



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO P10150.1A Ch 1
3KE
18 AUG 1990

STATION ORDER 10150.1A Ch 1

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR STATION MARINE CORPS
PROPERTY CONTROL OFFICE

Encl: (1) New page inserts to StaO 10150.1A of 11 Mar 96

1. Purpose. To transmit new page inserts and direct pen changes to the basic Order.

2. Action

a. Remove page 5-4 of the basic Order and replace with corresponding page contained in the enclosure.

b. Remove page 5-11 of the basic Order and replace with pages 5-11, 5-12, 5-13, 5-14, 5-15, and 5-16 contained in the enclosure.

c. Replace titles in the "Figure" section of page 5-1:

"5-1 SAMPLE ORGANIZATIONAL MISSING, LOST, STOLEN,
DAMAGED GOVERNMENT PROPERTY.....5-11"

"5-2 SAMPLE INDIVIDUAL MISSING, LOST, STOLEN,
DAMAGED GOVERNMENT PROPERTY.....5-3"

"5-3 SAMPLE REQUEST FOR INVESTIGATION5-7"

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


C. J. TURNER

DISTRIBUTION: B plus 3KE (25)

SOP FRO STATION MARINE CORPS PROPERTY

CHAPTER 5

MISCELLANEOUS PROPERTY CONTROL PROCEDURES

5000. MISSING, LOST STOLEN, RECOVERED AND DAMAGED PROPERTY

1. General. Property losses and damages fall into three classes:

a. Missing, lost, stolen or recovered (MLSR) reportable items: Property which is reportable to the Commandant for the Marine Corps in accordance with the instructions contained in MCO 4340.1.

b. Organizational loss/damage: Loss of, damage to Station Marine Corps Property in which no one individual or group of individuals had direct custody of the property at the time (i. e., forcible entry to an office area during which time a machine becomes missing).

c. Individual loss/damage: Loss of, or damage to Station Marine Corps Property in which one individual had direct custody at the time and fault or negligence is known or suspected (i. e., loss due to specific individual not taking responsible care of property issued).

2. Property losses reportable to the Commandant of the Marine Corps

a. General. The Commandant of the Marine Corps maintains a record of missing, lost or stolen government property considered to be of a highly negotiable nature. This report is compiled from reports submitted by field activities. Reports concerning items which can be specifically identified are forwarded to the National Crime Information Center (NCIC), for induction into a computer which then makes the information available to local, state and federal law enforcement agencies.

b. Reportable Items. The following types of property are reportable to the Commandant of the Marine Corps:

(1) All Ammunition, Arms, Explosives (AA&E) and similar incendiary or destructive devices regardless of value. Quantities which require an M-L-S-R message report will be set forth in enclosure (2) of MCO 4340.1.

(2) Significant losses or gains of Station Marine Corps Property, when in the judgment of the Commanding Officer, MCAS Yuma, determines that the loss or gain is of such magnitude, or evidence of negligence is such that the chain of command up to Headquarters Marine Corps should be appraised of the occurrence.

SOP FOR STATION MARINE CORPS PROPERTY

c. Reporting Procedures. Immediately upon discovery of a circumstance or incident as specified in paragraph 5002.2 above, the Commanding Officer, Department Head, Officer-in-Charge or Responsible Officer concerned, will take the following action:

(1) Notify the Provost Marshal immediately by telephone, at 341-2204/2205.

(2) Notify Station Marine Corps Property by telephone, at 341-3585/2426.

3. Organizational Losses and Damages. Organizational losses and damages of Station Marine Corps Property other than the type outlined in paragraph 5002.2 above will be reported in writing to the Commanding Officer, MCAS, via the Property Control Officer. The letter should be in the same format as outlined in figure 5-1.

4. Individual Losses and Damages. Commanding Officers, Officers-in-Charge, Station Department Heads or Responsible Officers will cause appropriate investigations to be conducted into losses of, or damages to, Station Marine Corps Property by individual(s) if fault or negligence is determined. A report of Missing, Lost, Stolen, Damaged government property will be submitted within 72 hours by the individual to the Commanding Officer, MCAS, via his/her chain of command. The report should be in the same format as outlined in figure 5-2. If fault or negligence is determined, the individual's Commanding Officer will offer the individual the opportunity to reimburse the government, and if appropriate, take disciplinary action against the individual. All individuals consenting to reimburse the government for loss or damage to government property, will report to Station Marine Corps Property, Building 331, who will collect the current replacement/repair cost of the item in accordance with current directives.

5001. INVESTIGATIONS

1. Investigation Defined: For purposes of this Bulletin, an investigation is a procedure which affords the Commanding Officer, MCAS, the means of determining the facts relating to the loss, damage or destruction of Station government property or equipment. An investigation will, if possible, determine the condition of property, and make recommendations as to the disposition, retention, and further accountability for such property, and/or determine responsibility and the extent of such responsibility.

