



GruO P4400.1B

MCP

02 FEB 1984

GROUP ORDER P4400.1B

From: Commanding Officer
To: Distribution List

Subj: **STANDING OPERATING PROCEDURES FOR MARINE CORPS PROPERTY (SOP FOR MCP)**

Ref: (a) MCO P4400.150D
(b) UM 4400.124

Encl: (1) Locator Sheet

1. Purpose. To publish standing operating procedures, per the references, for the management of Marine Corps Property assets within Marine Aircraft Group 12.

2. Cancellation. GruO P4400.1A.

3. Information

a. This SOP provides for the administration of Ground Supply Operations within Marine Aircraft Group 12 (MAG-12). It applies to personnel who are attached to this group for deployment or temporary duty.

b. The instructions in this SOP do not take precedence over directives or publications distributed by higher headquarters. If any conflict in guidance should occur, the direction of higher headquarters will take precedence.

4. Action

a. Squadron Commanding Officers. Conduct Ground Supply operations per these instructions and procedures.

b. Marine Corps Property Officer. Adhere to the procedures delineated.

5. Summary of Revision. This SOP has been reformatted and contains major and administrative changes. The major modification to this SOP is the omission of the Table of Allowance (TAP) in paragraph 4000. The TAP has been replaced by the Publications Listing (PL).



6. Recommendation. Recommendations concerning the contents of this SOP will be submitted to the Commanding Officer, via the Marine Corps Property Officer.

7. Certification. Reviewed and approved this date.

W. J. Horne
W. J. HORNE
Acting

DISTRIBUTION: A

02 FEB 1974

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR MARINE CORPS PROPERTY
(SHORT TITLE: SOP FOR MCP)

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

SOP FOR MARINE CORPS PROPERTY

CONTENTS

CHAPTER

- 1 GENERAL INFORMATION
- 2 TABLE OF EQUIPMENT ITEMS
- 3 REQUISITIONS
- 4 PUBLICATIONS
- 5 GARRISON PROPERTY
- 6 INVESTIGATIONS
- 7 PERSONAL EFFECTS
- 8 MISCELLANEOUS PROCEDURES

SOP FOR MARINE CORPS PROPERTY

CHAPTER 1

GENERAL INFORMATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION.....	1000	1-3
SUPPLY ADMINISTRATION.....	1001	1-3
TRAINING OF SUPPLY PERSONNEL.....	1002	1-3
INSPECTION BY HIGHER HEADQUARTERS.....	1003	1-4

SOP FOR MARINE CORPS PROPERTY

CHAPTER 1

GENERAL INFORMATION

1000. INTRODUCTION

1. General Information. The Marine Aircraft Group 12 (MAG-12) Marine Corps Property standing operating procedures provide guidance and direction for the conduct of supply operations. The instructions provided are intended to clarify existing orders and provide additional or more detailed guidance for accomplishment of supply functions. In the event of instances where the procedures prescribed appear to conflict with the directives of higher authority, the Marine Corps Property Officer (MCPO) will resolve any disparity.

2. Applicability. This SOP is applicable to all units under operational control of the Commanding Officer, Marine Aircraft Group 12.

1001. SUPPLY ADMINISTRATION

1. To align the Marine Corps Property Section within the operational structure of organic supply, ground supply assets are maintained at the Group level under the management of the MCPO per reference (a).

2. The Commanding Officer, Marine Aircraft Group 12 is charged with the responsibility for logistical support of all elements in this organization.

3. Ground supply administration within MAG-12 is consolidated at the direction of the MCPO. The MCPO performs duties as a Special Staff Officer and reports directly to the Group Commander in all matters pertaining to Marine Corps Property.

4. The single ground supply source for squadrons of this Group is the Marine Corps Property section. The squadrons will communicate directly with the Marine Corps Property Officer on all matters relating to ground supply.

5. Ground supply support is furnished to this Group by the SASSY Management Unit (SMU) of the 3rd Force Service Support Group (FSSG), local SERVMART, or the Direct Support Stock Control (DSSC), Marine Corps Base, Camp Butler, Okinawa.

1002. TRAINING OF SUPPLY PERSONNEL

1. Objective. The primary purpose of supply training is to develop technically proficient supply personnel capable of contributing to the accomplishment of the unit mission and

qualifying for advancement in grade. Since the primary function of supply operations is mission support, it is imperative that the supply training conducted is mission oriented and technically sound.

2. Responsibility. While the Commanding Officer is ultimately responsible for all training conducted in his unit, the MCPO is directly accountable for the technical proficiency of supply personnel.

3. Type Instructor. The instructor format will vary with the situation, however, it is recognized that on-the-job training (OJT) alone will not instill the level of individual technical knowledge required. Informal classes on over-all supply functions and mission-related subjects are required. Teaching assistance is available from the Wing Marine Corps Supply Management Team upon request. The Functional Assistance Inspection (FAI) checklist provides a useful and detailed guide of the areas that technical instructions should cover.

1003. INSPECTION BY HIGHER HEADQUARTERS

1. Commanding General, 1st Marine Aircraft Wing. Inspections by the Commanding General, 1st Marine Aircraft Wing are held approximately every two years. The primary function of the supply inspection is to ascertain whether or not problem areas exist and to determine if discrepancies cited in previous Commanding General inspections and Field Supply and Maintenance Analysis Office-Three (FSMAO-3) analysis were corrected.

2. Field Supply and Maintenance Analysis Office-Three. The Field Supply and Maintenance Analysis Office-Three (FSMAO-3) is located at Camp Foster, MCB Camp S. D. Butler, Okinawa and functions under the operational control of the Commandant of Marine Corps. FSMAO teams visit each organization every two years to analyze their supply maintenance operations and to determine whether or not the unit is complying with current regulations.

3. Wing Marine Corps Supply Management Teams. The Marine Corps Supply Management Team was established to provide the Commanding General with the technical supply inspection and assistance capability required to improve control and management of all organic supply assets. Notification of a forthcoming Functional Assistance Inspection (FAI) is communicated by message from the Wing Supply Office (WSO).

SOP FOR MARINE CORPS PROPERTY

CHAPTER 2

TABLE OF EQUIPMENT ITEMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION.....	2000	2-3
DEFINITION OF COMMONLY USED TERMS.....	2001	2-3
CONSOLIDATED MEMORANDUM RECEIPT (CMR) FORMAT.....	2002	2-4
ACCOUNTING FOR EQUIPMENT ISSUED TO RESPONSIBLE OFFICERS.....	2003	2-4
APPOINTMENT OF RESPONSIBLE OFFICER.....	2004	2-4
RESPONSIBILITIES/DUTIES OF A RESPONSIBLE OFFICER.....	2005	2-5
ISSUES AND TURN-IN OF EQUIPMENT TO/FROM THE RESPONSIBLE OFFICER.....	2006	2-6
COMPONENT PART (SL-3) INVENTORIES.....	2007	2-6
ALLOWANCE DETERMINATION.....	2008	2-6
MODIFICATION OF ALLOWANCE.....	2009	2-6

FIGURE

2-1 SAMPLE NOMINATION OF RESPONSIBLE OFFICER LETTER.....	2-7
2-2 SAMPLE RESPONSIBLE OFFICER'S APPOINTMENT LETTER.....	2-8
2-3 SAMPLE LETTER OF ACCEPTANCE.....	2-10
2-4 SAMPLE LETTER OF AUTHORIZATION TO RECEIPT FOR GOVERNMENT PROPERTY.....	2-11
2-5 SAMPLE UPDATE LETTER FOR CMR.....	2-12
2-6 SAMPLE FORMAT FOR OVER/SHORT REPORT....	2-13
2-7 NAVMC 1348-1.....	2-14
2-8 FORMAT FOR MODIFICATION OF ALLOWANCE... SUBMISSION.....	2-15
	2-1

SOP FOR MARINE CORPS PROPERTY

CHAPTER 2

TABLE OF EQUIPMENT ITEMS

2000. GENERAL INFORMATION. Per reference (a), the Marine Corps Property Officer (MCPO) will maintain the Mechanized Allowance List (MAL). The MAL reflects the total ground on-hand assets and allowances for the entire Group. These allowances are established by Headquarters Marine Corps and are forwarded to each unit in the form of an Equipment Allowance File (EAF). The EAF provides each unit with a detailed listing of the equipment needed to accomplish their specific mission.

