



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION

BOX 99100

YUMA, ARIZONA 85369-9100

StaO P10150.1A

3KE

11 MAR 1995

STATION ORDER P10150.1A

From: Commanding Officer
To: Distribution List

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

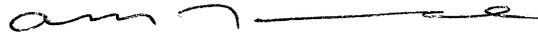
Encl: (1) LOCATOR SHEET

1. Purpose. The purpose of this manual is to establish policies, procedures, guidance and instructions for requisitioning, issuing, controlling and disposing of Station Marine Corps Property and Subsistence Products.
2. Cancellation. StaO P10150.1.
3. Information. The Department Head, Marine Corps Property Division, Supply Department, has been designated as the Property Control Officer (PCO) for the Air Station. He is responsible for the budgeting, requisitioning, issuing, controlling, repairing and disposing of all items of Station Marine Corps Property and Subsistence Products.
4. Recommendations. Suggestions and recommendations for improving this manual are invited and should be submitted to the Station Marine Corps Property Office.
5. Action
 - a. Commanding Officers and Station Department Heads/Special Staff Officers having Station Marine Corps Property accounts will appoint an individual in writing as a Responsible Officer, in accordance with the procedures contained in Chapter 1 of this manual, to assume custody of all Station Marine Corps Property in their respective areas. The appointment will be kept current and procedures will be established to ensure that there is a contact relief when the incumbent Responsible Officer is relieved.
 - b. Personnel appointed as Responsible Officers will become familiar with the contents of this manual and adhere to the procedures contained herein in the performance of their duties.
 - c. The Supply Department Procurement Management Division, is responsible for ensuring all garrison property requisitions have been screened and approved by the Station Marine Corps Property Control Officer prior to procurement.

StaO P10150.1A

11 MAR 1996

6. Concurrence. The Commanding Officers of MAG-13, 1st LAAM Bn, MACS-7, MWSS-371, and CSSD-16 concur in and make this Directive applicable to all 3d Maw units aboard MCAS, Yuma.
7. Summary of Revision. This revision does not contain any changes in Policy or Procedures. It does delete the PMP System and implement the ATLASS System. Therefore, this revision should be reviewed in its entirety.
8. Certification. Reviewed and approved this date.



A. M. TORRANCE
By direction

Distribution: B plus 3KE (25)

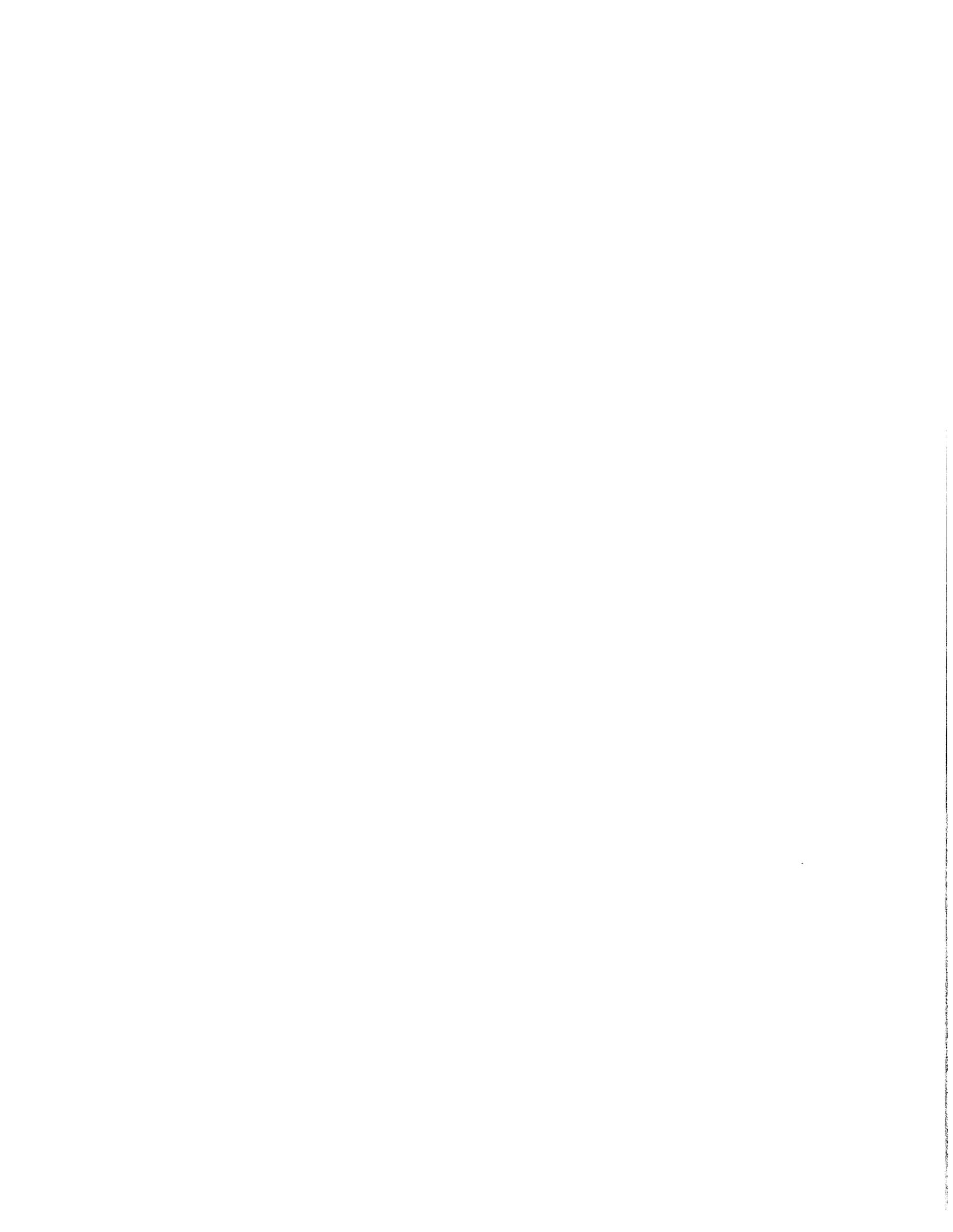
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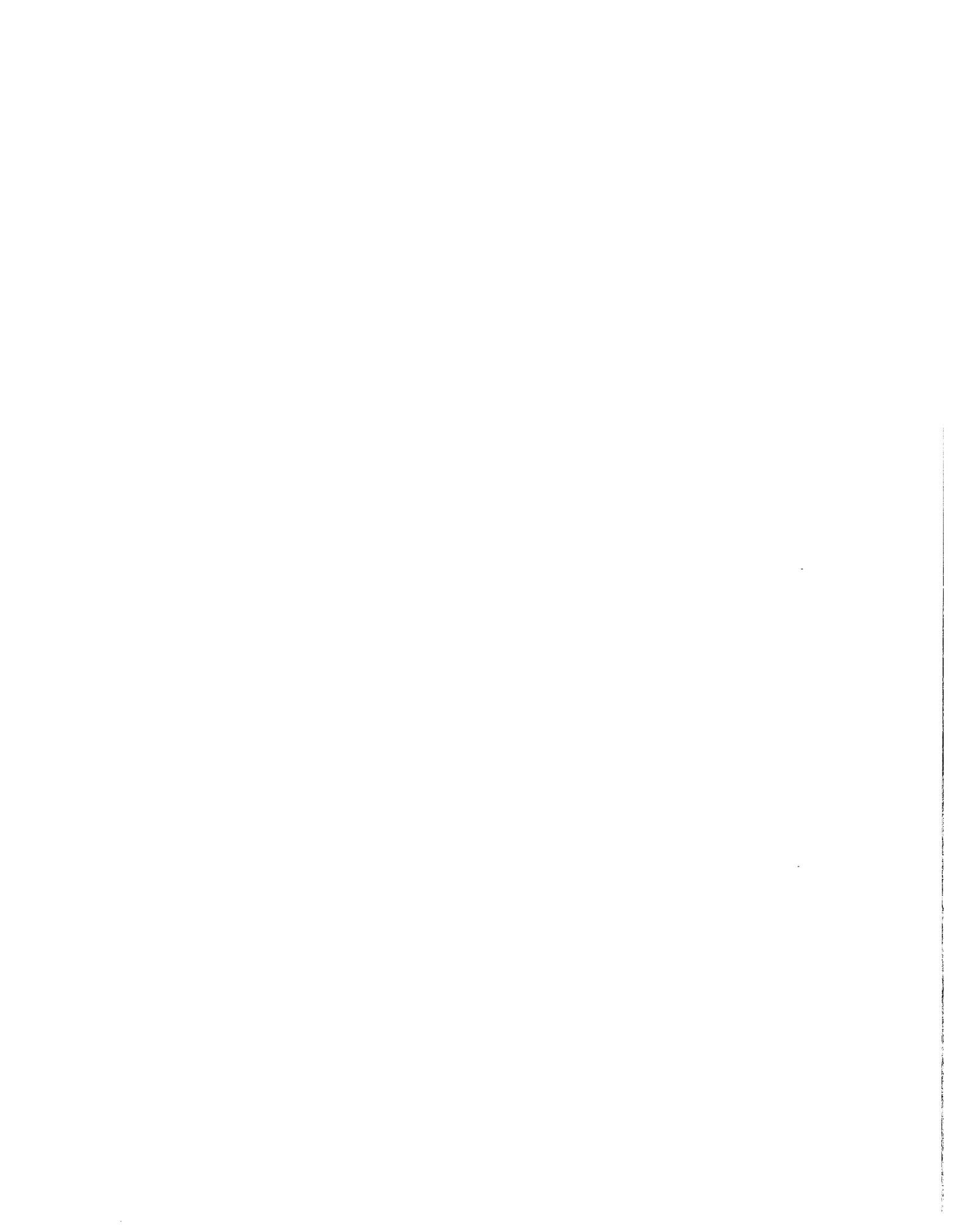
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Subj: STANDARD OPERATING PROCEDURES (SOP) FOR STATION MARINE CORPS
PROPERTY

