



NAVY
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING
FLEET MARINE FORCE, PACIFIC
FPO SAN FRANCISCO, CALIFORNIA 96603

UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING
FLEET MARINE FORCE, PACIFIC
FPO SAN FRANCISCO, CALIFORNIA 96603

GruO 4420.3
21:SSSO
26 June 85

GROUP ORDER 4420.3 w ch 1

From: Commanding Officer, Marine Aircraft Group 12
To: Distribution List

Subj: APPOINTMENT AND RELIEF OF COMMANDING OFFICERS AND RESPONSIBLE OFFICERS

Ref: (a) NAVSUP P485
(b) CMC Aviation Supply Desk Top Procedures
(c) WgO P4400.16D
(d) GruO 5042.1

Encl: (1) Sample of Commanding Officer Letter of Relief
(2) Sample of Commanding Officer Letter of Assumption
(3) Sample of Responsible Officer Letter of Appointment
(4) Sample of Responsible Officer Letter of Assumption
(5) Sample of Responsible Officer Letter of Request for Extension

1. Purpose. To promulgate policies and procedures for submission of all letters associated with the appointment and relief of Commanding Officers and Responsible Officers.

2. Scope. The instructions and procedures contained herein will be followed by all units and activities attached to or supported by Marine Aircraft Group-12.

3. Background. References (a) through (c) require that inventories of all custodial material and controlled equipment under the cognizance of a unit Commanding Officer or Responsible Officer, hereafter referred to collectively as "equipment", be conducted on an annual basis, upon relief of Commanding Officers or Responsible Officers, and as directed by higher headquarters. Reference (a) through (c) also require that formal letters be submitted upon completion of inventories and upon assumption of responsibility for equipment. Although physical custody may be delegated to other unit personnel, ultimate responsibility for the proper care and use of equipment will remain with respective Commanding Officers or Responsible Officers.

4. Action

a. Outgoing Commanding Officer. Ensure that the incoming Commanding Officer is provided with a letter indicating the status of the supply account as it applies to that squadron. The letter must include major discrepancies in the Table of Basic Allowances (TBA), Coordinated Shipboard Allowance List (COSAL) and Individual Material Readiness List (IMRL) accounts. Other topics, such as pending projects, adequacy of supply support, and funding deficiencies should also be addressed. A sample Commanding Officer letter of relief is provided in enclosure (1).

b. Incoming Commanding Officer

- (1) Review the outgoing Commanding Officer's letter of relief.
- (2) Conduct inspections and inventories to ascertain the condition of equipment and custodial records.
- (3) Spot check inventory accuracy and evaluate records to determine the efficiency of operations.
- (4) Complete the above listed actions and report major discrepancies to the Commanding General, First Marine Aircraft Wing, in a letter of assumption, via the chain of command, within 20 days of assumption of command. Forward copies of this letter to the Wing and Group Supply Officers. A sample Commanding Officer letter of assumption is provided in enclosure (2).

c. Commanding Officer

- (1) Designate, via letter of appointment, a Responsible Officer for each equipment account charged to the Squadron. A Responsible Officer may be assigned an individual account or a number of accounts collectively. A sample Responsible Officer letter of appointment is provided in enclosure (3).
- (2) Effect relief of Responsible Officers in accordance with the qualifications and criteria outlined in paragraph 1142 of reference (a).
- (3) Ensure that individuals appointed as Responsible Officers become familiar with the provisions of applicable references and with all other instructions and publications pertaining to the account(s) assigned.
- (4) Ensure that letters of appointment and results of inventories are submitted to this Headquarters with copies of each to the Group Supply Officer.
- (5) Ensure that outgoing and incoming Responsible Officers have sufficient turnaround time to conduct a joint inventory and to resolve any discrepancies.

d. Responsible Officer. Reference (a) defines responsibility as "the obligation placed upon an individual by law, lawful order, regulation, or custom of the service to exercise custody, care, protection and keeping of property, records, or funds entrusted to his possession or under his supervision and to carry forward an assigned task to a successful conclusion". A Responsible Officer is any individual, military or civilian, officer or enlisted, acting in a supervisory capacity. Such individuals are responsible for all property issued to them whether for their own use or for the use of those under their control. Responsible officers will:

- (1) Upon being appointed, ensure that an accurate physical inventory is conducted jointly with the outgoing Responsible Officer within 10 working days prior to assuming the account. This will facilitate the resolution of

discrepancies identified during or after the inventory.

(2) Submit a letter of assumption stating the findings of the inventory, to include any major discrepancies, critical deficiencies, material identified as unserviceable and requiring survey action, excess on hand, and any action recommended for the resolution of discrepancies. This letter will be submitted to the Squadron Commanding Officer with a copy to Group Supply Officer. A sample Responsible Officer letter of assumption is provided in enclosure (4).

(3) Submit a letter of request for extension if unable to comply with the 10 working day time limit for completing the inventory. Justification for the extension request is required. A sample letter of request for extension is provided in enclosure (5).