2001. DEFINITIONS OF COMMONLY USED TERMS. To help understand the usage of certain commonly used terms in this SOP, the following is provided:

1. Responsibility. The obligation of each individual, who is required to have personal possession of, or general supervision over, public property to insure that the item is procured, utilized, or disposed of only as authorized. Any person having public property in his custody, or under his supervision, assumes a public trust that this property is utilized only for purposes authorized by law or regulations.
2. Concept of Responsibility. Responsibility arises from possession of public property, from the right to command, or from the supervision of others who are in possession of public property.
3. Responsible Officer (RO). An individual appointed by proper authority. Such individuals are responsible for all property issued to them whether for their use, or for the use of those under their control.
4. Responsible Unit (RU). Individuals, sections, or squadrons within the Group requiring supply support.
5. Responsible Unit Allowance File (RUAF). Provides the Group a database which show allowance items that are within the confines of the Responsible Units and received by the Responsible Officers.
6. Consolidated Memorandum Receipt (CMR). Subsection of the RUAF. Lists on-hand quantities and allowances for each specific RO.
7. Responsible Unit Allowance. This is the quantity of a specific allowance item authorized by a using unit commander (squadron) and permanently held by the Responsible Officers.
8. Type I Allowances. Type I allowances are the primary allowance authorization needed to perform the unit mission.
9. Type II Allowances. Type II allowances are used to supplement Type I items and are reflected on an as required basis. These

items do not lend themselves to the establishment of firm allowances, as requirements may vary due to assigned mission, operations, and location of units. The purpose of the Type II section is to enable the supply system to respond more readily to wartime activation requirements, establish a material base from which to expand, provide the commander with guidance predicated on experience factors.

10. Special Allowances. The Commanding General, First Marine Aircraft Wing can authorize special allowances for 1st MAW units based upon special requirements.

11. Table of Authorized Material Control Number (TAMCN). The TAMCN controls items for FMF application. The number consists of three elements: the commodity designation, the number and the class of supply (See Chapter 11 of reference (a) for detailed breakdown).

12. Equipment Repair Order (ERO). An ERO is the basic form used to request maintenance on Marine Corps equipment.

2002. CONSOLIDATED MEMORANDUM RECEIPT (CMR) FORMAT

1. General. The CMR is printed in Responsible Unit (RU) number sequence. Within each RU number, it is arranged in TAMCN sequence. The TAMCN's are divided into Part 1 and Part 2 of the CMR.

2. Part 1. This part of the CMR consists of all Type I: EAF/T/E, items (TAMCN'S A-E). Allowance quantities are based upon the squadron's T/E (with changes) and special allowances.

3. Part 2. This part of the CMR consists of all Type II: EAF/T/E, items (TAMCN'S H-K). Allowance quantities are based upon squadron's T/E (with changes) and special allowances.

2003. ACCOUNTING FOR EQUIPMENT ISSUED TO RESPONSIBLE OFFICERS. The RUAF is established for the purpose of controlling the Commanding Officer's assets within the Group. The RUAF reflects authorized allowances, on-hand quantities, and serial numbers of equipment issued to Responsible Officers (ROs). The CMR is provided quarterly and on an as required basis. The primary purpose of the CMR is to provide the Commanding Officer with a means of controlling Table of Equipment (T/E) assets in the hands of RO's. The CMR's of this Group will contain all allowances authorized by the appropriate T/E's.

2004. APPOINTMENT OF RESPONSIBLE OFFICER. Responsible Officers are appointed in writing per reference (b). Squadron Commanders will designate Responsible Officer candidates to the Group Commander in letter format (Figure 2-1). The Group Commander will

personally appoint the Responsible Officer (Figure 2-2). Upon accepting the account the RO should complete Figure 2-3. It is the responsibility of the Squadron Commander to ensure that new Responsible Officers are assigned in sufficient time to conduct a joint inventory for proper turn over of the account. If, for any reason the Responsible Officer will be separated from the account for 30 days or more (i.e. TAD, special orders), he/she must be replaced.

2005. RESPONSIBILITIES/DUTIES OF A RESPONSIBLE OFFICER

1. General Information. Once assigned as a Responsible Officer (RO), the RO shall ensure strict compliance with the duties of his position. In general he is responsible for the care, condition, and accountability of all equipment assigned to him or in the possession of those under his supervision. Ultimate accountability of T/E equipment will always rest with the Group Commander.

2. Responsibilities/Duties. The following is a list of responsibilities/duties each RO will acknowledge at the time of appointment and perform throughout his tour of duty as the Responsible Officer:

a. Have in his possession, in serviceable condition, all items of authorized material that are required for the proper performance of the mission assigned. Those items are listed on the CMR. The RO shall properly maintain and safeguard this equipment.

b. Determine by frequent inspections that all articles of equipment on-hand are complete and servicable.

c. Ensure that all personnel under his control are properly instructed in the care, use, and maintenance of public property. He will rigidly enforce such instructions.

d. Maintain records which will reflect, at all times, the status of all equipment in his charge.

e. Designate, in writing, one or more individual authorized as representatives to receipt and requisition supplies in his name (Figure 2-4). RO's are cautioned to limit the number designated personnel, as the RO is still completely responsible for their actions.

f. Conduct a physical inventory quarterly, or as directed. The RO must report and explain all discrepancies to the Commanding Officer via the Marine Corps Property Officer (Figure 2-5 and 2-6).

g. Immediately report to the Group Commander, via the Unit Commander and the Marine Corps Property Officer when there is loss, damage, or destruction of property.

h. Report to the Marine Corps Property Officer any property found on-hand and not included on the CMR, thereby permitting recovery or inclusion on the appropriate records.

i. Request/conduct limited technical inspections to determine the condition of all property.

j. Conduct, thirty days prior to the transfer of this account to a successor, a physical inventory of the property records with the Marine Corps Property Officer. Report any discrepancies to the Commanding Officer via the Marine Corps Property Officer (Figure 2-6).

2006. ISSUES AND TURN-IN OF EQUIPMENT TO/FROM THE RESPONSIBLE OFFICER. All issues and turn-ins of equipment to/from an RO is accomplished using NAVMC 1348-1 (Figure 2-7). Interim receipts are maintained by the RO for validation and reconciliation of the next updated CMR.

2007. COMPONENT PARTS (SL-3) INVENTORIES

1. Kits, sets, or chests containing less than 65 percent of their dollar value in serviceable components are considered unserviceable.

2. The following criterion are used to determine the frequency of inventories:

a. Tool kits, sets, or chests which are not issued and are securely stored are inventoried annually.

b. Tool kits, sets, or chests which are issued and used by the same individual, where locks and a secure storage area are provided, are inventoried quarterly.

c. All other tool kits, sets, or chests will be inventoried on a monthly basis.

3. Unexplained discrepancies found during the required inventory are reported to the Group Commanding Officer, via the Squadron Commander and the Marine Corps Property Officer, for possible investigative action.

2008. ALLOWANCE DETERMINATION. Allowances are established per current Headquarters Marine Corps Equipment Allowance File (EAF) (See Chapter 2 of WgO P4400.17A, SOP for Ground Supply).

2009. MODIFICATION OF ALLOWANCE. Procedures for requesting modification of allowances are contained in Chapter 2 of WgO P4400.17A. Requests will be submitted to the Group Commanding Officer (Attn: MCPO) (Figure 2-8).

SOP FOR MARINE CORPS PROPERTY

(Appropriate Heading)

4400
(Originator Code)
DATE

From: Commanding Officer/Officer-in-Charge
To: Commanding Officer, Marine Aircraft Group 12

Subj: NOMINATION OF RESPONSIBLE OFFICER

Ref: (a) GruO 4400.1B

1. Per the reference, RO's NAME is nominated as responsible Officer for all T/E property for account number _____.

(Signature of CO/OIC)

Figure 2-1.--Sample Nomination of Responsible Officer Letter.

