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HQMC  
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To

MCO P4400.150E dtd 21 Jun 99

1. Please insert the even number pages to Appendix C. The even numbered pages were inadvertently left out during the original processing.

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21 Jun 99

MARINE CORPS ORDER P4400.150E

From: Commandant of the Marine Corps  
To: Distribution List

Subj: CONSUMER-LEVEL SUPPLY POLICY MANUAL

Ref: (a) UM 4400-15  
(b) UM 4400-124

Encl: (1) LOCATOR SHEET

1. Purpose. To provide policy for consumer-level supply activities.
2. Cancellation. MCO P4400.150D.
3. Information. Significant revisions have been made to this Manual and it should be reviewed in its entirety.
4. Recommendations. Recommendations concerning the Consumer-Level Supply Policy Manual are invited and should be submitted to the Commandant of the Marine Corps ((CMC)(LPP-2)) via the appropriate chain of command.
5. Action. Commanders shall ensure that their consumer-level inventory is managed within the policy of this Manual and under the supply system procedures cited in the applicable users manual. This Manual takes precedence over the information contained in references (a) and (b).

6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

MCO P4400.150E  
21 Jun 99

7. Certification. Reviewed and approved this date.

{I i H i g g i n b o . g i f : G . B . H I G G I N B O T H A M // S I G N A T U R E }

//signature//  
G. B. HIGGINBOTHAM  
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ENCLOSURE (1)

CONSUMER-LEVEL SUPPLY POLICY MANUAL

RECORD OF CHANGES

Log complete change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change


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CONSUMER-LEVEL SUPPLY POLICY MANUAL

CHAPTER 1

CONCEPTS OF CONSUMER-LEVEL SUPPLY

1000. PURPOSE. This Manual establishes the supply policies for use in the effective control of equipment and materiel processed through Marine Corps consumer-level supply organizations. Understanding and execution of these supply policies are essential for effective materiel management required to ensure mission accomplishment. See appendixes A and B for references.

1001. COMPONENTS OF SUPPLY SUPPORT

1. Although the flow of supply support is normally considered to end with issue of required materiel to the user, whatever supply support is required to satisfy the user's requirements must continue. Command advocacy and awareness are primary requirements for effective supply support.

2. Functions ensuring sufficient supply support are:
  - a. Computing materiel requirements.
  - b. Procuring, requisitioning, receipting, warehousing, distributing, shipping, issuing, selling, and controlling of all equipment, materiel, and supplies for a Marine Corps consumer-level inventory.
  - c. Enhancing accumulation of data for supply support, analysis, and action by participating in accounting and reporting systems.
  - d. Disposing of surplus property.
  - e. Participating in supply support projects under the cognizance of the Department of Defense (DoD).
  - f. Implementing directives concerning the Marine Corps consumer-level inventory that emanate from higher headquarters.

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1002. LEVELS OF SUPPLY. There are two inventory levels of supply within the Marine Corps: wholesale and retail.

1. Wholesale Inventory. An inventory over which a manager at the national level has asset knowledge and exercises unrestricted asset control supporting worldwide inventory responsibilities. Wholesale supplies within the Marine Corps are managed by the Commander, Marine Corps Logistics Bases (COMMARCORLOGBASES).
2. Retail Inventory. Retail level consists of consumer and intermediate level supplies.
  - a. Consumer Inventory. An inventory usually of limited range and depth, held by the final element in an established supply distribution system for the sole purpose of internal consumption within that final element.
  - b. Intermediate Inventory. An inventory required between the consumer and wholesale levels of inventory for support of a defined geographic area or for tailored support of specific organizations or activities. Examples within the Marine Corps are stocks held by the Support Activities Supply System (SASSY) Management Unit and the Direct Support Stock Control System (DSSC).

## 1003. ACCOUNTABILITY AND RESPONSIBILITY

1. Accountability. Accountability is the obligation of any individual who, in the performance of their duties of position, designation, or assignment, is required to assume jurisdiction over, and upon proper occasion effect an accounting for, public property committed to that individual's charge. Accountability is established upon acceptance by an individual of a position, designation, or assignment involving jurisdiction over public property.
  - a. CMC. The CMC provides policy and procedures through various directives, to include this Manual, for consumer-level supply management. Further, the CMC provides resources, and a basic organizational structure,

with which to discharge the supply management duties of commanders, at various echelons.

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b. Commanding Officers (CO). CO's, commanders, inspector-instructors, and officers in charge, for the purpose of this Manual, are synonymous terms. Accountability is inherent to the command. The CO of a unit having a consumer-level supply account is accountable by virtue of acceptance of command. Due to certain unique command structures, general officers may be responsible for those tasks/duties that are normally inherent to the billet of CO. There are also chain-of-command peculiarities associated with certain command elements; i.e., the headquarters company of an infantry regiment. Accountability is inherent to the billet of the headquarters company commander. If the accountable officer is prohibited from performing certain duties associated with supply procedures (i.e., convening an investigation), the action will be referred to the next level in the chain-of-command which has the appropriate authority.

(1) The CO shall designate, in writing, a unit supply officer to perform supply functions for the command.

(2) Additionally, the CO will appoint, in writing, responsible officers (RO) to assume responsibility for assets within the command. These assets are issued from the supply office in performance of the RO's regular duties and will be properly within their span of control. If separated from the assets for 60 days or more, a new RO will be appointed.

(3) The appointment letters of the supply and responsible officers will be signed by the CO; the only exception to this rule is when an officer is responsible for those supply responsibilities inherent to the billet of CO. In these units, the individual authorized to certify vouchers will also be authorized to appoint the supply officer/RO. A record of appointment letters will be maintained for 5 years following the date the supply officer is relieved or ceases to serve and 1 year in the case of RO's.

(4) Delegation of accounting responsibilities to the supply officer and RO's does not relieve the commander of accountability.

2. Responsibility. Responsibility is defined as the obligation of each individual who is required to have personal possession

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of or general supervision over public property to ensure that the items are procured, maintained, used, or disposed of only as authorized. Any person having public property in their custody or under their supervision assumes a public trust that the property will be used only for its intended purpose and as authorized by law or regulations.

a. Supply Officer. The supply officer is a special staff officer and a member of the CO's staff and, as such, is responsible for ensuring that the CO is made fully aware of the unit's current supply posture. Supply

officers will recommend corrective procedural changes to the CO, so that detrimental supply situations may be prevented or corrected.

b. RO's. The RO's are custody holders of accountable supplies who account for and use supplies on behalf of an organization. RO's will be formally charged with the duty to care for and control all supplies within their custody. Additionally, a new RO will be appointed, in writing, by the CO when the RO is separated from assets more than 60 days.

c. Responsible Individuals (RI). RI's are subcustody holders of accountable supplies who perform that function on behalf of an RO. RI's will be formally charged with the duty to care and control all supplies within their subcustody.