Location: _____
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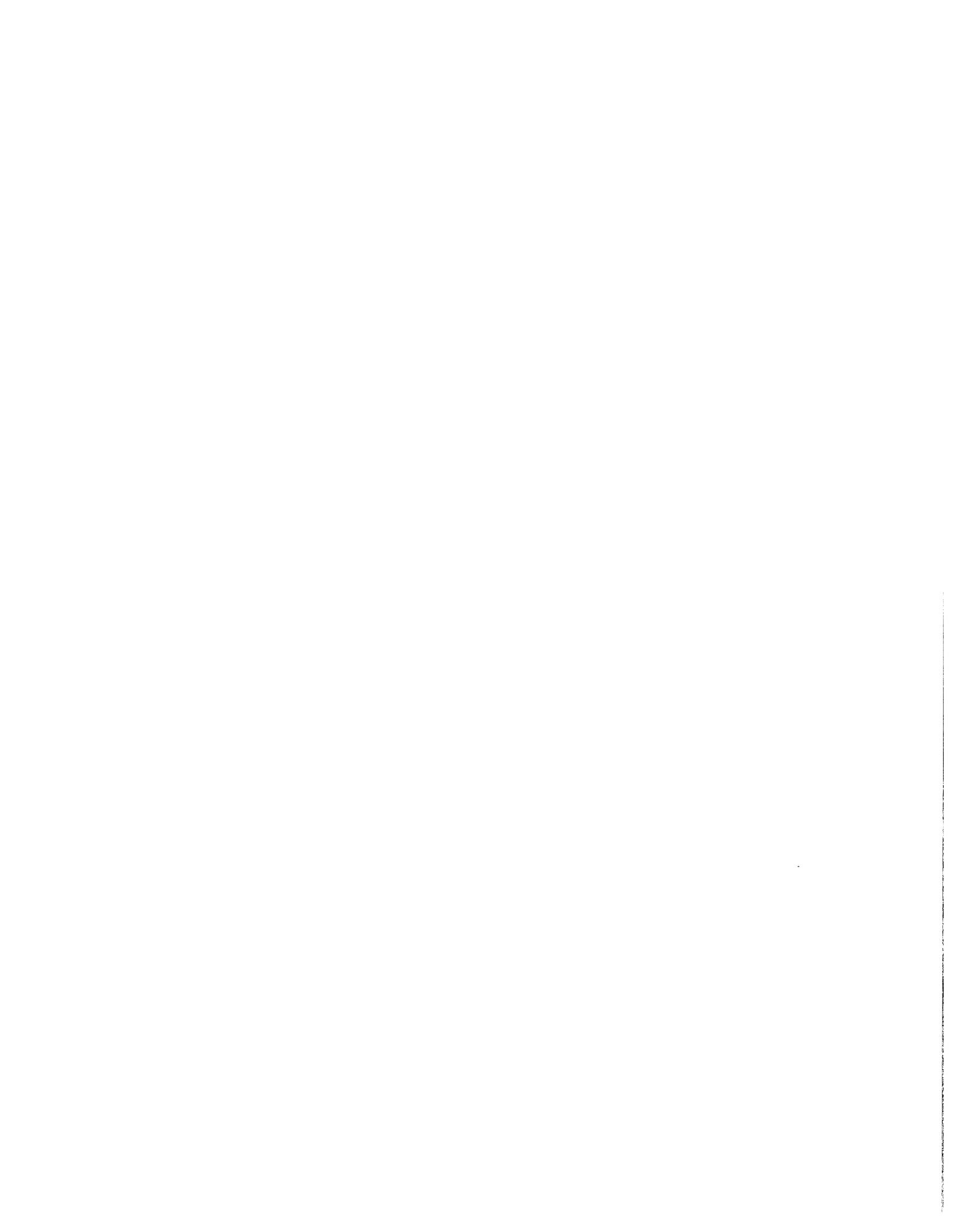
Enclosure (1)





SOP FOR STATION MARINE CORPS PROPERTY

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SOP FOR STATION MARINE CORPS PROPERTY

CHAPTER 1

GENERAL

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SOP FOR STATION MARINE CORPS PROPERTY

CHAPTER 1

GENERAL

1000. SCOPE. This Standard Operating Procedure (SOP) provides the necessary instructions for implementing supply procedures contained in UM 4400-15, UM 4400-124, MCO P4400.150D, MCO P10150.1 and other supply directives for requisitioning, accountability, maintenance, and disposition of MCAS garrison property, including Table of Equipment (T/E) items for MCAS units. These functions will be accomplished by Station Marine Corps Property, unless otherwise stated in this Order.

1001. AUTHORITY. Guidance for garrison property is under the authority of the Secretary of Defense and is delegated to the Department of the Navy (DON) for implementation. DON delegated authority to CMC to implement, administer, and review policy and procedures governing control of garrison property within the Marine Corps.

1002. RESPONSIBILITY. The activity commander or the commander's designee is responsible to implement the policy and procedures in this manual. Activity commanders are the commanding generals or commanding officers of bases, air stations, districts, or organizations of distinct identity performing a specific support mission or function. The activity commander provides garrison property to support the operations of the headquarters, subordinate units, and tenant organizations.

1003. MISSION. The Station Marine Corps Property Control Officer is designated as the minor property administrator responsible for maintaining the property management system controlling minor property.

1. The Property Control Officer (PCO) supports two different types of organizations: base, post, or station subordinate units and tenant units.

2. The PCO for MCAS, Yuma will utilize the Marine Corps Asset Tracking for Logistics Supply System (ATLASS) in controlling and accounting for property.

3. The PCO is responsible for all financial reporting on garrison property as required by the Navcompt Manual and applicable Marine Corps orders. The PCO and using units should use any available programs/reports to enhance the reporting capabilities.

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4. The POC will produce at least annually a catalog of all local TAMCN's and NSN's. The catalog will contain the descriptions of the items and/or pictures of the item.

1004. USE OF TAM EQUIPMENT BY STATION ORGANIZATIONS. Table of Authorized Material (TAM) type equipment, regardless of supply category, will be used by MCAS organization when one or more of the following circumstances exist:

1. This equipment is essential for the accomplishment of assigned mission in support of Station units.
2. This equipment is authorized by USMC T/E's 8476/8475/M8573.

1005. STOCKAGE OF SUPPLIES.

1. Non-expendable garrison property will not be stocked in excess quantities by units aboard the Station. Those quantities authorized by the unit's Consolidated Memorandum Receipt (CMR) are authorized to be on hand and those assets are to be "in use" at all times.
2. Station Marine Corps Property will not normally maintain stocks of non-expendable property except those stocks resulting from turn-in's of excess property by the using units. All valid requests will be filled from available stocks without charge to the requesting unit. Items not in stock will be requisitioned, by Station Marine Corps Property from the appropriate supply source as the availability of funds permit.

1006. PROCUREMENT OF EQUIPMENT/SUPPLIES.

1. Marine Corps activities (i.e. bases, posts, and air stations) shall account for all Government personal property procured with appropriated funds, regardless of source, used at the Marine Corps activity. The acquisition of minor property (cost \$5,000 or less), and Plant Property (cost \$25,000 or more) shall be managed and controlled by the activity PCO. The following are examples of programs considered as accountable property:

a. All Personal Support Equipment which includes furniture, furnishings, and equipment for Bachelor Enlisted Quarters (BEQ), Bachelor Officers Quarters (BOQ), Administrative Offices and Dining Facility.