(4) Become familiar with the provisions of applicable references and with all other instructions and publications pertaining to the account(s) assigned.

(5) Ensure that any unserviceable, missing, or lost equipage is surveyed in accordance with the procedures and criteria established in paragraphs 5128 and 5135 of reference (a) and in reference (d).

(6) Establish liaison with the Squadron Support Section Officer in the Group Supply Department to sign appropriate subcustody cards.

(7) Conduct any additional inventories as may be directed by this Headquarters or the Squadron Commanding Officer.

(8) Ensure that you are designated as the single point of contact within your unit for all transactions involving equipage in your charge. These transactions include:

(a) Turn-in of unserviceable equipage for survey, repair, or disposal.

(b) Processing of requests for additional equipage.

(c) Receipt or issue of repaired or additional items.

(d) Redistribution of assets within your unit.

e. Squadron Support Section Officer

(1) Ensure that current and previous Commanding Officer and Responsible Officer letters of appointment, assumption and relief are retained on file for three years for inspection purposes.

(2) Ensure that all Responsible Officer signatures are current and valid.

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(3) Ensure that all officers and staff noncommissioned officers check out through the Squadron Support Section to ensure proper relief of responsibility for subcustodied equipage.

(4) Ensure that the Responsible Officer signs all subcustody records for equipage assigned to his unit. Any subcustody cards found unsigned will be "flagged" and the discrepancy resolved by the designated Responsible Officer.

(5) Provide technical assistance to Squadron Commanding Officers and Responsible Officers regarding procedures for conducting inventories and surveys and proper maintenance of custodial records.

(6) Ensure that unit requests for repair or additional issue of equipage include appropriate Responsible Officer endorsement.

(7) Provide Responsible Officers with duplicate copies of custodial records for equipage under their cognizance.



R. T. EDWARDS

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING
FLEET MARINE FORCE, PACIFIC
FPO SAN FRANCISCO, CALIFORNIA 96603

IN REPLY REFER TO:

GruO 4420.3 Ch 1
21:SSSO
13 August 1985

GROUP ORDER 4420.3 Ch 1

From: Commanding Officer
To: Distribution List

Subj: Appointment and Relief of Commanding Officers and Responsible Officers

Encl: (1) New page inserts to GruO 4420.3

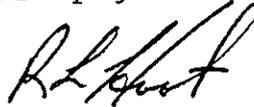
1. Purpose. To transmit new page inserts to the basic Order.

2. Action

a. Remove and destroy present enclosure (3) and (4) of the basic Order.

b. Insert enclosure (1) (new enclosures (3) and (4)).

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Order.


R. L. HOOT
By direction

DISTRIBUTION: A

SAMPLE OF COMMANDING OFFICER LETTER OF RELIEF

(Squadron Heading)

4420
(Code/Serial)
Date

From: Commanding Officer, (Complete Name of Squadron)
To: (Rank, Name, SSN/MOS of Incoming Commanding Officer)

Subj: LETTER OF RELIEF

Ref: (a) WgO P4400.16_
(b) GruO 4420.3

1. In accordance with references (a) and (b) the status of the supply account as it applies to (Complete Name of Squadron) is provided as follows:

a. State, in detail, the results of the most recent inventory of controlled equipage. List any identified discrepancies, to include excesses and shortages, and corrective action taken.

b. State the condition of all Pre-Expended Bins located in squadron work spaces.

c. State status of preposition code "P" and "E" IMRL equipment (i.e. on order, budgeted, under review).

d. State squadron's OPTAR balance as of the above date.

e. State squadron's OFC-09 balance as of the above date

f. State any funding deficiencies.

2. Training exercises have been scheduled and budgeted as follows:

a. State all upcoming exercises which involve personnel and/or equipment from this squadron to include dates, training areas, personnel, type of exercise, attachments and training goals.

3. The overall condition of the squadron with respect to supply is (unsatisfactory, below average, average, above average, excellent, outstanding).

//SIGNATURE//
Typed Name

Copy to:
SUPO, 1ST MAW
GSO, MAG-12

Encl (1)

SAMPLE OF COMMANDING OFFICER LETTER OF ASSUMPTION

(Squadron Heading)

4420
(Code/Serial)
Date

From: (Rank, Name, SSN/MOS of Incoming Commanding Officer)
To: Commanding General, First Marine Aircraft Wing, Fleet
Marine Force Pacific, FPO San Francisco, California 96603
Via: Commanding Officer, Marine Aircraft Group 12, First Marine
Aircraft Wing, Fleet Marine Force Pacific, FPO San Francisco,
California 96603

Subj: LETTER OF ASSUMPTION

Ref: (a) WgO P4400.16
(b) GruO 4420.3
(c) (Outgoing Commanding Officer Letter of Relief)

1. In accordance with references (a) and (b) it is requested that (Outgoing Commanding Officer's Rank and Name) be relieved of his duties as Commanding Officer of (Complete Name of Squadron) as of the close of business on (Effective Date of Relief).