3. Indebtedness. Indebtedness is established for an accountable person when the CMC (L) certifies under the provisions of 31 U.S.C. 3591 that indebtedness exists. Such indebtedness is considered sufficient to permit withholding of pay, as prescribed by the NavCompt Manual, and deduction from the accountable person's final pay and allowances if such deduction is necessary to liquidate the indebtedness.

Indebtedness for a nonaccountable person (i.e., responsible person) may be established by the provisions of the JAG Manual, section 0167. When a nonaccountable person is found guilty by court-martial of one of the offenses listed in the JAG Manual, section 0167, establishing indebtedness will be a separate action of the convening authority. Indebtedness established under either of these conditions may be liquidated by a voluntary reimbursement by the individual concerned. Imposing nonjudicial punishment does not prove indebtedness. Further information is contained in chapter 6 of this Manual.

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### 1004. RECORDS INSPECTION

1. Supply accounting records will be analyzed and inspected by representatives of the CMC, major subordinate commands (MSC), and as directed by the CO.

2. Analyses, examinations, and inspections will determine the effectiveness of supply management, operations, procedures, and methods which are implemented at the using unit, as well as provide liaison, assistance, and guidance in the interpretation and application of Marine Corps supply instructions.

3. Inspections by authorized personnel/agencies ensure command awareness of management, accountability, and capability to perform the mission. Inspections should be used as a secondary training and management tool.

### 1005. DIRECTIVES AND PUBLICATIONS

1. The Marine Corps publishes policy, procedural instructions, and reference publications for management of supply functions. In certain instances, publications of other services/agencies may be used. Publications are managed by the Directives and Publications Distribution Control Point (DCP) within the administration section of the command. The DCP will use the Marine Corps Publications Distribution System (MCPDS) to manage publications within the unit. The CO shall ensure that all

sections have on hand or on order all pertinent publications and directives with applicable changes required in the performance of their duties. Access to electronic copies of publications and directives will suffice as long as they are up to date with all applicable changes.

2. Technical Publications Management. Availability to current technical publications have a direct impact on the ability to repair and maintain table of equipment (T/E) assets and, therefore, affect readiness and combat capability. Technical publications are managed using the following tools:

a. SL-1-2. This lists all current technical publications (technical manuals (TM), stocklists (SL), supply instructions (SI), technical instructions (TI), modification instructions (MI), etc., as discussed in MCO P5215.17, USMC Technical Publications System) in item designator (ID) number

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sequence and is published quarterly. Part III of the SL-1-2 lists superseded publications and the corresponding new publications. The SL-1-2 further identifies changes since the previous SL-1-2 by use of an asterisk (\*) to the left of the appropriate publication control number (PCN).

b. Unit Table of Organization and Equipment (T/O&E), Equipment Allowance File (EAF), and Troop List File (TLF) Mechanized Allowance List/Consolidated Memorandum Receipt (MAL/CMR). The EAF provides authorized allowance levels by T/O&E for asset management. The MAL provides information such as national stock number (NSN), unit price, overages, shortages, and other information for allowance type items. The CMR provides a custodial breakdown of T/O&E equipment within the unit.

c. Marine Corps ID Standards Information. This information is available from the supporting automated services center (ASC) upon request, via the Item Data File (IDF) within the Logistics Management Information System (LMIS). It provides an automated means to reconcile technical publications libraries with the EAF/MAL and the SL-1-2. Extracts from the IDF can be produced in TAMCN and ID number sequenced printouts.

d. Reconciliation Process. The supply section will reconcile their portion of the Publication Listing (PL) with the DCP upon receipt of the quarterly issuance of NAVMC 2761, Catalog of Publications; the SL 1-2/1-3, Index of Publications Authorized and Stocked by the Marine Corps; or MCPDS and Marine Corps Bulletins in the 5600 series. This reconciliation will include a validation of those publications and directives on hand and on order.

e. Publications. The NAVMC 2761 provides a periodic list of all publications, less users manuals and technical publications, for Marine Corps use, indexed by Standard Subject Identification Code (SSIC) and then by PCN.

1006. CONFLICTS OF INTEREST. The CO's shall ensure supply officers/chiefs and RO's are not assigned duties which conflict with their supply management responsibilities.

a. Supply personnel should not be appointed as investigating officers for any supply property accountability

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related investigations. Additionally, RO's will not be appointed as investigating officers for property under their charge.

b. The supply personnel should not be appointed as a RO for any property that is internal to the command (i.e., Communications Security Materiel System (CMS) custodian). However, the supply officer and supply chief should serve as the RO for loans from external commands (i.e., garrison property, historic items, etc.)

c. Supply personnel will not be assigned duties that could conflict with their responsibility to maintain sound accountable records or influence/manipulate the accountability process.

1007. TYPES OF MATERIEL. All materiel used or held by the Marine Corps can be classified into four general categories; nonexpendable/expendable, nonconsumable/consumable, principal/secondary, and nonreparable/reparable. The following definitions take precedence over those contained in UM 4400-15 and UM 4400-71, and will be used in all consumer-level accounts:

1. Nonexpendable/Expendable. The accounting required for a particular item is determined by its expendability.

a. Nonexpendable Supplies. Nonexpendable supplies continue to be accounted for when issued to the final user. They are accounted for through subcustody procedures. In most instances, nonexpendable items are nonconsumables and therefore recoverable. Accordingly, they are only issued on a subcustody basis and accounted for through allowance accounting policies. However, certain sensitive items, such as ammunition, packaged operational rations (POR), and controlled medical supplies are accounted for as nonexpendable items although they are consumables. Therefore, nonexpendable items are initially issued to the final user on a subcustody basis. They are then removed from the accounting records incident to actual consumption.

(1) Controlled items are a subset of nonexpendable supplies. Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their security and integrity.

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(2) Controlled inventory item categories in descending order of the degree of control normally exercised are classified items, sensitive items, and pilferable items.

(3) The CMC (or higher authority) exercises close supervision of distribution to individual units or commands because such items are scarce, costly, or of a highly technical or hazardous nature.

b. Expendable Supplies. Items which are no longer accounted for when issued to the final user. Most consumables and repair parts, regardless of price, are treated as expendable for accounting purposes. However, there may be instances where expendable items are held on hand and accounting procedures are required at the commodity level such as preexpended bins (PEB).

2. Nonconsumable/Consumable Supplies. While expendability determines the accounting required, consumability relates whether or not the supply is actually consumed.

a. Nonconsumable. An item of supply that remains intact after its intended use.

b. Consumable Supplies. An item of supply (except explosive ordnance, major end items of equipment, and reparable) that is normally expended or used up beyond recovery in the use for which it is designed or intended.