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b. All Food Preparation and Serving Equipment, which includes but not limited to such items as dishwashers, refrigerators, grills, beverage dispensers, slicers, and food mixers.

c. All Military Construction Collateral Equipment, which is the initial outfitting or the first provision of furniture, furnishings, and equipment used in a newly constructed facility.

d. All other property such as Automated Data Processing Equipment (ADPE), Child Care facilities equipment, Garrison Mobile Equipment (GME), Morale Welfare, and Recreation (MWR), equipment (appropriated only), Physical Security Equipment (PHSE), official Bronze Marine Corps seal and emblem, Training and Audiovisual Equipment, uninterruptible power supply (UPS), and Warehouse Equipment.

2. The Marine Corps Property Office will utilize the following as the primary source of garrison property and supplies:

a. Excess property that becomes available through redistribution from other commands.

b. Excess property available through the Defense Reutilization and Marketing Office (DRMO).

3. The alternate source of supply for garrison property and supplies will be the Supply System and/or through contracts established by the Supply Department Procurement Management Branch. All requisitions submitted to the Station Supply Department Procurement Management Branch, will be screened and approved by the Station Marine Corps Property Control Office, prior to purchase.

4. It is essential that maximum utilization of the excess program be effected in the interest of supply economy. However, in accordance with the current edition of MCO 4500.11, ensure that monetary savings are factual. The following procedures will apply when requisitioning excess garrison property from DRMO:

a. Any DRMO excess of garrison property desired by the using unit will be reported to Station Marine Corps Property by National Stock Number (NSN), location in DRMO, and turn-in document number(s). The unit Commanding Officer/Officer-in-charge will submit written justification for the desired property to the Marine Corps Property Office prior to removal.

b. Station Marine Corps Property will ensure that a valid requirement exists for the desired property and that the capability

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to maintain the equipment exists prior to requisitioning the item(s) from DRMO.

c. When appropriate, limited technical inspections (LTI's) and/or physical inspections will be conducted by Station Property Control representatives to validate the condition/life expectancy of the desired equipment.

d. If the desired DRMO excess property is found to be serviceable, maintenance support for the equipment is available, and the requirement is valid, Station Marine Corps Property will requisition the desired equipment from DRMO and issue. The using unit will obtain the property from DRMO and return the certified receipt to Station Marine Corps Property.

1007. APPOINTMENT OF RESPONSIBLE OFFICERS.

1. An RO is defined as an individual appointed by proper authority to exercise custody, care, and safekeeping for the property entrusted to the possession or under supervision of that individual. Financial liability may be incurred for losses occurring from the individuals failure to exercise this obligation.

2. Within each organizational element assigned a Station Marine Corps Property account, one individual, either military or civilian with an equivalent grade of E-6 or higher must be appointed in writing as a Responsible Officer (RO).

3. RO appointment letters (figure 1-1) will be in writing and signed by the Commanding Officer, MCAS, Yuma. Subsequently, an endorsement (figure 1-1A) will be made by the Commanding Officer of the unit in which the Responsible Officer is assigned. Finally, an acknowledgment endorsement (figure 1-1B) will be made by the appointed RO.

4. RO's should normally be appointed in sufficient time to insure a timely and orderly relief of their predecessor. Sufficient time is considered to be not less than 30 days prior to the expected departure date of the current RO.

1008. FUNCTIONS OF RESPONSIBLE OFFICERS. Each individual appointed as an RO for Station Marine Corps Property is required to:

1. Conduct a joint inventory with the incumbent of all property charged to that account.

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2. Upon completion of the inventory and within 15 days of appointment, the newly appointed RO will report the results of the inventory to Station Marine Corps Property Office, Building 331, and sign the original Consolidated Memorandum Receipt (CMR). This officially acknowledges the receipt of all property for that account excluding any discrepancies noted. Any RO who fails to report the results of the inventory to Station Marine Corps Property Office within the 15 day time frame will automatically assume responsibility for all Station Marine Corps Property listed on the CMR. If an extension is required in conducting the inventory, submit a standard letter to the Station PCO for approval.

3. In the event the relieving RO is dissatisfied with the inventory, condition of the property, or records, they shall immediately report the findings, in writing, to the Commanding Officer, MCAS, via the Station PCO.

4. The RO being relieved shall be responsible for all overages and shortages prior to being relieved or transferring the account to the successor.

5. If desired, the newly appointed RO may delegate authority to one or more individuals to receipt or turn-in property in their absence. This authority will be in writing and submitted to the Station Marine Corps Property Office. A sample format can be found in figure 1-2. If this authority is delegated, the RO must report to Station Marine Corps Property within 15 days after each issue or turn-in to initial the pen change annotated to the original CMR.

6. Determine requirements and submit requisitions in accordance with the instructions contained in this manual to the Station Marine Corps Property Office.

7. Upon request, from the Station PCO, R/O's will provide input on budgeting and midyear reviews.

8. Maintain adequate controls over all items issued to your account and immediately notify the Commanding Officer of MCAS Yuma, via the Station PCO when an item(s) is determined to be missing, damaged, or stolen.

9. Maintain adequate files on Station Marine Corps Property which will include:

- a. A copy of your appointment letter as a Responsible Officer.
- b. A copy of your CMR.

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c. A copy of all pending transactions for Station Marine Corps Property.

d. A copy of this manual.

e. Other pertinent information regarding your account.

10. Make periodic reconciliations of outstanding request with Station Marine Corps Property.

11. Subsign the property to the user or, at the minimum, the supervisor level for stringent accountability.

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4400
3KE
(DATE)

From: Commanding Officer, Marine Corps Air Station, Yuma
To: Sergeant I.B. Wright 430 55 6375/4341 USMC
Via: Commanding Officer, Headquarters and Headquarters Squadron,
Marine Corps Air Station, Yuma

Subj: APPOINTMENT OF RESPONSIBLE OFFICER FOR STATION GARRISON
PROPERTY

Ref: (a) MCO P4400.150D
(b) UM 4400-15

Encl: (1) Letter of Designation

1. Per references (a) and (b), you are hereby appointed as the Responsible Officer for Account Number 37.

2. As a Responsible Officer, you will ensure that the following Supply Management principles are adhered to:

a. That the assigned account and all on hand equipment are properly receipted for at the Marine Corps Property Office, Building #331.

b. That the assigned equipment is serviceable and maintained in a ready-to-use condition.

c. That equipment subsequently issued or sub-signed is properly accounted for in accordance with the references.

d. That changes to your account are reported to the Property Control Officer in a timely manner.

e. That a request for [!]investigation be initiated in writing for Station Garrison Property that becomes missing, lost, stolen, or damaged. This request will be addressed to the Commanding Officer, Marine Corps Air Station (MCAS), via the Property Control Officer (MCAS).

f. That upon notification from the Property Control Officer, an annual physical inventory be conducted using the Supply records furnished.

Figure 1-1 Sample Responsible Officers Appointment Letter

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Subj: APPOINTMENT OF RESPONSIBLE OFFICER FOR STATION GARRISON
PROPERTY

g. That prior to the transfer of this account to a successor, you will conduct a joint physical inventory of the property on-hand and effect a reconciliation and settlement of property records with the Property Control Officer.

h. That utilizing the enclosure, you may designate in writing one or more individuals to receipt/turn-in Station Garrison Property in your absence. This letter of designation will be furnished to the Property Control Officer, MCAS.

i. That when directed to embark, you will supervise the packing of property for shipment to ensure that property on charge to you is not shipped. Garrison or Plant Property belongs to Marine Corps Air Station Yuma, and will not be removed from the station without specific permission from the Commanding Officer, MCAS Yuma, as prescribed in current regulations.

j. That if at any time you are required to be absent from this Command for a period in excess of 30 days, or in the event you are transferred or discharged from this Command, you will notify the Station Property Control Officer at extension 2310 with the name, rank, and social security number of your successor, you will then be relieved of all responsibility.

3. The Property Control Officer will provide you with a Consolidated Memorandum Receipt (CMR) reflecting all allowances and serial/USMC numbers of equipment that you are authorized. He will provide you with detailed instructions concerning the preparation and signing of your CMR subsequent to your physical inventory. This letter will be endorsed upon receipt of your CMR, signifying your acknowledgment of this appointment date and time with the Property Control Officer for the purpose of receiving a Responsible Officer brief. You are authorized 15 calendar days from the date of your CMR in which to complete your inventory, note any discrepancies, and sign for your equipment.

4. Request for extension to the time frame will be submitted, in writing, via the Property Control Officer with justification.

