

MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
1ST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7161



GruO 4400.22F

MCP

JAN 14 2008

GROUP ORDER 4400.22F

From: Commanding Officer

To: Distribution List

Subj: GARRISON PROPERTY STANDING OPERATING PROCEDURES

Ref: (a) MCO P4400.150E

(b) UM 4400-124

(c) MCASO P4400.5D

Encl: (1) Nomination of Responsible Officer

1. Purpose. To establish procedures within Marine Aircraft Group Twelve for accountability of organic garrison property, as directed in references (a) through (c).

2. Cancellation. GruO 4400.22E.

3. Information

a. Requisitioning Procedures. Unit Responsible Officers (RO) will submit requisition requests to the MAG-12 Garrison Property Officer (GPO). Requests will be processed and forwarded to Station Logistics, as appropriate. The requesting unit/section will be notified of availability and pick-up procedures.

b. Turn-in Procedures. Unit Responsible Officers (RO) will report, via signed letter, unserviceable or excess items to the MAG-12 GPO. If a turn-in is authorized, the RO will ensure his copy of the Consolidated Memorandum Receipt (CMR) is correctly annotated. The RO will provide a copy of the turn-in document to the GPO. Turn-ins and issues are conducted on a daily basis by appointment. Any turn-in or issue will be coordinated in advance with the GPO.

c. Turn-in of Office equipment. Unserviceable or excess electrical equipment, such as typewriters and adding machines are reported to MAG-12 S6 or Station Electronics Maintenance Division

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(EMD). If the item is unrepairable, the RO will turn in the item, along with the Limited Technical Inspection (LTI), to the GPO for replacement and disposal.

d. Linen. Linen issue is handled in the following manner:

(1) Permanent Personnel. All Headquarters, PSD, and MALS personnel will draw their linen and blankets from the Marine Property Issue Point in building 1400.

(2) Unit Deployment Program (UDP) Personnel. UDP Squadrons will draw their linen and blankets from their Squadron Responsible Officer.

e. Inventories. Complete inventories of all garrison property on-hand is conducted on the following occasions:

(1) Upon relief of the unit/section RO.

(2) Quarterly.

(3) Upon rotation of a squadron to/from MAG-12.

(4) As directed by the MAG-12 GPO.

f. Investigations

(1) For the purpose of this order, an investigation is the procedure in which the Station Marine Corps Property Officer determines the facts surrounding a loss, the damage, or destruction of garrison property warrants further inquiry.

(2) Investigations are required prior to disposition of garrison property that is lost, damaged, or destroyed and when negligence is suspected or known to exist, or when responsibility requires determination.

(3) Investigations are not required when, in the opinion of the MCAS Commanding Officer, negligence is not indicated, or for reasons known to the MCAS Commanding Officer, that negligence or responsibility is undeterminable.

(4) Unit Responsible Officers will submit investigations requests to the Station Marine Corps Property Officer (SMCPO), via the MAG-12 GPO. These requests will be in letter format. The letter will include pertinent identifying information and the

present condition of the property in questions, if known. It will also contain a detailed summary of the circumstances surrounding the situation.

(5) The investigation will be conducted and results will be submitted to the SMCPO within (10) days of receipt of the appointing order. All extensions will be requested in writing.

4. Action. The Commanding Officer, Marine Aircraft Group 12 exercises overall supervision and control of all Group garrison property. He will review and approve or disapprove modifications to garrison property allowances and will appoint the MAG-12 RO. However, the authority to adjust the property records of Account #49 remains with the Commanding Officer, MCAS, Iwakuni. Responsibilities are as follows:

a. MAG-12 Responsible Officer. The MAG-12 RO is the Marine Corps Property Officer. He will sub-sign the account, as necessary, to squadron/section RO's. The MAG-12 RO will also:

- (1) Sign for all garrison property in MAG-12.
- (2) Prepare consolidated memorandum receipts (CMR) for sub-accounts within MAG-12.
- (3) Monitor the CMR for each sub-account.
- (4) Assist unit/section RO's in preparation of missing, lost, stolen, recovered (MSLR) government property reports.
- (5) Process paper work for requisitioning, issuing, or surveying of all garrison property.
- (6) Monitor the issue and receipt of all garrison property.
- (7) Monitor turnover of garrison property from one unit/section to another.
- (8) Ensure proper appointment letters for unit/section RO's are on file.
- (9) Assist unit/section RO's with any area pertaining to garrison property.
- (10) Assist the MAG-12 Commanding Officer to control and supervise all garrison property within the Group.