3. Principal/Secondary items. Materiel and supplies are also classified as principal items and secondary items.

a. Principal items. End items and replacement assemblies of such importance that management techniques require centralized individual item management throughout the supply system to include items stocked at depot level, base level, and using unit level. Specifically, these include items of which, in the judgment of the Marine Corps, there is a need for central inventory control, including centralized computation of requirements, central direction of initial issue provisioning (IIP) distribution, and central knowledge and control of all assets owned by the Marine Corps. Principal items will be selected based upon the following criteria:

(1) Essentiality for combat or training

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(2) High monetary value

(3) Difficult to procure or produce

(4) Criticality of basic materials or components

The term "principal item" is synonymous with the term "principal end item" (PEI). Normally, principal items are nonexpendable.

b. Secondary items. Consumables and reparable items other than principal items. Secondary items may be either nonexpendable or expendable.

4. Repairable/Nonrepairable items. From a maintenance viewpoint, all materiel is either repairable or nonrepairable.

a. Repairable. An item of supply subject to economical repair and for which the repair (at either depot or field level) is considered in satisfying computed requirements at any inventory level. In addition, a reparable is an item which can be economically repaired for reuse. In certain instances, items not regulated/controlled could be classified as repairable in one major command and as non-reparable in another major

command; e.g., brake shoes, windshields, etc. Cost and geographical location often determine whether certain items should be repaired. Repairables are either depot level repairables (DLR) or field level repairables (FLR). The term secondary depot repairable (SDR) is a Marine Corps term describing a subset of DLR's which excludes principal items. The term SDR identifies DLR's that are repairable issue point items as discussed in chapter 8 of this Manual. As a general rule, principal items are repairable items.

b. Nonrepairable. A nonrepairable cannot be economically repaired. (Expendable supplies are normally nonrepairable.) Secondary items may be either repairable or nonrepairable.

1008. STANDING OPERATING PROCEDURES (SOP). MSC's will ensure that local SOP's are established and published for internal supply management and operations. These SOP's should focus on promulgation of geographically unique local procedures (e.g., building numbers, and points of contact, etc.) or more stringent or detailed policy. Local SOP's should not paraphrase or reproduce procedures/policy in Marine Corps directives and users manuals. Battalion/squadron level SOP's are not mandatory.

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Turnover files and/or desk-top procedures will be established and maintained.

#### 1009. DESKTOP PROCEDURES AND TURNOVER FOLDERS

1. Supply clerks desktop procedures will help reduce problems that personnel confront on a daily basis.

a. The frequent change of personnel within units results in a lack of expertise and continuity in day-to-day operations. Proper use of desk-top procedures and turnover folders greatly alleviates this situation and improves the overall efficiency of an organization.

b. Each unit/section will prepare desk-top procedures for each billet involving administrative and management functions. It is not intended that desk-top procedures be all inclusive or formalized but, rather, a simple listing of significant items or notes pertinent to everyday operations within a particular billet. Normally, they would include such items as current references, procedures for carrying out required duties, telephone numbers of individuals who might need to be contacted, and reports required. The listing of procedures will not be voluminous, a reproduction of user's manuals, or Marine Corps orders and directives as this will tend to discourage their use. Each will prescribe steps to be followed in the accomplishment of all authorized maintenance or related actions. Procedures will standardize requirements, actions, and recordkeeping.

2. Turnover folders, along with desktop procedures, greatly assist incoming personnel in becoming familiar and proficient in their jobs. Supply clerks desktop procedures will be included in the supply officer and supply chief's turnover folder.

a. A turnover folder will include information about policy, personnel, status of pending projects, references, management controls,

functioning of the section, ways and means of accomplishing routine as well as infrequent tasks, and other information of value to an individual assigned to that billet. Turnover folders will contain, at a minimum, statements concerning the following:

(1) Title of the billet.

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(2) To whom the individual occupying the billet reports and incumbent billets subordinate thereto.

(3) The mission of the billet (broad billet responsibilities).

(4) The functions involved in accomplishing the mission (principal action taken).

(5) Tasks and basic operations regularly performed in accomplishing specific functions.

(6) List of orders or other directives pertinent to the billet.

(7) List of required reports, dates of submissions.

(8) List the relationship with activities both within and outside of the official chain of command, including unofficial liaison and coordinating functions. Brief statements as to the relationship with these agencies will be included.

(9) Personnel contacts within or external to the command, listing telephone numbers and/or addresses. The purpose served by the contact will be included.

(10) Miscellaneous information will be included; for example, administrative or operational procedures peculiar to the billet, such as dual responsibility for certain functions or limitations in responsibility or authority within particular functions. Include any other information that might assist in carrying out the responsibilities.

b. Folders will be arranged in such a manner as to permit ease in changing those sections requiring frequent modification. The degree of detail included must necessarily be flexible and is subject to the discretion of organizational commanders. The important consideration is that the content of folders be directed towards rendering maximum assistance to the relief.

1010. OFFICIAL FILES. The ATCLASS/SASSY files at the MSC are the official accounting records. Units noting discrepancies are responsible for taking corrective actions to validate the files and ensure total asset visibility.

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#### 1011 CONSUMER-LEVEL SUPPLY POLICY MANUAL

1011. POLICY WAIVERS. The Local Field Supply and Maintenance Analysis

Office (FSMAO) is authorized to grant 1-year policy waivers. Commanders may request deviations from Marine Corps maintenance/supply policy by submitting a written request to the supporting FSMAO via the MEF. FSMAO's will coordinate waiver requests with the CMC (LPP). The request must provide a full justification and impact statement. Waivers may be granted for both geographical peculiar instances and Marine Corps-wide deviations as may be deemed necessary by the CMC (LPP). If approved, waivers will be for 1 year. After evaluating the impact of the waiver, the CMC (LPP) will make appropriate changes to Marine Corps policy. A request for waiver is not authorization to deviate from Marine Corps policy and units will not deviate until the waiver has been approved in writing. Waivers will only be granted for Marine Corps policy.

1012. TRAINING. Supply officers will ensure that an ongoing and effective training program is established within the supply section. Training will be conducted per MCO 1510.73.

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CHAPTER 2

INVENTORY CONTROL POLICY

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CHAPTER 2

INVENTORY CONTROL POLICY

2000. GENERAL INFORMATION

1. Inventory found within a consumer-level supply account is by definition retail stocks. At the consumer-level, retail stocks are further differentiated into two categories. These categories are allowance items (Purpose Code "C"/Retail "C") and demand supported items (Purpose Code "A"/Retail "A").

2. The Marine Corps mission requires maintaining a high degree of operational readiness so that tasks assigned can be accomplished. For unit commanders to exercise command responsibility in supply operations, item control must be meticulously applied. A commander will not be restricted from exercising the prerogative to effect intracommand distribution of supplies and equipment to accomplish operational requirements.

2001. Allowance Items. Allowances (actual non-T/E, and special) must be formally established. Allowance changes are requested and authorized by the CMC per MCO 5311.1. Unit commanders will maintain records of currently established allowances and changes. Every unit commander who has an actual or special allowance established by the CMC will maintain a formal account to control allowance items. The COMMARFORRES will establish, in writing, a training allowance. The COMMARCORLOGBASES, will maintain T/E quantities greater than the training allowance in the stores system.