Figure 1-1 Sample Responsible Officer Appointment Letter

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UNITED STATES MARINE CORPS
Headquarters and Headquarters Squadron
Marine Corps Air Station
Yuma, Arizona 85369-9100

4400
(CODE)
(DATE)

FIRST ENDORSEMENT on CO, MCAS, YUMA ltr 4400 3KE of

From: Commanding Officer, Headquarters and Headquarters Squadron,
Marine Corps Air Station, Yuma,

To: Sergeant S. R. Wright 430 00 9174/4341 USMC

Subj: APPOINTMENT OF RESPONSIBLE OFFICER FOR STATION GARRISON
PROPERTY

Ref: (a) MCO P4400.150D
(b) UM 4400-15
(c) MCO P1610.7C

1. You are hereby appointed as Responsible Officer for Account Number _____ and will adhere to your responsibilities as outlined in the references (a) AND (b).
2. This appointment is an additional duty and will be reported on your performance evaluation per reference (c).
3. If at any time you are required to be absent from this command for a period in excess of 30 days, or in the event you are transferred or discharged from this command, you will notify the Station Property Control Officer at a minimum of 30 days prior to departure, with the name, rank, and social security number of your successor. As part of a turn over with your successor you will conduct a joint inventory of all garrison property equipment assigned to your account. Upon acceptance of the property and Supply records by your successor, you will then be relieved of all responsibility.

I. M. BOSS

Figure 1-1A Sample of Responsible Officers C.O.'s Endorsement

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UNITED STATES MARINE CORPS
Headquarters and Headquarters Squadron
Marine Corps Air Station
Yuma, Arizona 85369-9100

4400
(CODE)
(DATE)

SECOND ENDORSEMENT on CO, MCAS, Yuma ltr 4400 3KE of

From: Sergeant S. R. Wright 430 00 9174/4341 USMC
To: Commanding Officer, Marine Corps Air Station, Yuma (Code 3KE)

Subj: APPOINTMENT OF RESPONSIBLE OFFICER FOR STATION GARRISON
PROPERTY

1. I hereby acknowledge assignment as Responsible Officer for Account
Number _____. The contents of the basic letter are understood.

S. R. WRIGHT

Figure 1-1B Sample of Responsible Officers Endorsement

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UNIT HEADING

4400
(CODE)
(DATE)

From: Responsible Officer Station Garrison Property Account #____
To: Property Control Officer, Marine Corps Air Station, Yuma

Subj: LETTER OF DELEGATION

Ref: (a) MCO P4400.150D
(b) UM 4400-15

1. As per the references, it is requested that the below listed personnel be authorized to receipt/turn-in Station Garrison Property in my absence.

RANK	NAME	SSN	SIGNATURE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. I understand that I must report to the Property Control Office within 15 days of an receipt or turn-in to initial my Consolidated Memorandum Receipt acknowledging the change to my on-hand assets.

3. This letter supersedes all previous letters of authorization for my account.

RESPONSIBLE OFFICER

Figure 1-2 Sample Delegation of Authority Letter

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CHAPTER 2

ORGANIZATION AND FUNCTION OF THE STATION MARINE CORPS PROPERTY

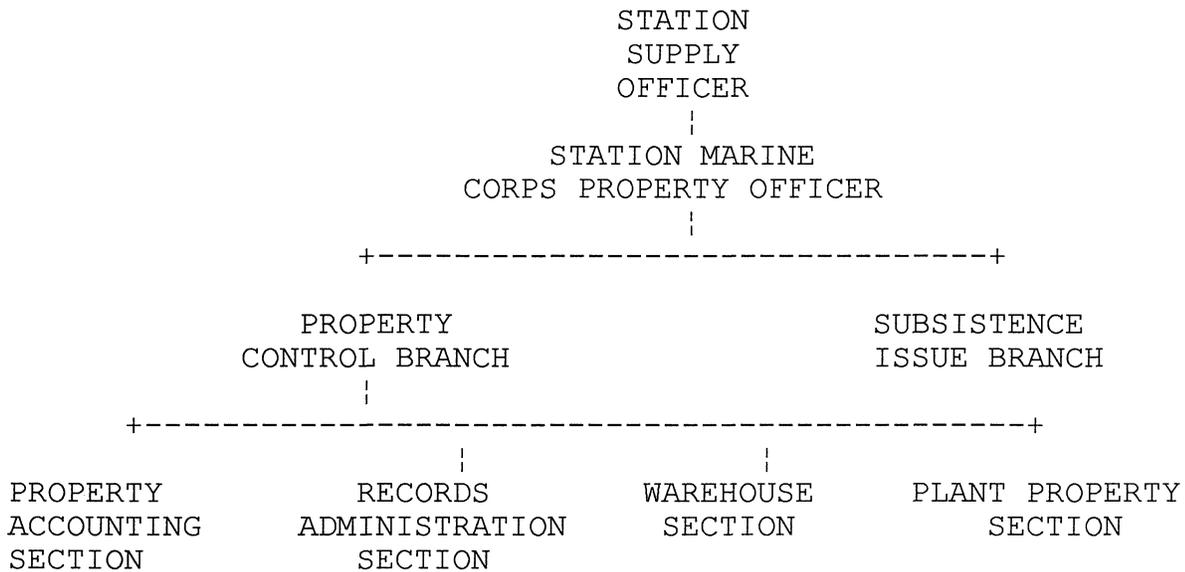
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CHAPTER 2

ORGANIZATION AND FUNCTIONS OF STATION MARINE CORPS PROPERTY

2000. ORGANIZATION. Station Marine Corps Property is one of five divisions within the Station Supply Department and is organized as shown below. For the purpose of this manual, only sections in the Property Control Division will be shown.



2001. FUNCTIONS. Station Marine Corps Property Division is organized into two branches whose functions are as follows:

1. Property Control Branch: Plans, organizes, directs and supervises all matters concerning Station Marine Corps Property, which includes budgeting, requisitioning, receiving, storing, issuing, maintaining and keeping property records. It is organized into four sections whose functions are as follows:

a. The Property Accounting Section is responsible for:

(1) Maintaining the Mechanized Allowance List for all Station Marine Corps Property.

(2) Establishing and maintaining all Consolidated Memorandum Receipts (CMR's).

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(3) Establishing and maintaining a current folder containing a copy of the Responsible Officer's appointment letter, delegation of authority letter (if applicable), the original CMR signed by the RO and other pertinent information regarding the account(s).

(4) Preparing all the accounting records for requisitioning, receipting, storing and disposing of Station Marine Corps Property.

(5) Coordinating required inventories and budget submissions.

(6) Coordinating the maintenance and repair history on all Station Office machines and labor saving devices.

(7) Preparing the Controlled Items Report in accordance with the instructions contained in MCO P4400.82.

(8) Preparing the Missing, Lost, Stolen or Recovered (MLSR) government property report in accordance with MCO 4340.1 and MCO P4400.150D.

(9) Preparing the Small Arms serial number inventory report in accordance with MCO 8300.1.

(10) Preparing other reports on Station Marine Corps Property as required by current directives.

b. The Records/Administration Section is responsible for:

(1) Preparing requisitions for publications, directives, supplies and services.

(2) Maintaining the pending and completed transaction files.

(3) Preparing follow-ups on outstanding requisitions.

(4) Reconciling the Material Obligation Validations (MOV) with sources of supply.

(5) Maintaining the obligations, directives and correspondence files.

(6) Maintaining the Property Fiscal records.

(7) Maintaining the Custodian of funds.

c. The Warehouse Section is responsible for:

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(1) Physical receipt, storage and issue of all Station Marine Corps Property.

(2) Maintaining a stock locator deck for all property on-hand in the warehouse.

(3) Verifying all Station Marine Corps Property prior to turning into the local Defense Reutilization Marketing Office (DRMO).

(4) Handling and storing all personal effects and baggage for Station Personnel.

(5) Conducting a linen survey for all linen utilized by transient units aboard the Air Station.

(6) Coordinating the cleaning of property with the local laundry contractor.

d. The Plant Property Section is responsible for:

(1) Maintaining property records for all class I (LAND) and class II (FACILITIES).

(2) Maintaining property records for all class III and IV property.

(3) Verifying and submitting record changes, as a result of capital improvement modifications, additions, and/or deletions.

(4) Conducting quarterly reconciliations of Plant Property reports, such as NAVCOMPT 167 and 176.

(5) Preparing and submitting budget requirements for all class III and IV property.