SOP FOR MARINE CORPS PROPERTY

UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7150

4400
MCP
(DATE)

From: Commanding Officer, Marine Aircraft Group 12
To: Capt I. O. LIFE 123 45 6789/7583 USMC RTD: 13 APR 90

Subj: APPOINTMENT OF RESPONSIBLE OFFICER (T/E EQUIPMENT)

Ref: (a) UM 4400.124
(b) MCO P4400.150D

Encl: (1) Sample Letter of Acceptance
(2) Sample Authorization to Receipt for T/E Equipment

1. Per the references, you are appointed Responsible Officer for Account Y___. This appointment is effective this date.

2. As indicated in the references, you will accomplish the following duties:

a. Have in your possession, in servicable condition, all items authorized on sub-custody to you. These allowance items are reflected on a Consolidated Memorandum Receipt (CMR). You will maintain and safeguard this equipment.

b. Determine, through frequent inspections, that all articles of equipment on charge to you are complete and servicable.

c. Ensure all your subordinates are properly instructed in the care, use, and maintenance of Government property.

d. Maintain records which will, at all times, reflect the status of all equipment in your charge.

e. Physically inventory your account at least quarterly as directed by the Marine Corps Property Officer. Futhermore you will report and explain all discrepancies via the Marine Corps Property Officer.

f. Immediately report to the Commanding Officer via the Marine Corps Property Officer when there is loss, damage, or destruction of property for which you are responsible.

Figure 2-2.--Sample Responsible Officer's Appoinment Letter.

SOP FOR MARINE CORPS PROPERTY

g. Report to the Marine Corps Property Officer any property found on hand and not included on your CMR, thereby permitting recovery of inclusion on the appropriate property records.

h. Request/conduct limited technical inspections to determine the condition of all property in excess of your authorized allowance for redistribution/disposal.

i. Supervise, when directed to embark, the packing for shipment of T/E property on charge to you and ensure that garrison and plant property belonging to MCAS Iwakuni is not removed.

j. Thirty days prior to the transfer of this account to a successor, conduct a Joint physical inventory of the property on hand and effect a reconciliation of property records with the Ground Supply Officer. Report any discrepancies to the Commanding Officer via the Ground Supply Officer.

k. Prepare and submit a letter of acceptance of responsibility in the format provided in enclosure (1).

l. You may delegate in writing one or more reliable individuals to receipt for T/E property in your name in the format provided in enclosure (2).

3. Quarterly, the Marine Corps Property Officer will provide you with a CMR reflecting allowances, on-hand quantities, and serial/USMC numbers of equipment authorized. Additionally, the Ground Supply Officer will provide you with detailed instructions concerning the preparation in the signing of your physical inventory. You are granted fifteen the signing of your physical inventory. Note any discrepancies and sign for the equipment.

4. Be advised that custody of Marine Corps Property is treated with the strictest accountability.

I. M. BOSS

Figure 2-2.--Sample Responsible Officer's Appointment Letter--Continued.

SOP FOR MARINE CORPS PROPERTY

UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, FMFPAC
UNIT 37150
FPO AP 96603-7150

4400
MCP
(DATE)

From: Capt I. O. LIFE 123 45 6789/7583 USMC
To: Commanding Officer, Marine Aircraft Group 12

Cubj: LETTER OF ACCEPTANCE (T/E EQUIPMENT)

Ref: (a) UM 4400-124
(b) MCO P4400.150D
(c) Appointment Letter of _____

Encl: (1) Over/Short Report dtd _____

1. Per the instructions contained in references (a) through (c), I hereby accept responsibility for all T/E equipment on charge to account Y_. I certify that I have read and understand my duties as Responsible officer as delineated in references (a) through (c).
2. An inventory of the property was completed on _____. I am satisfied that the property reflected on the Consolidated Memorandum Receipt (CMR) is on-hand or properly accounted for _____. All exceptions are listed on the enclosure. (initials)
3. My normal rotation tour date is _____.

I. O. LIFE

Figure 2-3.--Sample Letter of Acceptance.

SOP FOR MARINE CORPS PROPERTY

UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, FMFPAC
UNIT 37150
FPO AP 96603-7150

4400
MCP
(DATE)

From: Capt I. O. LIFE, Responsible Officer Acct# Y____
To: Marine Corps Property Officer, Marine Aircraft Group 12
Subj: AUTHORIZATION TO RECEIPT FOR GOVERNMENT PROPERTY (T/E
EQUIPMENT)
Ref: (a) MCO P4400.150D
(b) UM 4400-124

1. Per the references, the individuals listed below are authorized to receipt for all items of T/E government property/supplies that they sign for:

RANK	NAME	SAMPLE SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. O. LIFE

Figure 2-4.--Sample Letter of Authorization to Receipt for Government Property.

SOP FOR MARINE CORPS PROPERTY

UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7150

4400
MCP
(DATE)

From: Marine Corps Property Officer
To: Responsible Officer, Account Y___

Subj: UPDATE OF THE CONSOLIDATED MEMORANDUM RECEIPT

Encl: (1) CMR

1. Verify the on-hand columns and USMC or serial numbers contained in the enclosure. Sign one copy and return it to me within 15 days of receipt, or if you are on authorized absence, return it within 15 days of your return.

2. Enclosure (1), when signed and returned, supersedes all previous CMRs for this account.

I. M. GUNGIE

(DATE)

FIRST ENDORSEMENT

From: Responsible Officer, Account Y___
To: Marine Corps Property Officer, Marine Aircraft Group 12

1. I certify that the property listed on enclosure (1) is on hand and I assume responsibility for the quantities shown. The exceptions are listed on the Over/Short report.

DATE

RESPONSIBLE OFFICER'S SIGNATURE

Figure 2-5.--Sample Update Letter for CMR.

SOP FOR MARINE CORPS PROPERTY

UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7150

4400
MCP
(DATE)

From: Responsible Officer, Account # _____
To: Marine Corps Property Officer, Marine Aircraft Group 12
Subj: OVER/SHORT REPORT (T/E EQUIPMENT)
Ref: (a) CO, MAG 12 ltr 4400 over _____
(b) CMR dtd _____

1. Per the references, the following report is submitted:

<u>NSN</u>	<u>O/H QTY</u>	<u>CMR</u> <u>+/-</u>	<u>T/P</u>	<u>ACTUAL</u>	<u>TAMCN</u>	<u>NOMENCLATURE</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

2. Explanations for the property listed above are as follows:

I. O. LIFE

Figure 2-6.--Sample Format for Over/Short Report.

SOP FOR MARINE CORPS PROPERTY

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	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC IDENT.	RI FROM	M & S	FSC	STOCK NUMBER	NIIN	ADD	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER	REQUISITIONER	DATE	SERIAL	SUFF. SERV.	SUPPLEMENTARY ADDRESS	SIGNA	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ'D DEL. DATE	ADVICE	RI	UNIT DOLL																																																								
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A	B	C	D	E																																																																											
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1	2	3	7	8																																																																											
PACKED BY AND DATE	NO. OF CONTAINER(S)	TOTAL CUBE	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION																																																																											
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REMARKS:																																																																															
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FIRST DESTINATION ADDRESS	DATE SHIPPED																																																																														
11	12	FF	GG																																																																												
TRANSPORTATION CHARGEABLE TO	B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)	RECEIVER'S DOCUMENT NUMBER																																																																													
13	14	15																																																																													

DD FORM 1348-1
S/N 0102-LF-013-1050

1 MAR 74

EDITION OF 1 JAN 64 MAY BE USED
UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 2-7.--NAVMC 1348-1.