1. Type 1 and Type 2 T/E Allowances. Except when specifically directed by higher authority, type 1 actual T/E allowances are required to be on hand or on order (or identified as an unfunded deficiencies) in the quantities specified by current allowance directives and the unit's T/E. Type 2 actual allowances are reflected on an "as-required" basis and will be established in writing, by the COMMARFOR based on mission/geographic location.

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2. Type 3 Allowances. Type 3 items are those items of materiel which require special measures of control since they are used for particular conditions or situations; e.g., items which are uniquely required in cold weather or desert operations. MCO 4000.10 contains further guidance on type 3 items.

3. Non-FMF Allowance List. CO's of non-FMF units will establish allowances, in writing, for SAC 1 types 1 and 2 items. Allowances for plant property and other minor property (personnel support equipment, food preparation and serving equipment, etc.), as designated, will be

established at the appropriate command level; i.e., the base/station property control office. Allowances are binding as to items and quantity of items. Requests for modifications and/or changes will be approved by the CO. Certain expendable items that do not lend themselves to usage data but are essential to the mission of the command may also be added to non-FMF allowance lists, such as secondary repairable training assets for use in the schools environment. Non-FMF allowance lists will be reviewed and updated at least annually.

4. Allowances for Per-Individual Equipment. Allowances for per-individual equipment are established based on the unit's T/E. The T/E's are published by the CG MCCDC (TFSD) semiannually. Allowances for per-individual equipment will be posted to the formal accounting records once annually to prevent incremental monthly changes and subsequent supply management action. The January files will be used to update all allowances for per-individual equipment to ensure uniformity and budgetary planning. More detailed information is contained in UM 4015.185.

5. Planned Allowances. Planned allowances represent a projected delivery schedule for equipment being introduced/fielded to the Marine Corps. This information reflects the future force-feeding of assets to a unit to meet validated requirements, and is based on production schedules and a myriad of other acquisition-related factors. Planned allowances are published for informational purposes only and are not to be used as the basis for requisitioning or holding on hand assets.

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6. T/O&E Equipment. T/O&E items will not be accounted for as plant account assets regardless of dollar value.

#### 2002. Demand-supported Items

1. Demand-supported stocks are those quantities of expendable and nonexpendable items which are on hand based on supported or limited stockage criteria and are authorized to support mission requirements. Consumer-level supply organizations may be authorized to maintain demand-supported items (if desired) as long as all of the following requirements are met:

a. Approval, in writing, by the COMMARFOR's or CG/CO of the base, post, or station, as appropriate.

b. The number of item movements (issues) is sufficient to justify maintaining readily available stocks on hand.

c. Geographical separation from normal supporting supply activities.

2. Demand-supported Stockage Criteria. For consumer-level inventories, an item may be maintained if there are at least 6 requisitions for that item within the previous 6 consecutive months. Quantities stocked using this criteria must be reviewed and if required; adjusted quarterly. Once an item is eligible, stock levels will consist of the following elements:

a. Safety Level (SL). The consumer-level supply account is not authorized a SL.

b. Order and Shipping Time (OST). The OST will be the actual time-

experienced by the consumer-level supply operation for individual items. OST is the portion of the total operating level quantity which covers the OST replenishment requirements.

c. Operating Level (OL). The OL is the 30-day usage requirement for each individual item.

3. Limited-Demand Stockage Criteria. An item for which usage is anticipated but the item does not meet the criteria for demand-supported stockage criteria. Stocks in this category may be

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protected as an initial issue provisioning (IIP) item, long-lead time for shipping or production, or insurance item.

a. IIP. The management process of determining and acquiring the range and quantity of support items necessary to operate and maintain an end item of materiel for an initial period of service.

b. Insurance Items. Insurance items are secondary items and their unique repair parts required to ensure mission accomplishment. Commanders will determine the level of secondary items, and repair parts, that will be stocked as insurance items. The unit must be authorized to hold demand-supported stocks to hold insurance items. The quantity of secondary items stocked in support of a consumer-level repairable issue point (RIP), is determined per chapter 8 of this Manual.

4. Requisitioning Objective. The requisitioning objective for a consumer-level supply account is the largest quantity of an item authorized to be on hand or on requisition to sustain current operations. The requisitioning objective is the sum of stock represented by the OL and the OST.

5. Reorder Point (ROP). The ROP quantity is a subset of the requisitioning objective quantity. The ROP quantity includes a quantity for OST. The purpose of an ROP quantity ensures that sufficient demand-supported stock is continuously on hand to fill anticipated demands while replenishment requisitions are outstanding.

6. Retention Level. Consumer-level supply accounts are not authorized a retention level in operating stock.

## 2003 ALLOWANCE ITEM ACCOUNTING

1. RO. Unit commanders with consumer-level supply accounts will appoint, in writing, RO's for the command. The RO should be an

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individual having administrative command and/or control over all personnel who will use assigned equipment. RO's will not be assigned equipment or supplies used outside their span of control. RO's will ensure that the following supply management principles are applied:

- a. Receipt for all on hand equipment.
  - b. Maintain assigned equipment in a ready-for-use and serviceable condition.
  - c. Account for equipment issued or subcustodied and maintain a record of custody for such equipment.
  - d. Report changes to the supply officer within 15 calendar days. Additionally, a new RO will be appointed, in writing, by the CO when the RO is separated from assets for more than 60 days.
  - e. Request necessary investigative or adjustment action in writing, for equipment abuse or loss, via the supply officer to the commander. (See chapter 6 of this Manual.)
  - f. Conduct CMR reconciliation with the supply section.
  - g. Conduct periodic inventories at least annually for all equipment assigned to the account. The annual inventory should coincide with one of the CMR reconciliations.
  - h. In those cases where an RO uses CMR's to subcustody equipment for which the RO is responsible, the RO will appoint in writing a responsible individual (RI). CMR's and CMR records will be maintained per the guidance contained in UM 4400-124.
2. Appointment Letters. RO appointment letters, endorsements (RO acceptance letter), and all supporting documentation will be maintained by the supply office for 1 year after the RO ceases to serve and then destroyed.
3. Account Records. Consumer-level supply accounts should be divided into subsidiary accounts (CMR, Retail C) for allowance item management. Each subsidiary account should include one entire operation within a parent organization; i.e., company, battery, squadron, motor transport section, etc. Transfers of

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#### 2004 CONSUMER-LEVEL SUPPLY POLICY MANUAL

assets between subsidiary accounts will be coordinated with the unit supply officer.

4. Serialized Control. Allowance items which have a Marine Corps/manufacturer's serial number will be accounted for by serial number. Marine Corps-unique serial numbers take precedence over other serial numbers. The master serial number records will be maintained at the consumer-level supply account. Serial numbers will be provided to the RO's on their subsidiary account when applicable.
- a. Items with a purchase price less than \$800 which are not sensitive, controlled, or pilferable, yet are serialized need not be accounted for at the local level by serial number or original NSN. A local stock number may be assigned for all types and brands of the same general items (e.g., calculators, washers, dryers), and subsequent accountability may be by local stock number and quantity.
  - b. The commander's designated list of locally controlled items is not

subject to the policy contained in paragraph 2003.4a, preceding.

c. The CO will appoint, in writing, an inventory officer to conduct monthly serialized inventories of small arms using the most current CMR on hand to conduct the inventory. The appointed inventory officer will sign the monthly serialized inventory and submit to the CO for review.