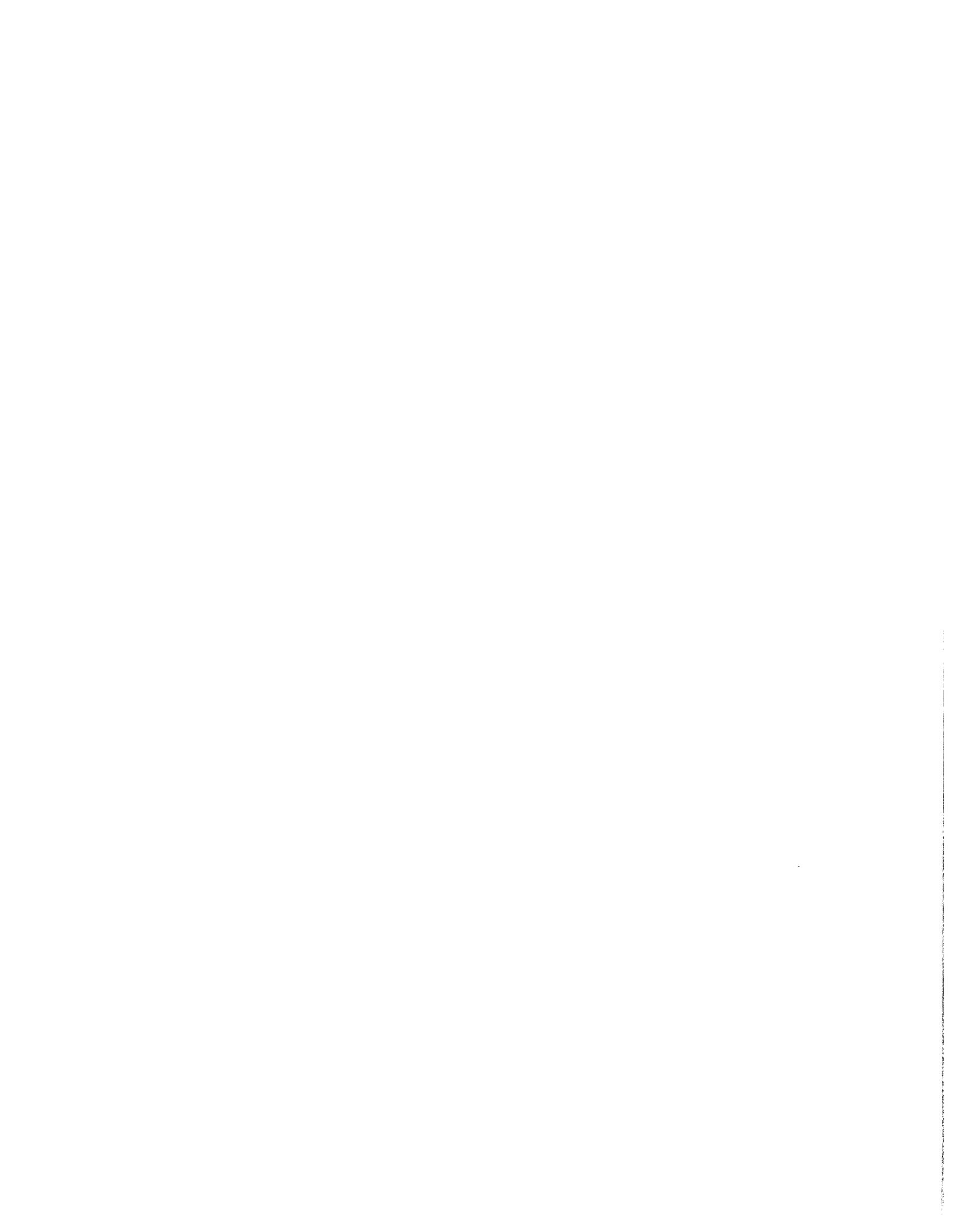
2. Subsistence Issue Branch: Operates a Subsistence Issue Point for the issue of subsistence items.

a. Preparing and submitting a budget for all subsistence items utilized at MCAS, Yuma.

b. The timely requisitioning of subsistence products.

c. Physical receipt, storage, and issue of all subsistence products.

d. Record keeping process, to ensure accountability, stock rotation, and usage data collection.



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CHAPTER 3

PROPERTY ACCOUNTING RECORDS

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CHAPTER 3

PROPERTY ACCOUNTING RECORDS

3000. GENERAL

1. Accurate and comprehensive property accounting records provide the basis for a Commander's analysis of material requirements. Since accountability is inherent in command, Commanders must ensure that personnel are trained and supervised in the maintenance of all property accounting records.
2. Station Marine Corps Property is the official record keeping activity for all Garrison Property. Responsible Officers (ROs) are required to maintain only those records outlined in paragraph 1006.9 of this manual.

3001. ALLOWANCES

1. To insure effective command responsibility over Station Property operations, it is essential that item control, based on established operational allowances be rigidly applied. Therefore, the Table of Equipment and NON-FMF commanders allowance list, will be maintained for all supported units and shall be binding as to items contained therein.
2. Allowances have been established and approved by the Commanding Officer, MCAS, for all items of Station Marine Corps Property based on directives published by higher headquarters.
3. It is recognized that requirements for types and quantities of Station Marine Corps Property change as a result of changes in mission, reorganization and number of personnel assigned to Station and Tenant commands. Request for changes in allowances, will be submitted in the format outlined in figure 3-1.

3002. MECHANIZED ALLOWANCE LIST

1. The PCO for MCAS, Yuma utilizes two Mechanized Allowance List (MAL), produced by the ATLASS Supply System in controlling property aboard the Air Station.

(a) Mechanized Allowance List of all Station Marine Corps Property for Table of Equipment (T/E) type assets.

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(b) Mechanized Allowance List of all Station Marine Corps Property for Minor and Plant Property assets.

2. These listings describe each item of Station Marine Corps Property by its TAMCN, national or local stock number, nomenclature, unit of issue, unit price, on hand, and allowance.

3. The MAL is updated by daily input from Station Marine Corps Property with approval from the Commanding Officer, MCAS. The information on the MAL serves as the source for printing the Consolidated Memorandum receipt (CMR) to be discussed in paragraph 3003 following.

3003. CONSOLIDATED MEMORANDUM RECEIPT (CMR)

1. A Consolidated Memorandum Receipt (CMR) is a mechanized listing of Station T/E assets and garrison accountable equipment. The listing is printed for each RO account from the data contained on the MAL. The CMR contains specific information for the RO and a place for the RO to sign and initial, acknowledging that the items listed on the CMR are in their custody. The CMR also contains a descriptive nomenclature of each item on hand to include the manufacturer's or USMC serial number (if applicable). The CMR is a valuable management tool for each RO, because it allows each RO to see what items are on hand and what their allowances are for each item. In addition, the CMR can be used as a source document for subsigning their property to various sections within their area of responsibility. The CMR can also be used as a basis of budgeting for replacements and shortages.

2. The CMR's are printed periodically by the Station PCO to update and verify the allowances and quantities in each RO account. The CMR's are printed on two part paper, the original is maintained at the Property Office, and the copy is provided to the RO as a working copy. The RO will within 15 days update and verify the information on the CMR. He/she will then report to Marine Corps Property Office with the annotated working copy and a letter of discrepancies. The RO will then sign the original CMR, which signifies custody of all items minus those listed on a discrepancy letter. No pen changes will be made to the original CMR by the RO. All discrepancies that involve an addition of a new item will be annotated by Property personnel to the last page of the original CMR. All other discrepancies involving increases or decreases will be reviewed by the Property Officer prior to annotation to the original CMR. Any supporting documentation for increases and decreases will be maintained with the original CMR. The RO will retain the working copy of the CMR for their files.

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3. It is incumbent upon each RO to make necessary pen changes to their copy of the CMR and make reference notes to applicable documents as allowances or on hand quantities change to facilitate expeditious signing of the new CMR. Accordingly, the strict observance of record keeping procedures outlined in paragraph 1006.9 of this manual as well as timely reporting of Missing, Lost, Stolen or Recovered items as required by paragraph 5000 following are paramount to effective control of Station Marine Corps Property issued to each RO account.

3004. EQUIPMENT CUSTODY RECORD (NAVMC 10359). The Equipment Custody Record (ECR), card will be utilized to account for items that are checked out from the Marine Corps Property Office for short periods of time (30 days or less). This is mainly for visiting squadrons. The ECR card will also be used to sub-sign linen. The format for maintaining the ECR will be in strict compliance with the instructions set forth in UM 4400-15.

MODIFICATION OF ALLOWANCE

Change Request: Ground Combat Department

Requesting Organization:

T/E to be Modified:

Date of T/E:

UIC of Unit:

AAC of Unit:

This modification is not recommended for like units.

ITEM DESCRIPTION

TAMCN

NSN

NOMENCLATURE

ALLOWANCE QUANTITY

PROJECTED ALLOWANCE:

ON-HAND:

RECOMMENDED:

JUSTIFICATION

POINTS OF CONTACT

Originator:

Figure 3-1 Sample of Request for Modification of Allowances

SOP FOR STATION MARINE CORPS PROPERTY

CHAPTER 4

REQUEST, DISPOSAL AND TRANSFER OF MARINE CORPS PROPERTY

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SOP FOR STATION MARINE CORPS PROPERTY

CHAPTER 4

REQUEST, DISPOSAL AND TRANSFER OF GARRISON PROPERTY

4000. GENERAL INSTRUCTIONS. These instructions apply to all Station and Tenant Units submitting requests for property, disposal and transfer of Marine Corps Property.