SOP FOR MARINE CORPS PROPERTY

TABLE OF AUTHORIZED MATERIAL

REQUEST FOR MODIFICATION OF ALLOWANCE

ORGANIZATION: _____ T/E NO: _____

ITEM DESCRIPTION

TAMCN

NSN

NOMENCLATURE

ALLOWANCE

PRESENT

RECOMMENDED

JUSTIFICATION

THIS MODIFICATION (IS) ~~(IS NOT)~~ RECOMMENDED FOR LIKE UNITS.
THIS MODIFICATION IS RECOMMENDED FOR T/E NO. _____.
THIS MODIFICATION (WILL) ~~(WILL NOT)~~ REQUIRE MODIFICATION
TO T/E NO. _____.

Figure 2-8.--Format for Modification of Allowance Submission.

CHAPTER 3

REQUISITIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION.....	3000	3-3
TABLE OF EQUIPMENT (T/E) ITEMS.....	3001	3-3
REPAIR PARTS.....	3002	3-3
HOUSEKEEPING AND ADMINISTRATIVE SUPPLIES.....	3003	3-4
NON-SYSTEM ITEMS.....	3004	3-5
PACKAGED OPERATIONAL RATIONS (POR'S).....	3005	3-5
AMMUNITION.....	3006	3-5
PRIORITY UTILIZATION.....	3007	3-6
RECONCILIATION.....	3008	3-7

FIGURE

3-1 EQUIPMENT REPAIR ORDER SHOPPING LIST (EROSL).....	3-8
3-2 SERVMART SHOPPING LIST (FORM 4491)	3-9
3-3 FORMAT FOR AUTHORIZATION TO REVIEW AND SIGN SHOPPING LISTS (GSF:001)	3-10
3-4 FORMAT FOR LIST OF AUTHORIZED SHOPPERS (GSF:002).....	3-11
3-5 REQUEST FOR PURCHASE OF CONTROLLED ITEMS (GSF:004).....	3-12
3-6 CURRENT SERVMART SHOPPING SCHEDULE	3-13
3-7 REQUEST FOR OPEN PURCHASE (GSF:003)	3-14

SOP FOR MARINE CORPS PROPERTY

CHAPTER 3

REQUISITIONS

3000. GENERAL INFORMATION

1. These instructions apply to all squadrons when requisitioning from Marine Corps Property. When separated from MAG-12, units will follow the procedures established by the host command providing supply support.
2. Aviation Supply is the primary point of contact for all requisitions for flying squadrons. Marine Corps Property is only responsible for providing funds for T/E items and barracks cleaning supplies for these units.
3. There are several different initial sources of supply for Wing units and different systems which require compliance:
 - a. T/E allowance items, certain expendables and SL-3 components are requisitioned, using the SASSY system, from the SASSY Management Unit (SMU) in Okinawa.
 - b. Repair parts are requisitioned using the MARINE CORPS INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS) from the Material Issue Point (MIP).
 - c. Hand tools, housekeeping and administrative supplies are requisitioned from Navy Servmart.
 - d. Certain non-system items and services are requisitioned through the Navy supply system or through Station Purchasing.
 - e. Packaged operational rations (POR) are requisitioned from CSSD-36, 3rd Force Service Support Group.
 - f. Ammunition is requisitioned from Station Ordnance.
4. All requests for purchases, regardless of purchasing sources, with the exception of ammunition are submitted through the Marine Corp Property Officer.

3001. TABLE OF EQUIPMENT (T/E) ITEMS. All T/E items are requisitioned by Marine Corps Property.

3002. REPAIR PARTS

1. Repair parts and certain SL-3 components are ordered on a MIMMS ERO Shopping List (EROSL) (Figure 3-1). Before EROSLS are submitted, a valid ERO is opened in MIMMS (See WgO P4790.4D, SOP

for Maintenance Management, for instructions on completing EROS). The commodity manager should fill out the EROSL, verify that the ERO is open through the Maintenance Manager in the S-4 office, and forward the EROSL to Marine Corps Property for processing. The following information is entered on the EROSL by the section requiring the part:

<u>CARD COLUMN</u>	<u>EXPLANATION</u>
1	4
2-6	ERO Number
11-23	Requested NSN
24-26	Qty needed (right justified)
28-32	00012
41	A
42-23	Priority
44-48	00012
49-50	Unit of Issue
51-64	JON Cost Number (Each section performing maintenance will receive a unique number from the Fiscal Officer).
66	Demand Code (R or N)
67	NMCS Indicator Code (N or E)
68-69	Advice Code
70-70	Description (Part Name)
80	A

2. Note that technical manuals are constantly updated to prevent cancellation of demands due invalid NSN's in the supply system.

3003. HOUSEKEEPING AND ADMINISTRATIVE SUPPLIES

1. Housekeeping, administrative supplies, and some SL-3 component tools are requisitioned from Navy Servmart. Items appearing in Servmart catalogs are not normally stocked by the SASSY Management Unit (SMU), and demand for such items through SMU are rejected.

2. All request for Navy Servmart items are handled through the fiscal section of Marine Corps Property. For flying squadrons these items are limited to barracks cleaning equipment.
3. In order to requisition items from Servmart, a Servmart Shopping List (Figure 3-2) is used. Personnel authorized to sign these forms are assigned in writing (Figure 3-3) and a copy maintained at Marine Corps Fiscal for ready reference. Also, a list of authorized shoppers (Figure 3-4) must be assigned by the RO, OIC or NCOIC. No more than two individuals per shop are authorized, unless otherwise arranged with the Marine Corps Property Officer. All lists must include appropriate signatures, matching those on file at Marine Corps Property Fiscal. In addition, shop section, NSN, nomenclature, unit of issue, quantity, and unit price must be typed on the form. It is not necessary to extend prices, as this is done at Servmart.
4. Requests for controlled items (ie. blank forms) are submitted on Marine Corps Property Form 004 (GSF:004) (Figure 3-5). This form must accompany all request for items annotated "CONTROLLED ITEM" in the Navy Servmart Catalog. One may include these items on shopping lists containing non-controlled items; it is not necessary to put them on separate shopping sheets.
5. Shopping days are provided for all sections. Lists are required into Marine Corps Property Fiscal at least 72 hours prior to shopping. Shopping days are not switched without approval of the Marine Corp Property Chief. All shopping is done before 1100 and there is shopping on Friday. Figure 3-6 shows shopping schedule for all sections.

3004. NON-SYSTEM ITEMS

1. Requests for non-system items are submitted on Marine Corps Property Form: 003 (GSF:003) (Figure 3-7) providing as much information as possible. These requisitions require Marine Corps units to purchase items from local vendors and are classified as Open Purchase Requests.
2. Requests for lumber products are submitted on GSF:003. These items are requisitioned through the Direct Support Stock Control (DSSC) activity in Okinawa. Lead time for lumber procurement is lengthy; therefore, advance planning on requirements for lumber and associated products is necessary.
3. NATIONAL COLORS AND ORGANIZATIONAL FLAGS. Requests for replacement of unserviceable national colors and organizational flags are submitted to Marine Corps Property for requisition.

3005. PACKAGED OPERATIONAL RATIONS (POR'S). Packaged Operational Rations (POR's) are handled by the Commanding Officer, CSSD-36. Requests are submitted to the Marine Corps Property Officer. Marine Corps Property will prepare the required requisitions.

3006. AMMUNITION. Ground ammunition and explosives are issued and controlled per MCASO P8600.1. All requests are submitted to the Group S-4 Officer.

3007. PRIORITY UTILIZATION

1. General Information. Priority utilization is controlled by the Marine Corps Property Officer. It is imperative that supervisory personnel become familiar with the contents of the current edition of MCO 4400.16.

2. Priority Designator System

a. Priority Designator Table. The table below shows the only priorities authorized in the First Marine Aircraft Wing:

FORCE/ACTIVITY DESIGNATOR	URGENCY OF NEED DESIGNATOR	PRIORITY	MEDICAL DESIGNATOR	MINIMUM ESSENTIAL DESIGNATOR
II	A	02	02	05
	B	05	05	
	C	12		

b. Priority 02 Assignment. The Group Commanding Officer shall personally review and sign all requisitions which contain priority designators based on urgency of need designator "A", to certify an inability to perform their mission. This review is accomplished before the release of requisitions, both MIMMS and SASSY, to supply sources.

c. Priority 05 and 12 Assignment. The Group Commanding Officer will designate, in writing, the Marine Corps Property Officer as reviewer and signer of requisitions which contain priority designators based on urgency of need designators "B" and "C". This review is accomplished before release of the requisition to the supply source.