#### 2004. BALANCE RECORD TRANSACTIONS, ADJUSTMENTS, AND CAUSATIVE\_RESEARCH

1. Change of Custody Transactions. A record of all transactions indicating a change in custody of materiel (i.e., receipts, issues, redistribution, and disposal) will be retained along with all supporting documentation for an audit trail, regardless of dollar value for a period of 2 years from the date transaction(s) posted to the accounting record.

a. Audit Trail. Sufficient supporting documentation will be retained to show that the materiel reflected on the change of custody transaction was delivered. Supporting documentation can consist of receipt documentation or letters of unserviceable

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL 2004

property issued in lieu of return of property from repair. Supporting documentation must contain, at a minimum, the NSN, quantity, document number, condition code of the materiel, signature of the person authorized to accept custody of the materiel, and date received. When the supporting documentation (i.e., letter of unserviceable property) contains no document number or a document number different from that of the transaction used to adjust the property record, a copy of the associated change of custody transaction(s) will be made and attached as supporting documentation to the voucher. Files providing an audit trail will be maintained in such a manner as to easily cross-reference between change of custody transaction(s) and supporting documentation.

b. Issue, Redistribution, and Disposal Transactions With No Proof of Disposition. When a change of custody transaction has been processed/posted that reduced the unit's on hand balance, but no proof of disposition can be found (e.g., receipt records, letters of unserviceable property, shipping mats, etc.), causative research will be conducted to determine the circumstances resulting in the missing documentation. When warranted, a request for investigation may be submitted and a Missing, Lost, Stolen, or Recovered (MLSR) Report submitted per MCO 4340.1. The change of custody transaction will be vouchered per chapters 2 and 6 of this Manual. Change of custody transactions with no proof of disposition will have a memorandum to the record prepared and signed by the CO and retained in the voucher file in lieu of other supporting documentation.

c. Receipt (Including Receipt From Redistribution) Transactions With NoProof of Delivery. While proof of delivery for these transactions should be retained for causative research purposes, its absence does not suggest a need for investigation. Consequently, no vouchering action is required when proof of delivery is missing.

2. Balance Record Adjustments. The accounting record must be brought into alignment with the actual on hand quantity upon conclusion of required inventories and at any other time imbalances are discovered.

a. The RO/RI will report all discrepancies that exist between the CMR

and what is actually on hand. These

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#### 2004 CONSUMER-LEVEL SUPPLY POLICY MANUAL

discrepancies must be reported in writing to the CO, via the supply officer, as a request for adjustment or investigation as appropriate. Discrepancies reported to the CO will include variances in NSN, quantity, or serial number for items in the following categories:

(1) Controlled items regardless of dollar value.

(2) Nonexpendable unserialized property with an extended dollar value of \$2,500 or more.

(3) Serialized noncontrolled property with an extended dollar value of \$800 or more.

b. Items not meeting the criteria above will be reported to the supply officer for resolution and adjustment, as appropriate. If the circumstances warrant, in instances where the supply officer is authorized to adjust the record without prior approval of the CO, the supply officer may elect to forward the request for adjustment from the RO/RI to the CO for review and decision.

c. The circumstances of a variance must be fully stated by the RO/RI.

d. When the variance is due to a physical loss, the RO/RI should state whether the individual responsible is willing to reimburse the Government for all or part of the loss. All individuals are required to be counseled per chapter 6 of this Manual, regardless, if the responsible individual is willing to reimburse the Government or not. This counseling statement will be made an enclosure to any request for adjustment to the CO.

e. Discrepancies must be reported even though the variance may be clearly administrative in nature; e.g., the NSN of the preferred item is on the balance record but a substitute item is actually on hand or modifications that change the NSN for a PEI or secondary repairable.

f. The supply officer's endorsement should clarify any ambiguities in the request for adjustment or investigation. This endorsement is also an opportunity for the supply officer to make recommendations to the CO. The supply officer will ensure causative research is conducted.

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL 2004

g. The request for adjustment or investigation will reach the CO within 5 calendar days of the discovery of the variance by the RO/RI. Delays in reporting will be explained. The CO will endorse the request back to the supply officer or appoint an investigating officer within 5 calendar days after receiving the notification from the supply officer.

h. The supply officer will voucher the request for adjustment (or investigation if conducted) as directed by the CO and "RED LINE" (by underlining the item by serial number in red ink) and post to the final

page by endorsement the voucher number assigned to each item of the investigation, to include the daily history date which the transaction posted to the official accounting records.

3. Causative Research. Causative research identifies administrative errors that have been made, which may negate the need to investigate and/or process a gain/loss transaction. Causative research also assists in determining the correct type of adjustment transaction required. More importantly, causative research helps to identify procedural deficiencies which can then be corrected to prevent waste or theft and to improve supply support. It is always possible to adjust the balance record by means of a properly vouchered gain/loss transaction; however, this method will not be used until the required research into the cause of the variance has been conducted. The benefits of causative research must be weighed against the time required to perform it. Timely adjustment of the balance record is necessary so that action to dispose of excesses and replenish deficiencies can occur. This paragraph establishes minimum requirements for causative research of variances at all consumer-level activities.

a. Post-Count Validation. Verify the accuracy of the count by considering all assigned locations, items in laundry, those in repair, temporary holding areas, unit of issue and NSN, to include federal supply class changes to cataloging data, and on hand balances reflected in other purpose/condition codes.

b. Causative Research Required. Causative research is required on NSN's with variances from the official accounting records for all inventories as addressed in the following:

(1) All sensitive items regardless of dollar value.

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL 2004

(2) All locally-controlled items and Marine Corps- controlled items including reparables regardless of dollar value.

(3) All nonexpendable unserialized property with an extended dollar value of \$2,500 or more.

(4) Serialized noncontrolled property with an extended dollar value of \$800 or more.