4001. REQUEST INTRUCTIONS. All requests shall be submitted to the Station Property Control Officer. The request can be either in letter format (figure 4-1) or via the Local Area Network (PROPERTY@MCP@MCAS YUMA) and should contain a complete description, National Stock Number (DOD or Local), and justification. The processing of request will be accomplished in one of the following manners:

1. ITEM IN STOCK. If the requested item is in stock at the property warehouse, a 1348-1 issue document will be prepared and the R/O will be notified to pick up and sign for the item. The R/O or their authorized representative are the only ones however, authorized to sign for property.

2. ITEM NOT IN STOCK AND FUNDS ARE AVAILABLE. In the event the item is not in stock, the R/O's original request will be used as a basis for Station Marine Corps Property to prepare a formal requisition for the item. The request will be retained at Property Office until the item is received, at which time, the R/O will be notified to pick up and sign for the item.

3. ITEM NOT IN STOCK AND FUNDS ARE NOT AVAILABLE. In the event the item is out of stock and funds are unavailable, the original request will be date/time stamped and placed in the pending file. A copy of the request and a memo from the Property Office will be returned to the R/O. Once funds become available the Property Office will start procuring items in the pending file. Items will be procured starting with the oldest request and move forward until funds are exhausted. Aged requests (6 months or older) will be verified with the R/O prior to procurement.

4. ITEM AVAILABLE AT DRMO. The Property Office in the absence of in stock items, will screen the local DRMO office. If a requested item is available through DRMO, the Property Office will draw that item and notify the R/O to pick up. R/O's and/or their authorized representatives as outlined in paragraph 1006.4 of this manual, are authorized to screen DRMO's for property.

SOP FOR STATION MARINE CORPS PROPERTY

4002. DISPOSAL INSTRUCTIONS.

1. Property that becomes unserviceable due to normal wear/tear and is beyond economical repair will be disposed of as follows:

a. The R/O will prepare a memo as outlined in figure 4-2, and submit to the Property Office. The memo must include the description, barcode/serial number, and the quantity to turn in.

b. The Property Office will prepare the necessary turn in document and will notify the R/O when to turn in the items to the Property Office.

c. Under no circumstances shall the R/O dispose of property directly to the DRMO office.

d. It is the R/O's responsibility to make arrangements for transporting items to the Property Office.

e. Prior to disposal the Property Office will verify the condition of the property and make any selective parts exchange necessary to make other items serviceable.

2. Serviceable Marine Corps Property that becomes excess of the R/O's needs will be handled in the same manner mentioned above. All excess property turned into the Property Office will either be reissued to fill requests or placed in stock for future needs.

4003. TRANSFER. R/O's should not transfer property from their area of responsibility to that of someone else. In the event a transfer of property becomes necessary the owning R/O should notify the Property Office of the requirement. The Property Office will then prepare the necessary documents to effect the transfer. The Property Office will also notify the receiving R/O of the transfer. This should be accomplished prior to the property physically moving.

SOP FOR STATION MARINE CORPS PROPERTY

HEADING

4400
(Code)
(Date)

MEMORANDUM

From: Responsible Officer, Account _____, (Name of unit)

To: Property Control Officer, MCAS, Yuma, AZ

Subj: REQUEST FOR FURNITURE AND/OR EQUIPMENT

Encl: (1) Specifications of items requested (if required)

1. Request the following items be issued to this unit.

COMPLETE DESCRIPTION

QTY

2. JUSTIFICATION: (Justification is mandatory to determine
priority of request)

R. O. SIGNATURE

SOP FOR STATION MARINE CORPS PROPERTY

HEADING

4400
(Code)
(Date)

MEMORANDUM

From: Responsible Officer, Account _____, (Name of unit)

To: Property Control Officer, MCAS, Yuma, AZ

Subj: REQUEST FOR PROPERTY DISPOSAL

1. Request the following items be disposed of:

<u>NSN</u>	<u>BARCODE NUMBER</u>	<u>NOUN DESCRIPTION</u>	<u>QTY</u>	<u>SER #</u>
------------	-----------------------	-------------------------	------------	--------------

2. P. O. C. is Cpl Haversack, X2222.

R. O. SIGNATURE

SOP FOR STATION MARINE CORPS PROPERTY

CHAPTER 5

MISCELLANEOUS PROPERTY CONTROL PROCEDURES

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SOP FOR 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 of the Marine Corps in accordance with the instructions contained in MCO 4340.1.

b. Organizational loss/damage: Loss of, or 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 an office 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 and 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 judgement of the Commanding Officer, MCAS, 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 5000.2 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, 341-2204.

(2) Notify the Station Marine Corps Property by telephone, 341-2310.

3. Organizational Losses and Damages. Organizational losses and damages for Station Marine Corps Property other than the type outlined in paragraph 5000.2 above will be reported in writing to the Commanding Officer, MCAS, via the Property Control Officer. This letter will list the items of Station Marine Corps Property lost, stolen or damaged and the circumstances surrounding the incident. This letter will further state whether or not an investigation has been initiated and request approval for reissue or disposition instruction, as appropriate.

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 known or suspected. 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 reimbursing 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 manual, 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 Marine Corps Property. 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

2. Request for Investigative Action. A request for investigation must be made to the Commanding Officer, MCAS, via the Property Control Officer, MCAS, by the Responsible Officer having cognizance over the property. The letter should be in the same format as outlined in figure 5-1.

3. Appointment of Investigating Officer(s). Upon receipt of the request for investigation, the Commanding Officer, MCAS will submit an endorsement to the appropriate Commanding Officer, who in turn will appoint an Investigating Officer(s).

4. Duties of the Investigating Officer(s). Once appointed, the Investigating Officer should refer to chapter 6 of MCO P4400.150D, which outlines his/her duties in reference to Property Investigations.

5002. LINEN PROCEDURES

1. General

a. Station Marine Corps Property provides linen support to all Station, Tenant and visiting units aboard MCAS.

b. For the purpose of this manual, the term linen shall encompass the following items:

- (1) Sheet
- (2) Pillow
- (3) Pillowcases
- (4) Mattress Pad
- (5) Blanket
- (6) Bedspread

c. Linen is a highly pilferable type of property and its replacement cost has presented a significant portion of the Air Station's personnel support equipment budget in recent years. Stringent controls are required at the unit level if linen losses and damages are to be kept at an absolute minimum.

d. Under no circumstances will linen be used as drop-cloths, cleaning rags, etc. Linen which becomes unserviceable through normal

SOP FOR STATION MARINE CORPS PROPERTY

wear and tear will be replaced on a one for one basis by Station Marine Corps Property. Linen which becomes unserviceable through other than normal wear and tear will be replaced upon determination whether fault or negligence can be determined.

2. Accountability

a. Station personnel requiring linen will draw from their unit BEQ manager on an individual basis and will be accountable to the Commanding Officer, MCAS for that linen. Under no circumstances will an individual check out from their unit without returning issued linen to the BEQ manager.

b. Tenant commands and visiting units will assign a Responsible Officer (RO) to draw all required linen for their respective unit. Upon completion of a deployment by a visiting unit, the RO will return all linen issued to Station Marine Corps Property Office.

3. Linen Survey

a. Permanent Personnel will no longer survey linen to Marine Corps Property for clean linen. It is the responsibility of the individual Sailor or Marine to laundry his/her linen. Station has furnished washers and dryers at no cost in each BEQ.

b. Station Marine Corps Property will only exchange for clean linen used by permanent personnel who are departing on PCS orders or from visiting squadrons. The exchange will be coordinated with the BEQ manager and MCP warehouse, extension 2901.

c. Linen turned in as unserviceable must be recognizable as a whole item.

5003. REMOVAL OF MARINE CORPS PROPERTY FROM THE AIR STATION. Under no circumstances will Station Marine Corps Property be removed from the Air Station without prior written approval from the Commanding Officer, MCAS. The request will be initiated by the unit, via the appropriate Responsible Officer, to the Commanding Officer (Code 3KE), MCAS. This request will contain the following data:

1. National/Local Stock Number or PMP number.
2. Item Description.
3. Quantity.
4. Condition Code.

SOP FOR STATION MARINE CORPS PROPERTY

5. Serial Number/Barcode Number.
6. Destination and period of time the property will be gone.
7. Circumstances and justification for such request.

5004. REPAIRS TO STATION OWNED MARINE CORPS PROPERTY

1. Self-Help Maintenance Program

a. Responsible Officers should develop a vigorous and productive self-help program to achieve maximum funding utilization and improve the appearance of Station Marine Corps Property.

b. It is intended that this self-help program be limited to those tasks which can be undertaken by any Marine possessing minimum crafts/skills with simple hand tools. Hand tools and repair parts required for this program should be requisitioned through Station Marine Corps Property citing the unit's funds. For more information on this program, contact the Station Marine Corps Property at extension 2426. The more common tasks that can be accomplished under this program are:

- (1) Replace hinges, hasps, clothes hooks, nuts, bolts, etc.
- (2) Replace casters, drawers and door handles.

