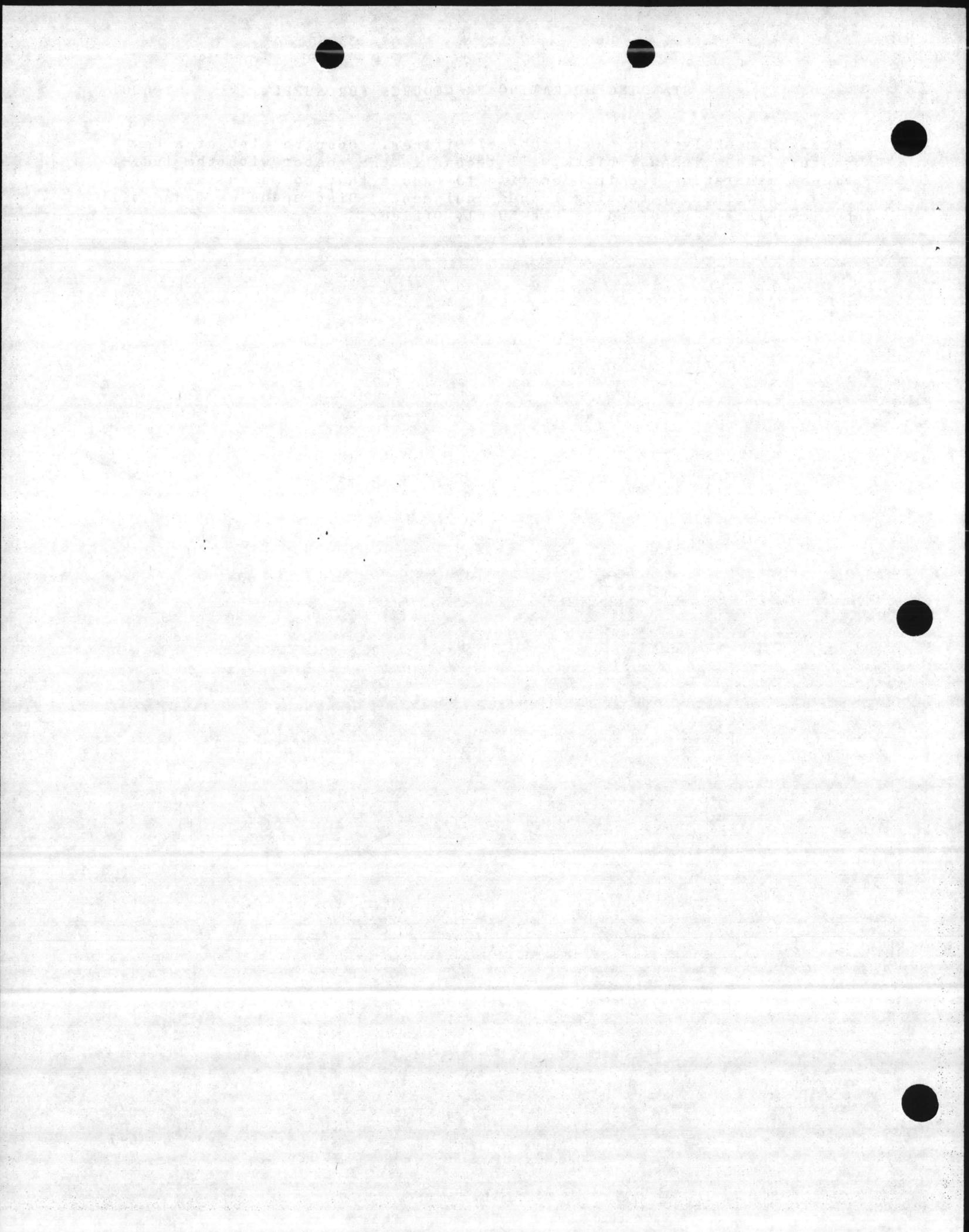
3. Publications

a. Data and Status Listing. This report reflects the latest publication requisitions received by Marine Corps Logistics Base (MCBL), Albany, Georgia, and the latest status of pending requisitions. This report is received whenever new transactions are submitted. The publications clerk uses the report to ensure that requisitions submitted have been received and extract the latest status of pending requisitions.

b. Backorder Validation (BOV) Listing. This report reflects all pending publication requisitions. The report is received annually and in Prefix Control Number (PCN) sequence. Upon receipt of the report, it is submitted to the Adjutant to ensure that the pending requisitions are still required.

4. Warehouse. The only computerized report utilized by the warehouse clerk is the alpha roster. This report reflects all Marines currently attached to the Battalion. It is in alphabetical sequence and is

received monthly from the Personnel Officer. Upon receipt of a new roster, the warehouse clerk will reconcile the roster with the individual memorandum receipts on file to ensure that no Marine has detached without returning issued equipment. Discrepancies found will be immediately reported to the Supply Officer.



STANDING OPERATING PROCEDURES FOR SUPPLY

APPENDIX A

DEFINITIONS

AUTHORIZED CUSTODIAN. Any Marine or civilian personnel appointed by the CO for the purpose of collecting public funds not to exceed \$500.00.

CONSOLIDATED MEMORANDUM RECEIPT (CMR). A listing which serves as a property control management tool. The CMR reflects material allowances and on-hand quantities of issued equipment to the RO.

EQUIPMENT CUSTODY RECORD (ECR). A form utilized for accountability of temporary loan equipment.

GOVERNMENT PROPERTY. Government issued equipment to include but not limited to individual equipment, organizational clothing (field jacket, parka, etc.), tools, and instruments identified by government serial numbers.

INDIVIDUAL MEMORANDUM RECEIPTS (IMR). A form utilized for the issue of individual equipment, organizational clothing, and linen for individual Marine use.

MECHANIZED ALLOWANCE LISTING (MAL). A listing which provides the unit's material allowances and on-hand quantities.

MISSING, LOST, STOLEN, OR RECOVERED/GOVERNMENT PROPERTY REPORT (MLSR REPORT). A report sent to Headquarters Marine Corps concerning missing, lost, stolen, or recovered government property which are of significant value or strictly controlled.

MONEY VALUE GAIN LOSS NOTICES (MVGLN). A computer generated report summarizing recently inducted adjustment transactions which affect the on-hand quantity for designated equipment on the MAL.

PERSONAL EFFECTS (PE). Items identified as belonging to a Marine. Government issued property excluded.

PERSONNEL SUPPORT EQUIPMENT (PSE). PSE refers to the barracks furnishings that are provided for the BEQ and utilized in quarters by the individual Marine.

RESPONSIBLE OFFICER (RO). Any person, military or civilian, that has been appointed by the CO for the purpose of controlling property issued to the RO's assigned section or work area.