(5) During annual, cyclic, and spot inventories, regardless of dollar value of the variances, causative research will be conducted on 20 NSN's having variances or 20 percent of the total number of NSN's with variances, whichever is greater.

c. Change of Custody Transaction/Audit Trail File Research. Review all transactions that have been processed/posted back 1 year or to the last annual inventory, whichever is more recent. Compare the transactions with the proof of delivery file and attempt to identify administrative errors, such as double processing/posting of receipts, actual issues (as shown by supporting documentation) without a corresponding change of custody transaction, etc. If appropriate, submit the correct change of custody transaction (or reversal) to adjust the balance record. Vouchered administrative gain/loss transactions may also be required. Causative research ends when the administrative cause of the variance has been found or when, after review, there are no conclusive findings.

d. Causative Research Results. The results of causative research will be considered representative of the account as a whole. For example, if administrative errors were found for most of the variances, then attention may be required in receipt processing or issue control. However, if causative research is inconclusive, especially for pilferable/easily negotiable items, then theft must be suspected as a cause. The supply officer will prepare a request for investigation or request to adjust the balance records summarizing the results of the inventory and subsequent causative research. Causative research results will also be reflected on adjustment documents. These same statements will be either annotated or attached to the supporting Money Value Gain Loss Statement. At a minimum, the following points will be addressed as a result of an annual inventory:

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL 2004

- (1) State the account value prior to the inventory.
- (2) State the net loss and gain variances identified as a result of inventory.
- (3) State the proportion of variances attributed to administrative errors as a result of causative research.
- (4) State opinions, if any, as to the cause of variances for which causative research was nonconclusive.
- (5) State any corrective action required or initiated to reduce future variances.

e. Incidental Gains/Losses Other Than as a Result of Annual Inventories. Individual explanatory statements/requests for investigation will be prepared by the supply officer. Explanatory statements are appropriate when the required adjustment is administrative in nature; otherwise, a request for investigation or request to adjust the property records should be submitted. Explanatory statements/requests for investigation will be made on an as-occurring or daily basis whenever imbalances are discovered. Explanatory statements must be approved by the CO before the gain/loss transaction is processed/posted by the supply officer for transactions that meet the criteria in paragraphs 2004.7 through 2004.9, following.

4. CO's Review of Requests for Investigation. The CO must make a determination concerning the need for further investigation per chapter 6 of this Manual.

- a. If an investigation is conducted, the request for investigation (with all endorsements and enclosures) will be made the second enclosure to the investigative report, after the investigating officer's appointing order. When the CO feels that the investigation has little or no chance of recovering missing items, the CO may direct the supply officer to adjust the records and requisition shortages immediately.
- b. Investigating officers of missing, lost, or stolen government property will obtain statements from all parties involved or present during the incident that caused the item(s) to become missing, lost, or stolen. They also must identify

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## 2004 CONSUMER-LEVEL SUPPLY POLICY MANUAL

within the report each finding of fact, each cause of the fact, and the finding of fault or negligence when applicable, their conclusions and finally their recommendations.

c. If no investigation is to be conducted, or if balance records are to be adjusted immediately, the CO will endorse the request for investigation (or a copy thereof) to the supply officer in writing and so state. This endorsement will constitute authority for the supply officer to adjust the account balance by means of miscellaneous gain/loss transactions.

5. Cash/Checkage Sales. When cash/checkage sales are made as a result of investigation or requests for investigation, balance records will be adjusted by means of issue to cash sales transactions. The investigation or request for investigation will be vouchered per instructions outlined within this chapter.

## 6. Vouchering Gain and Loss Transactions

a. The following items will not be adjusted except as authorized by the CO in writing:

(1) Controlled items (both locally and Marine Corps).

(2) Nonserialized items with an extended dollar value of \$2,500 or more.

(3) Serialized items with an extended dollar value of \$800 or more.

b. For items not meeting the preceding criteria, the supply officer is authorized to approve/process gains and losses unless otherwise directed by the CO. The CO may elect to establish a lower dollar value threshold for the CO's personal review but in no case will a higher threshold be established. CO's will designate as locally-controlled those items that are considered highly pilferable; e.g., bayonets, K-Bars, computer equipment, monitors, scanners, central processing units, printers, and faxes.

c. Investigations involving retail stocks will be assigned a voucher number (document number) by the unit supply officer. All associated gain/loss transactions (and form NAVMC 6 for cash/checkage sales, if any) will perpetuate the voucher number.

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## CONSUMER-LEVEL SUPPLY POLICY MANUAL 2004

d. Authority to Certify Voucher Transactions. The CO or acting CO only may certify voucher transactions via signature, except as addressed in paragraph 2013 of this Manual.

e. Supporting Documentation. All gain/loss transactions must be supported by completed investigations, requests for investigation, or explanatory statements signed or endorsed by the CO, except those

discussed in paragraph 2004.6b, preceding. This supporting documentation constitutes the voucher file. The voucher file will be maintained in such a manner as to easily cross-reference between gain/loss transactions and supporting documentation. The preceding criteria is based on the fact that the nonvoucherable losses and gains will be documented, reviewed, and certified by the commander on the passed edit listing and/or the money value gain/loss notice.

f. Types of Gain/Loss Transactions. Gain/loss transactions can be administrative, inventory, or miscellaneous in nature as indicated by the last position of the document identifier code (DIC). (A special case is a "lost shipment" which can be processed as a loss only.) Use of the correct type of gain/loss transaction is necessary because it is used by higher headquarters to analyze loss trends within the Marine Corps.

(1) Inventory Gain/Loss (DIC D8A/D9A). Inventory gain/loss transactions are authorized for all adjustments as a result of an inventory.

(2) Administrative Gain/Loss (DIC D8B/D9B). Administrative gain/loss transactions must be vouchered to indicate that no physical gain or loss occurred. Any transaction(s) processed in error to cause the record imbalance must be specifically identified by document number and date processed in the explanatory statement. In the case where a misidentified item is being dropped/picked up simultaneously, the voucher file must cross-reference the related administrative gain/loss transactions. Examples are exchanges of machine gun or rifle receivers at the supporting RIP or when a modification instruction is applied. Additionally, these procedures apply to computer generated gains.

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## 2004 CONSUMER-LEVEL SUPPLY POLICY MANUAL

(3) Lost Shipment (DIC D9L). All required tracer actions and reports of discrepancies must be accomplished prior to inducting lost shipment transactions. The explanatory statement for those lost shipments meeting the voucher criteria must state "Processed as a lost shipment due to nonreceipt within time frames established by source of supply or other regulation. All required tracer and/or Supply Discrepancy Reports (SDR) (SF 364) (formerly Report of Discrepancy) actions have been accomplished." Copies of tracer action and/or SF 364 and copies of any replies will be maintained on file and cross-referenced as supporting documentation for lost shipments.

(4) Miscellaneous Gain/Loss (DIC D8Z/D9Z). Miscellaneous gain/loss transactions will be used when the circumstances surrounding the adjustment do not fit into any of the other categories. These adjustment transactions are normally associated with a gain or loss of assets signed for by an RO or in the possession of an RI and when investigative action becomes necessary. Adjustment transactions will be vouchered with detailed justification pertaining to their use.

7. Money Value Gain/Loss Notice. This report is a listing of all gains/losses processed. The notice will be signed by the CO or acting CO. The following certification will be added to the notice prior to signature:

"I have reviewed the documents on this notice and verify that required documents have been properly certified."

8. Voucher Files/Retention of Records

- a. Voucher files are audit trails for retail stocks held in each supply account.
- b. Records concerning gain, loss, return, disposal, transfer, recoverable items reports, letters of unserviceable property, and supporting documentation affecting the on hand balance of property will be maintained as part of the voucher file for 2 years after the transaction was posted/processed against the official accounting records.
- c. Money value gain/loss notices are part of the voucher file and are retained for 2 years.