2. Office Machines and Labor Saving Devices. All repairs required for Station Owned office machines and cost-per-copy copier (CPC) will be coordinated with Station Marine Corps Property, extension 2426. Under no circumstances will an individual negotiate directly with a vendor or repair person. A record of all repair calls to include cost will be maintained by Station Marine Corps Property on each Station Owned office machine, and CPC copier. Special attention will be given to repairs effected during the warranty period of a new machine.

5005. FLAGS, GUIDONS, AND ORGANIZATIONAL COLORS

1. Flags, guidons and organizational colors for station activities shall be requested through Station Marine Corps Property in accordance with MCO P4400.150D, paragraph 5010.
2. Request for new allowances must contain full justification.

SOP FOR STATION MARINE CORPS PROPERTY

3. Under no circumstances will station activities establish a stock pile of flags, guidons or organizational colors. Specific allowances for Burial Details will be established by the Marine Corps Property Office, in accordance with prudent supply management.

5006. GRADE INSIGNIA. Personnel attached to Station activities will be furnished a minimum issue of grade insignia by the Marine Corps Exchange upon promotion to the next higher rank. Each individual will present their promotion certificate to the Clothing Sales Store of the Marine Corps Exchange and the issue will be effected. All tenant activities will submit a funded requisition to the Clothing Sales Store to obtain chevrons.

5007. BUDGETING

1. Station Marine Corps Property is responsible for preparation of that portion of the Station budget dealing with:

a. The acquisition of Station Minor Property, Personnel Support Equipment, Mess and Galley Equipment, Military Construction Collateral Equipment, Enlisted Chevrons, Station Flags and Organizational Colors, Station Guard Equipment, Station Armory Equipment and Station 782 Gear.

b. Maintenance of Minor Property and Personnel Support Equipment.

c. Purchased Laundry Service for Linen and Organic Clothing.

2. Annually, Station Marine Corps Property will prepare a budget call, soliciting information from each Station RO to be used as a basis for preparing a budget for the forthcoming fiscal year as outlined in paragraph 5007.1 above. In addition, Station Marine Corps Property will solicit information from each Station RO at other times during the fiscal year in order to prepare midyear reviews or other special financial reports as may be required by the Station Comptroller or higher authority. Accordingly, it is incumbent upon all Station RO's to provide accurate information and adequate justification in response to budget calls in order that the Station budget in the areas outlined in paragraph 5007.1 above, reflect valid requirements which are properly justified.

3. Budget calls to Station RO's will provide detailed instructions and necessary forms for submitting the budget information.

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5008. VOUCHER FILES. The official voucher file for all garrison property items is maintained by Station Marine Corps Property. Integral to this file is the Money Value Gain/Loss Notice (MVGLN).

1. The MVGLN is produced monthly and is maintained with appropriate signatures, at Station Marine Corps Property.
2. Other elements of the voucher file includes miscellaneous transactions (DIC'S D7J, D7P and Z2M), cash/checkage sale transactions, reports of investigations, and letters of unserviceability (DIC WIR) with disposition instructions. Station Marine Corps Property is required to maintain voucher files in accordance with this paragraph and will be guided by the instructions contained in UM 4400-15, Organic Property Control Procedures, and UM 4400-124, FMF SASSY Using Unit Procedure.

5009. ACCOUNTS IN "FROZEN" STATUS

1. It may be necessary to place unit accounts in a "frozen" status for nonresponse to the requirements of this order or repeated requests from Station Marine Corps Property.
2. Failure to respond to a request by the stated deadline, without approved extension, is the primary reason for placing an account in a "frozen" status.
3. When an account is placed in this status, a letter will be forwarded to the Commanding Officer of the affected account stating the reason the action has been taken.
4. Units in a "frozen" status will not be allowed to submit requisitions or to receive issues until the required action has been taken.

5010. TEMPORARY LOANS TO USING UNITS. Request for temporary loan of any garrison property item must be submitted by letter to Station Marine Corps Property. Approval of temporary loans will depend on availability of the item(s) requested.

5011. OFFICE MACHINES AND DEVICES. Maintenance and repair of most office machines and devices may be obtained by calling Station Marine Corps Property at extension 2426. When calling for repair of these items, be prepared to furnish the item nomenclature, serial number, plant/minor property number, building location and the location

within the building, the name of the individual point of contact for the item, and a brief description of the problem.

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UNIT TITLE

4400
(CODE)
Date

From: Responsible Officer, Account
To: Commanding Officer, Marine Corps Air Station Yuma
Via: (1) Supply Officer, Marine Corps Air Station Yuma
(2) Property Control Officer, Marine Corps Air Station Yuma

Subj: REQUEST FOR INVESTIGATION

Ref: (a) JAGMAN
(b) MCO P4400.1150D

1. Property on charge to me has turned up missing, lost, stolen, damage, or recovered. Accordingly, I am providing information to determine whether an investigation should be conducted, in accordance with references (a) and (b).

2. The following property may be subject to investigation.

<u>NOMENCLATURE</u>	<u>TAMCN/NSN or BARCODE #</u>	<u>QTY</u>	<u>U/P</u>	<u>T/P</u>	<u>CONDITION</u>
---------------------	-------------------------------	------------	------------	------------	------------------

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.

R. O. SIGNATURE

SOP FOR STATION MARINE CORPS PROPERTY

CHAPTER 6

PERSONAL EFFECTS AND BAGGAGE

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SOP FOR STATION MARINE COPRS PROPERTY

CHAPTER 6

PERSONAL EFFECTS AND BAGGAGE

6000. SCOPE. This Chapter contains instructions for the administration and disposition of personal effects and baggage for personnel assigned to Station activities who become deceased, hospitalized, absent without leave, incarcerated (military or civilian) or extended temporary additional duty.

6001. RESPONSIBILITY

1. The Commanding Officer of Headquarters and Headquarters Squadron (H&HS) is charged with the responsibility of collecting, inventoring, and transporting to Station Marine Corps Property Office, building #331, the personal effects and baggage of all service members under his command who come into any status, whereby such member cannot or does not care for their own property. Furthermore, the Commanding Officer is responsible for all communication with the member's spouse or next of kin.

2. The Station Marine Corps Property Office is charged with the responsibility of storage, safekeeping, and disposition of all personal effects and baggage of H&HS personnel.

6002. INVENTORY REQUIREMENT. An inventory is required and will be conducted not later than 48 hours after receipt of information that a member falls into one of the following categories and within 72 hours if the time frame involves a holiday.

1. Deceased
2. Missing
3. Hospitalized
4. Absent Without Leave
5. Incarcerated (arrested, serving sentence imposed by civil or military authorities)
6. For any other reason that the service member becomes separated from their personal property and was not afforded the opportunity to place the property in storage.

SOP FOR STATION MARINE CORPS PROPERTY

4. INCARCERATED STATUS (MILITARY & CIVILIAN). When a service member enters into this status, his/her personal effects will be handled in the same manner as mentioned for Unauthorized Absence. The exception is however, if the member is confined for less than 90 days the forwarding of a certified/registered letter is not necessary. The member sentenced for less than 90 days will pick up their personal effects upon their return.

SOP FOR STATION MARINE CORPS PROPERTY

6003. RETENTION/DISTRIBUTION OF PERSONAL EFFECTS. The personal effects of all service members who enter one of the previously mentioned status will be secured at the Property Office. The Personal Effects under no circumstances will be removed from the Property Office, unless the service member authorizes in writing someone to do so. Service members personal effects will be disposed of as follows:

1. DEATH/MISSING STATUS. When a service member enters this status his/her personal effects shall be inventoried, cleaned, and mailed to the next of kin within four days of entering the status. The Property Office working with the local Transportation Management Office (TMO) will prepare and ship at government expense all personal effects of service members who fall into this status.

2. HOSPITALIZED STATUS. When a service member enters this status his/her personal effects will be inventoried and retained by the Property Office, until the member returns. In the event the member is transferred to a Marine Corps activity near the hospital, refer to the JFTR, paragraph U5345-G for instructions on the proper disposition of personal effects.

3. UNAUTHORIZED ABSENCE STATUS. When a service member enters into this status his/her personal effects will be inventoried and turned into the Property Office. If the member returns prior to 30 days he/she will simply pick up personal effects from the Property Office. However, if the member remains absent more than 30 days, thus entering into a deserter status the following event's will be accomplished by the Property office:

a. On the 60th day of absence a certified/registered letter will be prepared and forwarded to the members next of kin. The letter will afford the next of kin the opportunity to pay for the shipment of members civilian attire. The letter will be signed by the Commanding Officer and will reflect the shipping cost as determined by the local post office.

b. On the 90th day and upon receipt of previously mentioned letter the members civilian attire will be forwarded to the next of kin. Unless the next of kin refuses to pay for members civilian attire, at which time the members civilian attire will be turned into the local Defense Reutilization & Marketing Office (DRMO). Additionally, on the 90th day the members serviceable uniforms will be delivered to the nearest Military Clothing Outlet for incorporation into the quarter sales program. The members unserviceable uniforms will be delivered to the local DRMO for disposition in accordance with DOD 4160.12-M.