3008. RECONCILIATION

1. General Information. The current edition of UM 4400-124 requires reconciliation of the Additional Demands List (ADL) with the Responsible units/sections every two weeks. To accomplish this, it is essential that all parties recognize that the actual reconciliation is only the end of the process and probably involves the least amount of work. The reconciliation consist of two parts:

a. Validation. This process determines which pending documents are actually required. This phase seeks problem areas which requires discussion during actual reconciliation.

b. Reconciliation. The actual process of comparing the the ADL and the Daily Process Report (DPR) with what is actually required by the customer (See WgO 4790.4D, SOP for Maintenance Management for further information on Daily Process Reports). Appearance of document on the ADL or DPR does not signify validity. Requests for follow-up action and/or requisition modifications are identified during this phase to Marine Corps Property personnel, who will prepare and forward appropriate documentation.

SERVMART SHOPPING LIST (4491)

NAVSUP FORM 1314 (REV. 4-84)

S/N 0108-LF-601-3142

MATERIAL CATEGORY	PAGE	OF	JULIAN DATE
-------------------	------	----	-------------

SHIP/ACTIVITY		REQUISITION NO.				FUND CODE
COG SYM AND NSN	DESCRIPTION	U/I	QTY	UNIT PRICE	EXTENSION	REQUIRING DEPT.
2						
3						
4						
5						
6						
7						
8						
9						
0						
1						
3						
5						

TYPED OR PRINTED NAME AND RANK OR GRADE OF AUTHORIZED SHOPPER _____

DISTRIBUTION: WHITE - Shopper's Copy, YELLOW - Mail to Ship/Activity, PINK - Store's Copy (Optional), GOLD - Supply Officer's Copy

I CERTIFY THAT THE PURCHASE OF MATERIALS LISTED HEREON IS NECESSARY FOR THE OFFICIAL BUSINESS OF THE NAVY.
 REQUESTED BY (FOR DIRECT TURNOVER MATERIAL): _____ APPROVED BY: _____

Authorized Signature

Supply Officer's Signature

UPON RETURN TO THE SHIP/ACTIVITY, THE FOLLOWING MUST BE COMPLETED: RECEIVED, INSPECTED AND VERIFIED ON:

DATE _____ BY: _____
Typed or Printed Name and Rank or Grade and Signature

UNIT MAILING ADDRESS

PURCHASE SUBTOTAL
PLUS 10% FOR PRICE VARIATIONS
PURCHASE TOTAL*
DD FORM 1348/NAVSUP FORM 1250-1 MAXIMUM AUTHORIZED
*MAY NOT EXCEED DOLLAR LIMIT ON DD FORM 1348 OR NAVSUP FORM 1250-1

Figure 3-2.--Servmart Shopping List (Form 4491).

AUTHORIZATION TO REVIEW AND SIGN SERVMART SHOPPING LIST

ACCOUNT:

SECTION:

THE BELOW LISTED PERSONNEL ARE AUTHORIZED TO REVIEW, SIGN , AND SUBMIT
SERVMART SHOPPING LISTS TO MAG-12 GROUND SUPPLY

RANK

NAME

SSN

RTD

SAMPLE SIGNATURE

RANK

NAME

SSN

RTD

SAMPLE SIGNATURE

THIS AUTHORIZATION SUPERSEDES ALL PREVIOUS AUTHORIZATIONS

DATE

SIGNATURE OF RO/OIC/NCOIC

Figure 3-3.--Format for Authorization to Review
and Sign Shopping Lists (GSF:001).

AUTHORIZATION TO SHOP AT SERVMART

ACCOUNT:

SECTION:

THE BELOW LISTED PERSONNEL ARE AUTHORIZED TO REPORT TO MAG-12 GROUND SUPPLY TO DRAW A DOCUMENT FOR SHOPPING AT SERVMART

RANK _____ NAME _____ SSN _____ RTD _____

SAMPLE SIGNATURE

RANK _____ NAME _____ SSN _____ RTD _____

SAMPLE SIGNATURE

THIS AUTHORIZATION SUPERSEDES ALL PREVIOUS AUTHORIZATIONS

DATE _____

SIGNATURE OF RO/OIC/NCOIC _____

Figure 3-4.--Format for List of Authorized Shoppers (GSF:002).

SOP FOR MARINE CORPS PROPERTY

REQUEST FOR PURCHASE OF CONTROLLED ITEM

ACCOUNT _____ DEPARTMENT _____

IT IS REQUESTED THAT THE BELOW LISTED CONTROLLED
ITEM BE AUTHORIZED FOR PURCHASE

ITEM DESCRIPTION

<u>U/I</u>	<u>Nomenclature</u>	<u>QTY</u>
<u>U/P</u>	<u>NSN or Part Number</u>	<u>T/P</u>

JUSTIFICATION

I CERTIFY THAT THE MATERIAL LISTED HEREON IS NECESSARY FOR OFFICIAL
GOVERNMENT BUSINESS.

Date

Signature of Responsible Officer

GROUND SUPPLY

- () Approved.
- () Disapproved for the following reason:

Date

Signature of Responsible Officer

Figure 3-5.--Request for Purchase of Controlled Items(GSF:004).

SOP FOR MARINE CORPS PROPERTY
WEEKLY SERVMART SHOPPING SCHEDULE

<u>ACCT</u>	<u>DAY</u>	<u>DEPARTMENT</u>	<u>SECTION</u>
Y01	MON	MAG-12 HQ	ADMINISTRATION (S-1) INTELLIGENCE (S-2) OPS/TRAINING (S-3) LOGISTICS (S-4) CHAPLAIN FISCAL
Y02	TUES	MAG-12 CMCC	ADMINISTRATION
Y03	MON	MAG-12 AV SUP	ADMINISTRATION (ADP) (CMS) (PMC) (SPC) (CCC) (CRB) (SCD/CCS) (PP&P)
Y04	TUE	MAG-12 NBC	ADMINISTRATION
Y05	WED	MAG-12 ARMORY	ADMINISTRATION
Y07	MON	MALS-12 HQ	ADMINISTRATION (S-1) INTELLIGENCE (S-2) OPS/TRAINING (S-3) LOGISTICS (S-4) BARRACKS
Y08	TUE	MALS-12 MAINT	ADMINISTRATION AIRFRAMES AVIONICS CRYOGENICS FLIGHT EQUIPMENT (GSE) (IMRL) POWER PLANTS PRODUCTION CONTROL QUALITY ASSURANCE
Y08	WED	MALS-12 ORDNANCE	ADMINISTRATION
Y10	THU	MALS-12 OMD	ADMINISTRATION

Figure 3-6.--Current Servmart Shopping Schedule.

SOP FOR MARINE CORPS PROPERTY

OPEN PURCHASE REQUEST

1. REQUESTING ORGANIZATION: _____ POC: _____

PHONE: _____ LOCATION: _____

2. PURCHASE DATA:

a. Nomenclature: _____ DOC #: _____

b. Priority: _____ Date item actually required: _____

c. Qty: _____ U/I: _____ U/P:\$ _____ T/P:\$ _____

d. Recommended Source of Supply:

1. Name: _____

2. Address: _____

3. Phone: _____

3. Specifications: (give detailed generic specifications)

4. Justification:

Descriptive Data: (required for system items and repair parts)

a. NSN or P/N #: _____

b. SL3 or SL4 item #: _____

c. End item application

Nomen: _____ TAMCN: _____ ID #: _____

5. I certify that the item requested is essential to accomplish the mission of this command, that the requirement cannot be satisfied by an item stocked in the federal supply system, and that the priority used reflects the actual urgency of need for the item.

AUTHORIZED SIGNATURE

Figure 3-7.--Request for Open Purchase (GSF:003).