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b. Squadron Commanders/Section OIC's. The squadron commanders/section OIC's will nominate unit/section RO's to the Commanding Officer, MAG-12 via the MAG-12 GPO thirty (30) days prior to the relief of the current RO. This will be done by using the example in enclosure (1).

c. Squadron Commanders/Section RO's.

(1) Upon appointment, report to the MAG-12 GPO and obtain two copies of the existing CMR.

(2) Within fifteen (15) days of appointment, conduct a joint inventory with the previous unit/section RO in his/her area of responsibility. The RO will report any discrepancies in writing to the MAG-12 GPO.

(3) Immediately after the joint inventory, the new RO will:

(a) Sign and submit a letter of acceptance to the Commanding Officer, MAG-12 via the MAG-12 GPO.

(b) In order to transfer the account, the new and the old RO'S must bring both copies of the new CMR, the over/short report, and the old MCR. Report to the MAG-12 GPO and sign for the account.

(4) If the joint inventory is not completed within the required time, the unit/section RO must request an extension in writing to the MAG-12 GPO.

(5) Sign a letter to the MAG-12 GPO delegating authority to personnel in their unit/section to turn-in or receipt for garrison property as a designated representative.

(6) If property allowances are inadequate, a letter requesting a modification of allowance will be submitted.

(7) Determine serviceability of garrison property and submit requests for turn-in. If a replacement for unserviceable equipment is desired, submit a typewritten request to the GPO.

(8) Reconcile the CMR quarterly with the MAG-12 GPO.

(9) Maintain adequate control over all items of garrison property issued to the account and immediately notify the MAG-12 GPO when an item is determined missing, lost, or stolen. Each RO

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may sub-custody items to the various sections within their area of responsibility for better control.

(10) Unit/Section RO's whose area of responsibility include bachelor enlisted quarters (BEQ) are responsible for the furniture and equipment in those billeting areas. They will take steps to ensure that the government property in those areas are being maintained in a serviceable condition. This can be accomplished, in part, by scheduling mattress cleaning, frequent inspections, use of the self-help program for minor repairs, and timely reporting of broken appliances (washing machines, buffers, etc.).

(11) Barracks RO's will inspect BEQ furniture monthly for serviceability and will return the furniture if it is unserviceable.

(12) Maintain files listed below:

(a) Copy of the appointment letter as Responsible Officer.

(b) Copy of the unit/section RO's acceptance letter and over/short report.

(c) Copy of the authorization to receipt for garrison property.

(d) Copy of the current CMR and past CMR's for at least two years.

(e) Copy of this order.

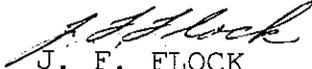
(f) Copies of any transactions that effect the balance of your account.

(g) Copies of all correspondence affecting the status of the account.

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(13) Ensure that all matters pertaining to garrison property are submitted to the MAG-12 GPO for disposition.


J. F. FLOCK

DISTRIBUTION: A

Copy to: CO, MCAS Iwakuni (Attn: SMCP)

NOMINATION OF RESPONSIBLE OFFICER

(Appropriate Heading)

4400
(Orig Code)
Date

From: Commanding Officer/Officer in Charge, Unit
To: Marine Corps Property Officer, Marine Aircraft Group 12
Subj: NOMINATION OF RESPONSIBLE OFFICER
Ref: (a) GruO 4400.22F

1. Per the reference, _____ is hereby nominated as Responsible Officer for all garrison property for Account # _____.
2. Point of contact is _____ at extension 253-_____.

I.M SENIOR

ENCLOSURE (1)