2. In accordance with references (a) and (b) reference (c) has been reviewed. An inspection and inventory of (Complete Name of Squadron) controlled equipage has been conducted with discrepancies noted as follows:

- a. State status of IMRL support equipment assets.
- b. State status of all other IMRL assets.
- c. State status of internal procedures for storage, inventory, security and accountability of classified IMRL assets.
- d. State status of TBA assets.
- e. State status of COSAL assets.
- f. State status of squadron budget.
- g. Comment on any additional areas to which the attention of higher headquarters should be directed.

//SIGNATURE//
Typed Name

Copy to:
SUPO, 1ST MAW
GSO, MAG-12

Encl (2)

SAMPLE OF RESPONSIBLE OFFICER LETTER OF APPOINTMENT

(Group or Squadron Heading)

4420
(Code/Serial)
Date

From: Commanding Officer, (Complete Name of Group or Squadron)
To: (Rank, Name, SSN/MOS of Responsible Officer)

Subj: LETTER OF APPOINTMENT

Ref: (a) WgO P4400.16_
(b) GruO 4420.3
(c) COMNAVAIRPACINST 13650.1 (IMRL)
or
(c) NAVAIR 00-35T-37-4 (TBA)
or
(c) SPCCINST 4441.170 (COSAL)

1. In accordance with references (a) and (b) you are hereby appointed as Responsible Officer for (Complete Name of Group or Squadron) (Department, Division, or Section, if applicable) (IMRL, TBA, or COSAL) assets.
2. You are directed to familiarize yourself with the provisions of references (a) through (c) and all other instructions and publications pertaining to this appointment.
3. You are directed to inventory and sign for all group or squadron (IMRL, TBA, or COSAL) assets in your account within 10 working days of the date of this appointment.
4. You are directed to report the findings of this inventory and corrective action taken on any discrepancies in a letter of assumption. A sample letter of assumption is provided in enclosure (4) of reference (b).
5. If unable to complete the tasks directed in paragraphs 3 and 4 above within 10 working days, you are required to submit a letter of request for extension including justification. A sample letter of request for extension is provided in enclosure (5) of reference (b).
6. In order to facilitate the turnover of your account, you are to notify the Squadron Support Section officer one month prior to your detaching from this command for any of the following reasons:
 - a. Permanent change of station orders
 - b. Redeployment to parent command (deployed squadrons)

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c. Periods of leave or temporary duty of 30 days or more

//SIGNATURE//
Typed Name

Copy to:
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SAMPLE OF RESPONSIBLE OFFICER LETTER OF ASSUMPTION

(Group or Squadron Heading)

4420
(Code/Serial)
Date

From: (Rank, Name, SSN/MOS of Responsible Officer)
To: Commanding Officer, (Complete Name of Group or Squadron)

Subj: LETTER OF ASSUMPTION

Ref: (a) GruO 4420.3
(b) Responsible Officer Letter of Appointment
(c) COMNAVAIRPACINST 13650.1 (IMRL)
or
(c) NAVAIR 00-35T-37-4
or
(c) SPCCINST 4441.170 (COSAL)

Encl: (1) List of Inventory Discrepancies

1. In accordance with references (a) and (b), I do this date assume all duties as Responsible Officer for (Complete Name of Group or Squadron)(Department, Division, or Section, if applicable)(IMRL, TBA, or COSAL) assets.

2. I have familiarized myself with the provisions of references (a) through (c) and all other instructions and publications pertaining to this appointment.

3. I have inventoried and signed for all group or squadron (IMRL, TBA, or COSAL) assets in my account. Enclosure (1) contains a list of inventory discrepancies and corrective action taken.

4. I understand that I am responsible for notifying the Squadron Support Section Officer one month prior to my detaching from this command for any of the following reasons:

- a. Permanent change of station orders
- b. Redeployment to parent command (deployed squadrons)
- c. Periods of leave or temporary duty of 30 days or more

//SIGNATURE//
Typed Name

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Encl (4)
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SAMPLE OF RESPONSIBLE OFFICER LETTER OF REQUEST FOR EXTENSION

(Squadron Heading)

4420
(Code/Serial)
Date

From: (Rank, Name, SSN/MOS of Responsible Officer)
To: Commanding Officer, (Complete Name of Squadron)

Subj: LETTER OF REQUEST FOR EXTENSION

Ref: (a) GruO 4420.3
(b) Responsible Officer Letter of Appointment

1. In accordance with references (a) and (b) it is requested that the requirement to inventory and sign for all squadron (IMRL, TBA, or COSAL) assets in my account be extended for an additional 10 working days.
2. (Provide sufficient justification).

//SIGNATURE//
Typed Name

Copy to:
GSO, MAG-12

4420
(Code/Serial)
Date

FIRST ENDORSEMENT

From: Commanding Officer, (Complete Name of Squadron)
To: (Rank, Name, SSN/MOS of Responsible Officer)

1. Your request for extension is returned (approved/disapproved).

//SIGNATURE//
Typed Name

Copy to:
GSO, MAG-12

Encl (5)