SOP FOR MARINE CORPS PROPERTY

CHAPTER 4

PUBLICATIONS

	PARAGRAPH	PAGE
GENERAL INFORMATION.....	4000	4-3
RESPONSIBILITY.....	4001	4-3
COST.....	4002	4-3
STOCK POINT.....	4003	4-3
ORDERING PROCEDURES.....	4004	4-3
FORCE-FED PUBLICATIONS.....	4005	4-4

SOP FOR MARINE CORPS PROPERTY

CHAPTER 4

PUBLICATIONS

4000. GENERAL INFORMATION. The Publications Listing (PL) has replaced the Table of Allowance for Publications (TAP). Inventories are now established and maintained with individual publications control numbers (PCN's). Distribution codes representing "sets" of publications are no longer used. Changes to PL's are effected by PCN on NAVMC form 11041, Publications Listing Change Request. Publications managed by individual units are no longer referred to as "allowances". They are "inventories". When a publication sponsor determines initial distribution and the publication has been distributed, commanders have the prerogative to add/delete/change their inventory requirements to meet the command's needs.

4001. RESPONSIBILITY. Squadron Commanding Officers will ensure that authorized publications are on hand. They are required to maintain these publications as changes and/or revisions occur.

4002. COST. When approved for issuance by current orders, copies of publications for official use are to be distributed free of charge to units of the Marine Corps.

4003. STOCK POINT. The Commanding General, Marine Corps Logistics Bases, Albany, Georgia is the source of supply for all Marine Corps Publications.

4004. ORDERING PROCEDURES. Internally the proper ordering procedures for this Group are as follows:

1. Internal squadron requirements are consolidated by the squadron S-1 section. The squadron's publications clerk will insure that the request is valid per the unit's publication distribution control form (NAVMC 10975) and the unit's current PL.
2. If the request is not authorized, a change to the PL is submitted via the Group S-1. Procedures for submittal of PL change requests are stated in the current edition of MCO P5600.31.
3. Once Marine Corps Property has received the request, they will assign each publication ordered a document number. One copy is filed in supply's pending file and the other is sent to the unit's publications clerk for his pending file.

4. Reconciliations between the squadron's publications clerk and Ground Supply's publications section are held every two weeks. These reconciliations are used to compare valid requirements and review status on pending requisitions. Marine Corps Property will maintain a record of each reconciliation conducted with sections in a logbook. This logbook will include the date and signature of both parties.

5. When the publications are received the unit's publications clerk is notified to sign the receipt document and pick up the items.

4005. FORCE-FED PUBLICATIONS. The Squadrons will receive force-fed publications based on distribution codes on the PL. These publications are issued by the squadron's S-1 section based on their distribution list (NAVMC 10975).

SOP FOR MARINE CORPS PROPERTY

CHAPTER 5

GARRISON PROPERTY

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION.....	5000	5-3
MARINE AIRCRAFT GROUP RESPONSIBLE OFFICER (RO).	5001	5-3
PROCEDURES.....	5002	5-3

SOP FOR MARINE CORPS PROPERTY

CHAPTER 5

GARRISON PROPERTY

5000. GENERAL INFORMATION. Garrison Property is defined as those items of property that are normally supplied to an FMF unit by the host station activity while the FMF is in garrison.

5001. MARINE AIRCRAFT GROUP RESPONSIBLE OFFICER (RO). The MAG will have only one responsible officer assigned for Garrison Property from station. The Group Commanding Officer designates the Marine Corps Property Officer as the RO for Garrison Property.

5002. PROCEDURES. Refer to Group Order 4400.22E, Garrison Property Standing Operating Procedures for detailed instructions.

SOP FOR MARINE CORPS PROPERTY

CHAPTER 6

INVESTIGATIONS

	PARAGRAPH	PAGE
INTRODUCTION.....	6000	6-3
APPLICABILITY.....	6001	6-3
REQUEST FOR INVESTIGATION.....	6002	6-4
STATION PROPERTY.....	6003	6-4

FIGURE

6-1	OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT (SF91).....	6-5
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SOP FOR MARINE CORPS PROPERTY

CHAPTER 6

INVESTIGATIONS

6000. INTRODUCTION

1. General Information. The term "investigation" as defined in reference (a), and as used in this SOP, is a procedure by which the activity commander can determine the facts related to loss, damage, or destruction of Government property; determine the present condition of such property; receive recommendations to dispose, retain, and/or further account for such property; and/or determine the responsibility and extent of responsibility.

6001. APPLICABILITY

1. Policy. As a matter of policy, all missing, destroyed, or damaged government property belonging to the Marine Corps, or on charge to the Marine Corps, and all government property belonging to other government departments in the custody of the Marine Corps, will be made the subject of an investigation as prescribed in the JAG Manual, Chapter II, under the following conditions:

a. If the cause of such condition is unknown.

b. If required to relieve an individual of responsibility or to determine responsibility.

c. If there is a loss involving a shortage of public funds from the custody of an accountable person, or if the shortage of funds amounts to more than \$250, or if regardless of amount, there are indications of fraud or other criminal acts.

2. Scope. Investigations are conducted and reported in the manner prescribed by the JAG Manual and may (or normally will) be combined with other investigations outlined in the JAG Manual, Chapter II, VI, and IX, when applicable. Disposition of the records of proceedings are routed in accordance with instructions contained in paragraph 6010 and 6011 of reference (b). Sufficient additional copies are prepared as required by the Marine Corps Property Officer to serve as vouchers to drop the property from his records. Copies used for this purpose must be signed indicating approval by competent authority. Upon receipt of a signed copy of the investigation from the convening authority, the Marine Corps Property Officer should take action as directed by the convening authority.

3. Exceptions. Investigative action is not required when it is the opinion of the commanding officer that no negligence is indicated in the loss, damage, or destruction of government property or that for reasons known to the commanding officer, no negligence or responsibility can be determined and an investigation

under these conditions would constitute an unnecessary administrative burden. Investigative action is not usually required when an individual accepts responsibility for loss, damage, or destruction of government property and voluntarily offers to reimburse the government for the loss, damage, or destruction. Exempt from these provisions are situations where an investigation is required by directives governing investigations of accidents in which government vehicles are involved.

a. Paragraph 6001.3 of reference (a) contains guidance for the use of an Operator's Report of Motor Vehicle Accident (SF91), Figure 6-1, in lieu of an informal JAG Manual investigation when:

- (1) There is no death or injury.
- (2) The total property damage does not exceed \$2000.
- (3) There is no possible claim against the government.

b. The commander will forward the SF91 to the reviewing authority for final approval. The forwarding letter will include a finding as to the responsibility by reason of fault of negligence per paragraph 6006.5a of reference (b). If such responsibility is indicated, the commander will accomplish the additional actions prescribed in paragraph 6011.4 of reference (b). Upon completion of the review, these investigations will be furnished to the Marine Corps Property Officer per paragraph 6011.1 of reference (b).

6002. REQUEST FOR INVESTIGATION

1. Format. When fault or negligence is suspected or known, when the cause of the condition is unknown, or when responsibility must be determined, a request for an investigation into the loss, damage or destruction of government property will be made to the commanding officer in letter form by the officer administering or exercising custody over Government property. The requesting officer is usually the responsible officer or the Marine Corps Property Officer.

2. Supply Officer Action on Request for Investigative Action. In the event the investigation request is not initiated by Ground Supply Officer, the request will be submitted to the Commanding Officer, via the Marine Corps Property Officer.

6003. STATION PROPERTY. When station/garrison property is involved, the investigation must be convened by the Commanding Officer, Marine Corps Air Station, Iwakuni.