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- d. Records of issue to cash sales are voucher documents and are retained for 5 years from the date the transaction was completed as a financial record per NAVCOMPAN Vol IV.
- e. Investigations will be retained for 5 years from the date of the CO's final endorsement.
- f. Copies of Supply Discipline Reports (SDR) will be maintained in the voucher file for 2 years from the date the SDR reply was received from Defense Logistics Agency (DLA) Integrated Materiel Manager (IMM) and the record closed.
- g. When it is determined that a voucher is lost, a statement in lieu of the lost voucher will be placed in the voucher file. The CO or supply officer will sign all lost voucher statements per the criteria in paragraph 2004.6, preceding.

9. Preparation of Explanatory Statements. For units with automated capability, there is no requirement to prepare form NAVMC 10694 for each adjustment with a statement written/typed on the back prior to induction.

- a. A "passed edit" listing or equivalent may be used in lieu of the NAVMC 10694 to provide statements and preliminary approval prior to induction of transactions into ATCLASS/SASSY. If used, statements describing the circumstances for each adjustment (as appropriate) can be written on the back of the passed edit listing or equivalent and identified by the document number to which each applies.
- b. The CO will then certify the review of each statement by signing the back of the passed edit listing or equivalent immediately below the last statement.
- c. The passed edit listing used to provide explanatory statements can then be maintained in run date sequence as part of the voucher file or attached to the MVGL statement. Original signatures are required to be maintained on file.

2005. EQUIPMENT ISSUES

- 1. Direct Custodian. The fact that an individual has not signed a receipt for public property in that individual's possession

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## 2006 CONSUMER-LEVEL SUPPLY POLICY MANUAL

does not relieve that individual of the required maintenance and servicing responsibilities.

2. Individual Responsibility. Individuals who obtain and maintain public property for use in the performance of assigned duties, or come into custody of government property, are individually responsible for that property.

3. Issue and Recovery of Equipment. Equipment issued to individuals will be signed for by those individuals. Every commander will ensure that all public property issued to or in the possession of military or civilian personnel is recovered before transfer or separation/discharge.

4. Liability. In the case of loss, damage, or destruction of public property through causes other than wear incident to normal service, personnel responsible will either be held punitively liable or excused from responsibility by competent authority per the guidance contained in chapter 6 of this Manual.

2006. SMALL ARMS CONTROL. Small arms will be accounted for by the CO of a unit having a consumer-level supply account per this Manual, the supporting systems users manual, and TM-4700-15/1. The CO will appoint, in writing, an inventory officer to conduct monthly serialized inventories of small arms. The appointed inventory officer will sign the monthly serialized inventory and submit to the CO for review. The CO will also report all small arms to the Commander, Naval Weapons Support Center, Crane, Indiana, per MCO 8300.1.

2007. Serviceable Ready-for-Issue. Each unit commander will maintain all on hand items as serviceable and ready-for-issue. Procedures for handling and accounting for unserviceable assets are detailed in the supporting system users manual. Unserviceable repairable secondary and principal items will be maintained to prevent further deterioration until disposition instructions are provided.

2008. EXCESSES. Consumer-level supply accounts are not authorized to retain excess materiel. Commanders will guard

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## CONSUMER-LEVEL SUPPLY POLICY MANUAL 2010

against having materiel in excess of established quantities. Quantities of items on hand or on order greater than authorized levels must be redistributed, returned, disposed of, or canceled per the guidance in the supporting system users manual and/or MCO P4400.82, if applicable. Items designated as protected stock are not subject to processing as excess materiel such as IIP and insurance items.

2009. INVENTORY. Physical inventories are management tools for controlling material. All materiel maintained on hand will be inventoried

at least annually to determine the accuracy of the formal account property records. This annual inventory should coincide with one of the CMR reconciliations. The results of the annual inventory will be documented by the supply officer and maintained on file until the next annual inventory. Inventory adjustments to property records or requests for investigative action will be initiated on an "as occurring or daily basis." In addition, each allowance item will be inventoried incident with the change of the RO or supply officer. Also, small arms inventories will be conducted monthly by an appointed, in writing, inventory officer. Per MCO 8300.1, the annual Serialized Small Arms Inventory Report (RCS: MC-8300-01) will be signed by the CO.

#### 2010. ANIMALS

1. Animals will be carried on the property records as nonexpendable property. Required formal accounting records will establish an audit trail recording the receipt and disposal transaction for each animal.
2. Policy and guidance for Marine Corps Military Working Dogs are contained in OPNAVINST 5585.2A (Navy Military Working Dog Manual). This is augmented by Air Force Regulation (AFR) 125-5 (U.S. Air Force Military Working Dog Program) which provides specific guidance on the procurement and handling of both explosive and narcotics training aids.
3. Users Manual 4400-15 provides manual accounting procedures for animals that are government property.

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#### 2011 CONSUMER-LEVEL SUPPLY POLICY MANUAL

#### 2011. SL-3, COMPONENTS LIST

1. The SL-3 lists all components of collection-type items, such as chests, sets, kits, outfits and assortments, and components to such principal items as vehicles, weapons, and communications equipment. However, in some instances a Technical Manual (TM) is used in lieu of an SL-3.
2. Scope, numbering, content, use, and distribution of SL-3's are contained in MCO P5215.17. The Marine Corps Technical Publication System describes an SL-3 as a component list that contains illustrations, technical data and item identification data on collateral and collection-type items such as chests, sets, kits, outfits and assortments, and components to such principal items as vehicles, weapons, and communications equipment within the Marine Corps. In some instances a TM is used in lieu of an SL-3. The categories for the components of an SL-3 are divided into three general areas: Supply System Responsibility Items (SSRI), Collateral Materiel (CM), and Using Unit Responsible Items (UURI). In TM's the categories may be listed as Components of End Items, Basic Issue Items, and Additional Authorization List. These are the terms used in some technical publications that parallel the Marine Corps terminology SSRI, CM, and UURI. However, these terms cannot be unilaterally applied. The responsibility of obtainment and control is not always interpreted the same by both services.
3. Three general categories under which items may be identified in the SL-3 or in the TM are:
  - a. SSRI/Basic Issue Items (BII). Items listed under this category

are furnished by the supply system when the end item is issued and will be transferred with the end item during redistribution or other changes of custody unless otherwise specifically directed by appropriate authority. These items are required to be maintained on hand or on order (or identified as an unfunded deficiency) unless otherwise specifically directed within the SL-3. Requisitioning of SSRI/BII assets needing replacement, when the end item is outside the stores distribution system, is the responsibility of the using unit. For principal end items that are components of a major end item (i.e., HMMWV) component of a MRC vehicle) the items are to be accounted for under the serial number of the primary NSN.