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CHAPTER 7

INVENTORY PROCEDURES

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SOP FOR STATION MARINE CORPS PROPERTY

CHAPTER 7

INVENTORY PROCEDURES

7000. GENERAL

1. Accurate and timely physical inventories are essential for all Station Marine Corps Property.
2. Using units maintaining a garrison property account will be responsible for conducting required inventories. Upon request, limited technical assistance for conducting inventories will be provided by Station Marine Corps Property.
3. Station Marine Corps Property will establish the cut off dates for inventories; while inventories are in process, no transactions effecting the unit will be processed by Station Marine Corps Property.

7001. APPOINTMENT OF RESPONSIBLE OFFICER INVENTORY. A complete physical inventory is required upon appointment of a new Responsible Officer (RO) and prior to the relief of an outgoing RO. A joint inventory between the new RO and the outgoing RO will be conducted. Paragraph 1006 of this manual contains specifics on the performance of this inventory.

7002. ANNUAL PHYSICAL INVENTORY

1. A complete physical inventory of all Station Marine Corps Property will be conducted at least annually. At this time, all custody records will be reconciled. This requirement includes items in Station Marine Corps Property's on hand stock as well as property on charge to all Station ROs. Each piece of property will be sighted and inspected for serviceability.
2. ROs are responsible for conducting the Annual Physical Inventory within their respective areas. Station Marine Corps Property will provide each RO with a Consolidated Memorandum Receipt (CMR) showing all property on charge to that unit. The RO will within 15 calendar days from the date of receipt, report to Station Marine Corps Property with the results of their inventory.
3. All overages, shortages and unserviceable property will be reconciled and reported to Station Marine Corps Property. All adjustment's will be accomplished by Station Marine Corps Property.

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4. Upon completion of the inventory and the reconciliation phase, all changes will be annotated to the last page of the Consolidated Memorandum Receipt (CMR). The RO will be required to initial each adjustment, each page, and sign the last page of each CMR.

7003. CLASS 3 AND 4 PLANT PROPERTY INVENTORY

1. The NAVCOMP Manual, Volume 3, requires that a physical inventory of Class 3 and 4 Plant Property be conducted Triennially. Bulletins in the 11016 series specify appropriate procedures for conducting and reporting the inventory.

2. Procedures set forth in paragraph 7002 above will be initiated by each RO upon notification from Station Marine Corps Property.

7004. WEAPONS SERIALIZED INVENTORY. MCO 5500.9 requires a monthly physical serialized inventory of all Station weapons held in the Station Armory. The Station S-4 Officer is responsible for appointing an Officer or Staff Non-Commissioned Officer to conduct this inventory. Upon completion of the inventory, the results will be submitted to and maintained by Station Marine Corps Property.

7005. PERSONAL EFFECTS INVENTORY. Personal effects and baggage will be inventoried, stored and processed in accordance with Chapter 6 of this Manual.

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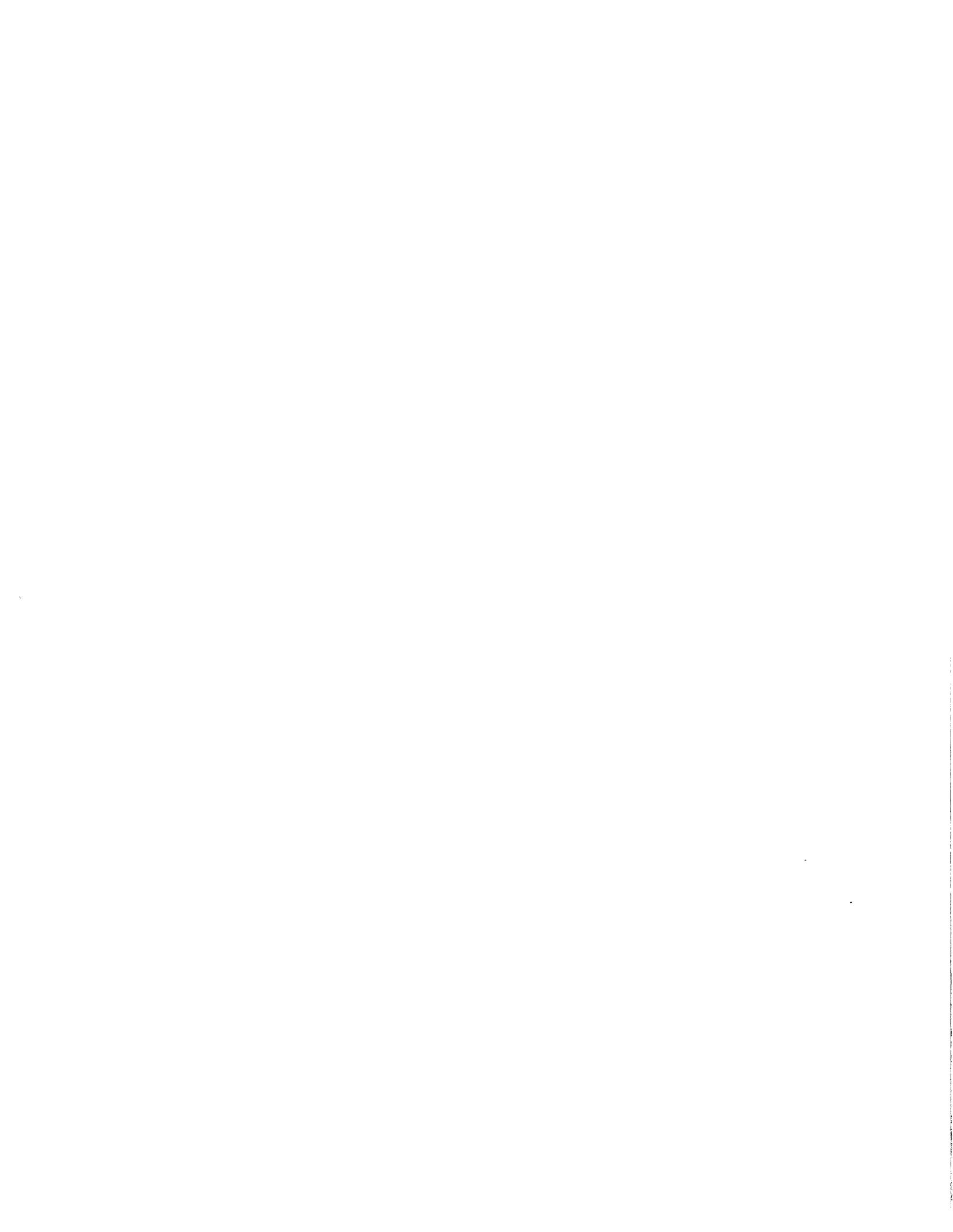
CHAPTER 8

DIRECTIVES AND PUBLICATIONS

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SOP FOR STATION MARINE CORPS PROPERTY

CHAPTER 8

DIRECTIVES AND PUBLICATIONS

8000. GENERAL INSTRUCTIONS. This chapter establishes procedures for Station Activities to submit Publication request and to attend scheduled reconciliations. Station Marine Corps property is the requisitioning point for all technical manuals and publications.

8001. PUBLICATION REQUEST. It is imperative that the Station Adjutant accurately validate the Publication List (PL) confirming an established allowance. A valid request for publications will be placed on order through Station Marine Corps Property figure 8-1 applies.

8002. PROCESSING PUBLICATION REQUISITIONS

1. After receiving your request from the Station Adjutant the Station Marine Corps Property Division will ensure the following:

- a. Check the PCN to ensure that it is correct and still current.
- b. Check the quantity to ensure it doesn't exceed the amount rated on the Publication List (PL).

2. Station Marine Corps Property will expedite the requisition.

8003. RECONCILIATION FOR PUBLICATIONS. Reconciliations are held to ensure that current status on requisitions are known by both parties. Regular reconciliations take place twice a month and in a timely manner as identified in figure 8-2.

SOP FOR STATION MARINE CORPS PROPERTY

RECONCILIATION SCHEDULE FOR PUBLICATION

1ST AND 3RD WEEKS

MONDAY	STATION ARMORY	0900-0930
TUESDAY	TMO	0900-0930
WEDNESDAY	STATION WEAPONS	0900-0930
THURSDAY	SUPPLY-3KA	0900-0930
FRIDAY	SOMS-CFR	0900-0930

2ND AND 4TH WEEKS

MONDAY	SUPPLY-3KD	0900-0930
TUESDAY	SUPPLY-3KG	0900-0930
WEDNESDAY	SUPPLY-3KC	0900-0930
THURSDAY	STATION ADJ	0900-0930
FRIDAY	SUPPLY-3KB	0900-0930

Figure 8-2

Sample of Reconciliation Schedule