SOP FOR MARINE CORPS PROPERTY

OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT		DEPARTMENT OR AGENCY	
This form is to be completed by the Government operator at the time and the scene of the accident if possible. See the Privacy Act Statement on page 4.		NAME AND LOCATION OF ORGANIZATION TO WHICH YOU ARE ASSIGNED	
		LAST NAME	FIRST NAME
1. OPERATOR DATA	Rank, Rating or Title <small>Print clearly</small>		Service Number or Social Security No. GOVT. MOTOR VEHICLE OPERATOR PERMIT NO.
	HOME ADDRESS (Number, street, city, State, ZIP code)		HOME TELEPHONE NO.
	ACCIDENT OCCURRED	DATE / / DAY OF WEEK TIME a.m. / p.m.	NUMBER OF HOURS ON DUTY PRIOR TO ACCIDENT
2. ACCIDENT TIME AND LOCATION	PLACE OF ACCIDENT (If in city, give number, street, city and State, if outside city limits, indicate mileage to nearest city, or other landmark.)		
	ORIGIN OF TRIP	DESTINATION	
	PURPOSE OF TRIP		
3. FEDERAL VEHICLE (including privately owned Federally operated)	MAKE	TYPE	REGISTRATION NUMBER OR OTHER IDENTIFICATION
	PARTS OF VEHICLE DAMAGED (Describe)		OPERATOR'S ESTIMATED AMOUNT OF DAMAGE \$
	IF THIS WAS A BACKING ACCIDENT, WAS A GUIDE AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO If "Yes," was guide used? <input type="checkbox"/> YES <input type="checkbox"/> NO		
4. OTHER VEHICLE INVOLVED (if more than one, show in item 12, page 3)	MAKE	TYPE	YEAR
	OPERATOR'S STATE PERMIT NUMBER		VEHICLE LICENSE NUMBER AND STATE
	OPERATED BY	NAME	
		HOME ADDRESS (Number, street, city, State, ZIP code)	
	OWNED BY	NAME	
ADDRESS (Number, street, city, State, ZIP code)			
PARTS OF VEHICLE DAMAGED (Describe)		OPERATOR'S ESTIMATED AMOUNT OF DAMAGE \$	
5. OTHER PROPERTY DAMAGED (Explain. If more space is needed, continue in item 12, page 3.)			

Figure 6-1.--Operator's Report of Motor Vehicle Accident(SF91),

SOP FOR MARINE CORPS PROPERTY

		NAMES		HOME ADDRESSES		
6. PERSONS INJURED						
7. OCCUPANTS IN YOUR VEHICLE						
8. OCCUPANTS IN OTHER VEHICLE(S)						
9. WITNESSES AND POLICE						
	POLICE OFFICER	BADGE NUMBER	PRECINCT OR HEADQUARTERS			
10. ACCIDENT CONDITIONS	INDICATE:	FEDERAL VEHICLE <i>(Includes privately owned Federally operated)</i>		OTHER VEHICLE (2)		
	DIRECTION OF TRAVEL					
	SIDE OF STREET OR HIGHWAY					
	APPROXIMATE SPEED	MILES PER HOUR		MILES PER HOUR		
	CONDITION OF ROADWAY <i>(Wet or dry, icy, etc.)</i>	WEATHER <i>(Clear, foggy, rain, snow, etc.)</i>		TYPE OF ROADWAY <i>(concrete, macadam, etc.)</i>		
	OTHER INFORMATION <i>(Explain stop signs, traffic signals, obstructions, etc.)</i>					

STANDARD FORM 91 PAGE 2 (REV. 11-76)

Figure 6-1.--Operator's Report of Motor Vehicle Accident (SF91)--Continued.

SOP FOR MARINE CORPS PROPERTY

11. EVENTS AFTER ACCIDENT	STATE WHO GAVE MEDICAL AID, IF ANY WAS GIVEN		WHERE WAS INJURED TAKEN
	CONDITION OF OTHER DRIVER		
	If other driver or persons injured made statements as to cause of accident and extent of personal or property damage, relate conversation, also, give names and addresses of others hearing such statements.		
12. OTHER VEHICLE OR PROPERTY INVOLVED CONTINUATION—If more than one vehicle involved	MAKE		TYPE
	OPERATOR'S STATE PERMIT NUMBER		VEHICLE LICENSE NUMBER AND STATE
	OPERATED BY	NAME	
		HOME ADDRESS (Number, street, city, State, ZIP code)	
	OWNED BY	NAME	
		ADDRESS (Number, street, city, State, ZIP code)	
	PARTS OF VEHICLE DAMAGED (Describe)		OPERATOR'S ESTIMATED AMOUNT OF DAMAGE
OTHER PROPERTY DAMAGED (Explain)		\$	

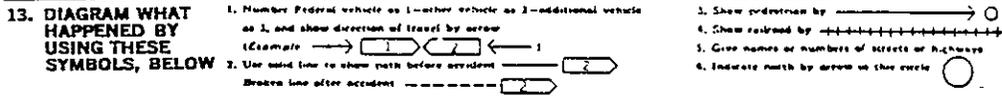


Figure 6-1.--Operator's Report of Motor Vehicle Accident (SF91)--Continued.

SOP FOR MARINE CORPS PROPERTY

CHAPTER 7

PERSONAL EFFECTS

	PARAGRAPH	PAGE
GENERAL INFORMATION.....	7000	7-3
RESPONSIBILITY.....	7001	7-3
PROCEDURES.....	7002	7-3

SOP FOR MARINE CORPS PROPERTY

CHAPTER 7

PERSONAL EFFECTS

7000. GENERAL INFORMATION. Personal Effects inventories are required to take care of property of personnel who cannot or do not care for their own property. This includes those who are deceased, reported missing, incapacitated by injury or disease, in an unauthorized absence status, incarcerated in civilian or military correctional facilities, and those who for any other reason become separated for their effects.

7001. RESPONSIBILITY. It is the responsibility of the commanding officer, i.e. Squadron Commander, of the individual whose personal effects are involved to insure that an inventory officer is appointed within 24 hours after determining that an individual is in a required inventory status. The Commanding Officer will ensure that the inventory officer reports to the Marine Corps Property Officer within 24 hours for instructions and receipt of the appropriate forms for the inventory.

7002. PROCEDURES. Refer to MCO P4050.38B, Personnel Effects and Baggage Manual.

SOP FOR MARINE CORPS PROPERTY

CHAPTER 8

MISCELLANEOUS PROCEDURES

	PARAGRAPH	PAGE
ISSUE OF INDIVIDUAL EQUIPMENT.....	8000	8-3
TEMPORARY LOANS.....	8001	8-3
COLLECTION OF MONEY FOR PACKAGED OPERATIONAL RATIONS (PORS).....	8002	8-4
CHECK OUT PROCEDURES.....	8003	8-4
REPORT OF MISSING/LOST/STOLEN/DAMAGED/DESTROYED GOVERNMENT PROPERTY.....	8004	8-4
UNIT DEPLOYMENT PROGRAM (UDP) SQUADRONS.....	8005	8-5
SUITCASES, SAFETY BOOTS, AND WATCHES.....	8006	8-5

FIGURE

8-1 EQUIPMENT CUSTODY RECORD (NAVMC 10359).....		8-6
8-2 PAID SUPERNUMERARY RATION REGISTER (NAVMC 10298).....		8-7
8-3 REPORT OF MISSING/LOST/STOLEN/DAMAGED GOVERNMENT PROPERTY.....		8-8
8-4 FORMAT FOR FIRST ENDORSEMENT FROM UNIT COMMANDER ON REPORT OF MISSING/LOST/ STOLEN/DAMAGED/DESTROYED GOVERNMENT PROPERTY.....		8-10
8-5 FORMAT FOR SECOND ENDORSEMENT FROM GROUP COMMANDER ON REPORT OF MISSING LOST/STOLEN/DAMAGED/DESTROYED GOVERNMENT PROPERTY.....		8-11
8-6 FORMAT FOR PAY CHECKAGE FOR PERSONNEL ON COMRATS.....		8-12

SOP FOR MARINE CORPS PROPERTY

CHAPTER 8

MISCELLANEOUS PROCEDURES

8000. ISSUE OF INDIVIDUAL EQUIPMENT

1. The issue and recovery of individual equipment is a process that requires the close cooperation of squadron commanders with Marine Corps Property. This cooperation will ensure needed gear is on hand and is properly recovered for future use.
2. Within this Group, normal requirements for individual gear is issued by the warehouse portion of Marine Corps Property, i.e. field jackets, wet weather gear, and cold weather underwear. Special gear needed for temporary projects are consolidated and issued to the RO for that squadron/section for the required period. RO's must subcustody these items to prevent loss of assets.
3. Marine Corps Property must receive a monthly squadron alpha roster from each squadron to screen for improper custody cards.
4. Marine Corps Property is located in building 1222. The issue point is located in building 1223. General issue of individual equipment is conducted Monday through Friday 0800-1100 and Tuesday and Thursday 1300-1600. If requirements necessitate additional support, coordinate with the Marine Corps Property Officer.
5. When obtaining 782 gear, a military I. D. card is required. Marine Corps Property will ensure that the individual memorandum receipt cards for individual/garrison equipment are prepared per instructions contained in reference (b).