SOP FOR STATION MARINE CORPS PROPERTY

UNIT TITLE

4400
(CODE)
Date

From: _____
Last, First, M.I. / SSN / Unit
To: Commanding Officer, MCAS, Yuma
Via: Property Control Officer
Subj: REPORT OF ORGANIZATIONAL MISSING, LOST, STOLEN, DAMAGED
GOVERNMENT PROPERTY
Ref: (a) MCO P4400.150D
(b) UM 4400-124

1. In compliance with the provisions of references (a) and (b), (72 HOURS TO COMPLETE) the following item(s) of Government Property on charge to this organization are reported as:

() MISSING () LOST () STOLEN () DAMAGED

QTY	NSN	NOMENCLATURE / BARCODE / SERNO	U/P	T/P
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STATEMENT OF FACTS: (to include date, location, brief explanation of circumstances, whether or not investigation has been initiated and request approval for issue or disposition instruction)

Figure 5-1 Sample of an organizational Missing, Lost, Stolen, Damaged government Property Report.

SOP FOR STATION MARINE CORPS PROPERTY

UNIT TITLE

4400
(CODE)
Date

From: _____
Last, First, M.I. / SSN / Unit
To: Commanding Officer, MCAS, Yuma
Via: (1) OIC/Department Head
(2) Property Control Officer
Subj: REPORT OF MISSING, LOST, STOLEN, DAMAGED GOVERNMENT PROPERTY
Ref: (a) MCO P4400.150D
(b) UM 4400-124
(c) UM 4400.15

1. In compliance with the provisions of references (a) and (b), (72 HOURS TO COMPLETE) the following item(s) of Government Property on charge to me are reported as:

() MISSING () LOST () STOLEN () DAMAGED

QTY	NSN	NOMENCLATURE / BARCODE / SERNO	U/P	T/P
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STATEMENT OF FACTS: (to include date, location and brief explanation of circumstances)

Figure 5-2 Sample of a Missing, Lost, Stolen, Damaged government Property Report.

SOP FOR STATION MARINE CORPS PROPERTY

ADVISEMENT AND EXERCISE OF RIGHTS

I certify that I have been counseled by _____, commissioned officer not in my chain of command. I further certify and acknowledge by my signature and initials set forth below that the following statement has been explained and I understand the nature of a reimbursement sale and my rights to consult with a judge advocate.

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

2. My offer to reimburse the government is voluntary and of my own free will. _____

3. My voluntary reimbursement for the government for the loss, damage, or destruction of government property does not relieve me from the consequences of any wrongful acts for which I may be liable under the UCMJ. _____

4. My voluntary reimbursement for the loss, damage, or destruction of government property will be considered as a free act for personal reasons and will not imply an admission or responsibility or fault or negligence for any purpose. _____

5. My voluntary offer to reimburse the government need not to be accepted if, in the opinion of the Commanding Officer, there are attendant circumstances which warrant other action. _____

6. That my voluntary reimbursement for the loss, damage, or destruction of government property will be conducted via cash sale, checkage sale, or, if applicable, a purchase at the DSSC (ServMart) activity. _____

7. No person has threatened disciplinary action or offered to withhold such action in exchange for my voluntary offer to reimburse the government for the loss, damage, or destruction of government property. _____

8. I have the right to consult with a judge advocate prior to a voluntary reimbursement. _____

SOP FOR STATION MARINE CORPS PROPERTY

EXERCISE OF RIGHTS

I expressly desire to consult with a Judge Advocate. _____

I expressly do not desire to consult with a Judge Advocate. _____

I desire to reimburse the government for the above item(s). _____

I do not desire to reimburse the government for the above item(s). _____

Individual Signature _____ Date _____

Counseling Officer Signature _____ Date _____

SUBMIT VIA CHAIN OF COMMAND

Comments/Recommendations (NCOIC/Supervisor)

Signature Date

SOP FOR STATION MARINE CORPS PROPERTY

Date

FIRST ENDORSEMENT

From: Officer in Charge/Department Head, _____
Unit/Department

To: Commanding Officer, MCAS, Yuma

Via: Property Control Officer

1. Forwarded. Recommended action should be taken as indicated below:

() The individual has declined to reimburse the government. No fault or negligence involved. The individual should not be held responsible for the lost or damaged government property.

() Allow the individual to replace the item(s) by checkage, cash sale, or, if applicable a purchase at the DSSC (ServMart) activity.

() The member has declined to reimburse the government. The individual was negligent and should be held responsible for the lost or damaged government property.

Other Comments/Recommendations: (i.e., Follow-up Action: Page 11 entry, NJP)

Signature Date

SOP FOR STATION MARINE CORPS PROPERTY

UNIT TITLE

4400
(CODE)
Date

From: Responsible Officer, Account # _____
To: Commanding Officer, MCAS, Yuma
Via: Property Control Officer, MCAS, Yuma

Subj: REQUEST FOR INVESTIGATION

Ref: (a) JAGMAN
(b) MCO P4400.150D

1. Property on charge to me has turned up missing, lost, damaged or stolen. Accordingly, I am providing information to determine whether an investigation should be conducted, in accordance with the references.

2. The following property may be subject to investigation.

QTY	NSN	NOMENCLATURE / BARCODE / SER NO.	U/P	T/P
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3. I do/do not accept responsibility for its condition. I do/do not want to voluntarily reimburse the government.

4. The following information is provided concerning the property's condition (to include date, location and brief explanation of circumstances).

R. O. SIGNATURE

Figure 5-3 Sample of a Request for Investigation.