8001. TEMPORARY LOANS

1. Normally temporary loans of organic property are not authorized to an individual or organization under another command unless approved in writing by the loaning Commanding Officer or directed by the Commanding General, 1st Marine Aircraft Wing.
2. All temporary loans internal to this Group are coordinated through the Marine Corps Property Officer and the squadron/section Responsible Officer. Temporary loans must be signed for by a staff noncommissioned officer or officer on a NAVMC 10359 (Figure 8-1).
3. Temporary loans are authorized for only 30 days and items are returned or renewed for at the end of the 30 day period. An exception to this rule occurs when the Group Commanding Officer directs the loan of gear for specific dates in writing.

8002. COLLECTION OF MONEY FOR PACKAGED OPERATIONAL RATIONS (PORS)

1. Personnel who consume Packaged Operational Rations (PORS) but who are not authorized to subsist at government expense, officers and those enlisted personnel receiving commuted rations, are required to reimburse the Government at the current per meal rate stated in MCBul 10110 series.
2. The individual collecting these reimbursements funds, the collection agent, shall utilize the Paid Supernumerary Ration Register (NAVMC 10298) to account for the funds (Figure 8-2).
3. Under normal circumstances, collections shall be made immediately prior to the actual consumption of the meal. This may not always be feasible. In those instances when it is not, collections must be accomplished prior to the operation based on anticipated consumption. Meals will then be issued to the officer-in-charge of the operation or his designated representative. Distribution of the meals is the responsibility of the officer-in-charge of the operation. At the end of the operation, the officer-in-charge is required to submit a roster of names of those persons who subsisted and turn in all unused meals. Figure 8-6 will be utilized for initiation of checkage to the personnel consuming POR's. Followup is required for confirmation of proper amount being checked. This is done by verifying Unit Diary number from the Unit's Personnel section.
4. Once funds have been turned in to the collection agent, there is no refund. Individuals paying for, but not consuming meals, may retain them.

8003. CHECK OUT PROCEDURES. Personnel departing this Group are required to return all individual equipment to Marine Corps Property and properly clear all issue records. When all records are cleared, Marine Corps Property personnel will stamp and initial the individual's checkout sheet. This is the only legal checkout indicator.

8004. REPORT OF MISSING/LOST/STOLEN/DAMAGED/DESTROYED GOVERNMENT PROPERTY

1. Experience has shown that the best method of controlling and reducing losses of individual equipment is for squadron commanders to have a strict and consistent policy on lost, damaged, or destroyed individual equipment.
2. Squadron commanders shall ensure that the following is accomplished:
 - a. Make maximum use of cash sales instead of checkage sales procedures when equipment is lost.
 - b. Exercise extreme reluctance to recommend "writing off" of equipment.

c. Make maximum use of some form of disciplinary action for any equipment lost, damaged, or destroyed through neglect. Equipment stolen because it was left adrift by the individual is neglect.

d. When equipment is lost, ensure that the report of lost, damaged, or destroyed individual equipment is prepared and submitted to the Marine Corps Property Officer within 72 hours or less.

3. The Marine Corps Property Officer shall have the Report Missing/Lost/Stolen/Damaged/Destroyed Government Property forms preprinted and available at the Marine Corps Property Office (Figure 8-3). If an individual does not desire to reimburse the government for the missing or damaged property, he must complete Figures 8-4 and 8-5.

8005. UNIT DEPLOYMENT PROGRAM (UDP) SQUADRONS

1. The Squadron Commander is responsible for ensuring that all his personnel have cleared their custody records at Marine Corps Property Office. To aid in the timely processing of personnel rotating after their tour, the following guidelines are instituted:

a. All personnel should return their individual equipment to Marine Corps Property three days prior to rotation.

b. All missing gear statements should be processed ten days prior to rotation.

2. These procedures will alleviate the backlog of personnel trying to clear their custody records during the final stages of rotation.

8006. SUITCASES, SAFETY BOOTS, AND WATCHES

1. Suitcases are issued to all officers and SNCO's who are permanently attached to MAG 12, if funding is available (i.e., those personnel assigned PCS). UDP squadron personnel will receive their suitcases from their parent command.

2. Admin Officers must enter Page 11 entries in OQR/SRBs when an individual is issued a suitcase. If previously issued a suitcase and the entry was made in the OQR/SRB, Marine Corps Property will not issue a new one. Replacement suitcases are issued with the return of the unserviceable ones.

3. Marine Corps Property will purchase safety boots for personnel in the MAG Headquarters which require this equipment in performing their duties. Aviation Supply will provide flying squadrons with safety boots for their personnel.

4. Watches are issued on custody cards and are returned before leaving this unit. There are no permanent issue of watches unless directed by the Group Commander.

SOP FOR MARINE CORPS PROPERTY

REPORT OF MISSING/LOST/STOLEN/DAMAGED/DESTROYED
GOVERNMENT PROPERTY

DATE: _____

NAME: _____ GRADE: _____ SSN: _____

UNIT: _____

LIST OF PROPERTY

TAMCN	NSN	NOMENCLATURE	QTY	U/P	T/P

TOTAL: \$ _____

CIRCUMSTANCES OUTLINING LOSS OR DAMAGE OF GOVERNMENT PROPERTY:

(enclose additional sheets if necessary)

1. I certify that I was counseled about the following and understand these facts concerning voluntary reimbursement of government property, if I elect to do so.

a. There is no administrative process which requires me to reimburse the government, although in appropriate cases, judicial action to recover damages may be initiated by the government.

b. My voluntary offer to reimburse the government for loss, damage, or destruction does not relieve me from the consequences of any wrongful action for which I may be court-martialed.

c. My voluntary reimbursement will be considered a free act for personal reasons and will not imply an admission of responsibility for fault or negligence for any purpose.

d. No person has threatened disciplinary action or offered to withhold such action in exchange for my voluntary reimbursement.

2. I (do) (do not) voluntarily agree to reimburse the government.

3. I have been informed of my right to consult with a Judge

Figure 8-3.--Report of Missing/Lost/Stolen/Damaged/Destroyed
Government Property.

Advocate and I (do) (do not) waive this right.

COUNSELING OFFICER'S SIGNATURE

INDIVIDUAL'S SIGNATURE

Figure 8-3.--Report of Missing/Lost/Stolen/Damaged/Destroyed
Government Property--Continued.

SCP FOR MARINE CORPS PROPERTY

UNITED STATES MARINE CORPS
Marine Aircraft Group 12
First Marine Aircraft Wing, MARFORPAC
UNIT 37150
FPO 96603-7150

4400
21
(Date)

FIRST ENDORSEMENT

From: Commanding Officer, (Unit Commander)
To: Commanding Officer, Marine Aircraft Group 12
Subj: REPORT OF MISSING/LOST/STOLEN/DAMAGED/DESTROYED GOVERNMENT
PROPERTY

1. I have reviewed the basic correspondence, interviewed the SNM,
and make the following recommendation:

- () The SNM is negligent and should reimburse the Government.
 - () The SNM is negligent and legal action should be sought
against him/her.
 - () The SNM is not negligent and no further action is taken.
-

Figure 8-4.--Format for First Endorsement from Unit Commander on
Report of Missing/Lost/Stolen/Damaged/Destroyed
Government Property.