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## CONSUMER-LEVEL SUPPLY POLICY MANUAL 2011

b. CM. Items listed under this category are furnished with the end items upon initial issue and normally remain with the using unit during redistribution/rebuild or other change of custody of the end item unless otherwise directed by the Materiel Command (MATCOM). These items are required to be maintained on hand or on order (or identified as an unfunded deficiency) unless otherwise specifically directed within the SL-3. CM will be maintained and replaced by the using unit, except for materiel with 9999 series NSN's. Using units are not authorized to requisition items using the assigned 9999 series NSN's. The 9999 series NSN shown under the heading of "Collateral Materiel" is for control within the distribution system only, and is not authorized for requisitioning purposes. Items under this category heading will be requisitioned by individual NSN, and/or part number and Commercial and Government Entity Codes (CAGEC).

c. UURI. These are items that are not issued with the end item during IIP and subsequent fielding. Items in this category must be requisitioned by the using unit, not to exceed the stated quantity. The CO can authorize in writing to hold less than the stated quantity. Additionally, where "AR" (as required) is the stated quantity, the commander must establish that quantity in writing. These quantities will be reviewed and updated at least annually. EAF allowance quantities include quantities designated to fill UURI requirements. UURI's that are identified as having a type 1 or 2 TAMCN should be validated against the unit's EAF and accounted for on the unit property records. These items remain in the unit and are not transferred with an end item during redistribution/rebuild or other changes in custody. An exception would be a directed redistribution because of force modernization, retrograde, or a unique maintenance requirement where the UURI is not needed by the unit but may be of use with the associated end item. Policy for UURI's/AAL's to support cadre units, Reserve initial issue, and that part of active forces' war reserve materiel requirement (WRMR) held in stores is contained in MCO P4400.39, and MCO 4400.156. Several types of items may be listed under UURI. Some examples are:

(1) Types 1, 2, and 3 TAMCN Items

(a) MATCOM will ensure UURI type 1 TAMCN allowances are established or adjusted within the unit's T/E. New T/E

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## 2011 CONSUMER-LEVEL SUPPLY POLICY MANUAL

allowances for UURI type 1 TAMCN items will be published in the Users Logistics Support Summary (ULSS) of the item for which the SL-3 is written.

(b) It is the responsibility of the accountable/ owning unit commander to establish/recommend T/E allowances per the Table of Authorized Materiel (TAM) for UURI type 2 allowances, if no allowance has been previously established.

(c) Due to the unique nature of allowances for special type 3 items, UURI support is to be requested from the appropriate contingency training equipment pool (CTEP), per MCO 4000.10 (Policy on Selected Table of Authorized Materiel (TAM) Type 3 Items) and local SOP.

(2) Ammunition. Ammunition is listed in the SL-3/TM for clarification only. Allowances are determined per MCO 8010.1 or MCO P8011.4.

(3) Small Arms. Small arms (as defined in MCO 8300.1) which are SL-3/TM components will have allowances established on the unit's T/E. The COMMARCORSSYSCOM will ensure that these allowances are established within the unit's T/E for newly fielded items. It is the responsibility of the accountable/owning unit commander to review and recommend T/E allowances for fielded items.

(4) Associated Expendables. Items such as batteries for lanterns and flashlights, and other optional accessories are listed for information and are stocked on an "as required" basis. Although associated expendables are listed in the SL-3, they do not require stockage levels in writing.

(5) Individual /Organizational Clothing. Such items will be listed as UURI only.

4. Items listed as SSRI and CM will be on hand or on order at all times. The only exception to this rule is for those end items used as training aids at formal Marine Corps schools. The CO/director of the school will designate in writing (by end item) the quantity of SSRI's and CM to be maintained for those end items used as training aids.

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL 2012

5. All other SL-3/TM components will be accounted for on locally devised inventory sheets which will be based on the appropriate SL-3/TM. These sheets will reflect serial numbers of the end items, and the serial numbers of serialized components, where appropriate. Detailed instructions for inventories and recordkeeping requirements are contained in MCO P4790.2. Although MCO P4790.2 addresses only tool kits, sets, and chests, these procedures will be used for all SL-3/TM inventories. Inventories will be conducted as follows:

a. For items in use, on a semi annual basis.

b. For items not in use and stored in a secure area, on an annual basis.

c. In addition to the preceding, if the item is issued to an R0, upon change of R0.

6. When SL-3 components received through the supply system to replace missing or unserviceable tools do not match the exact descriptive data of the stocklist, units are authorized to maintain those items if the tool received meets the "Form, Fit, and Function" of the SL-3 requirement.

2012. Garrison TOOL ALLOWANCES. Fleet Marine Forces (FMF) unit commanders (not to go below the battalion/squadron level except for detached units) are authorized to establish in writing special tool allowances for tools not currently maintained within T/E sets, kits, and chests needed to meet garrison peculiar requirements and for required locally fabricated tools.

1. Garrison peculiar tools are defined as those tools needed to support requirements that would not exist in a deployed situation. The tools required to conduct authorized levels of maintenance on organic equipment or in support of the T/O mission will be either T/E items or components of T/E items.

2. Locally fabricated tools are those tools whose fabrication is directed by a technical publication. The authorization list for the locally fabricated tools will reference the technical publication which sets the requirement for the tool.

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3. Prior to submitting requests for modification of allowances (MOA) or SL-3/TM changes (especially on tools that are unit peculiar), other end items/tool kits already on the unit's T/E should be checked as a source of required tools.

2013. GARRISON PROPERTY. Garrison property is all Department of the Navy/Marine Corps-owned nondeployable, nonexpendable equipment, to include minor and plant property as well as Visual Information Support (VIS) materiel (See paragraph 2013.8 for special instructions concerning Visual Information (VI) activities) as defined in volume III of the NavCompt Manual, and MCO P7100.8. Garrison property is not listed on a FMF unit's T/E and is authorized to support the use of garrison facilities. For budget purposes, minor property expense items, such as personnel support equipment (PSE), food preparation and serving equipment (FPSE), and initial issue collateral equipment for military construction (MILCON) projects, are funded separately. Plant property fiscal and historical records for classes 3 and 4 investment equipment are controlled in the plant account office. Supply accountability records for garrison property are controlled at the base property control office (PCO), although copies of the records may be held at other locations. Regardless of the location, all custodial (subcustody) accountability records will be maintained per the policy and procedures contained in this Manual and the appropriate supporting system users manual. The PCO is a consumer level supply account.

1. Accountable Items. At a minimum, the following items will have accountability records established:

a. All furniture, fixtures, or office equipment (serialized or nonserialized) costing more than \$2,500.

- b. All equipment that is classified or sensitive, regardless of cost.
  - c. All items designated in writing as locally controlled pilferable items requiring more stringent controls, regardless of cost.
2. Those nonexpendable items not falling into these categories will not be required to have accountability records established.

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However, for budgetary purposes, they will be monitored through the issue/receipt process. The supporting base, post, or station commander will make the final determination on the supplies and equipment to be accounted for on the property records, subject to the restrictions contained herein.

3. PCO Mission. The PCO supports two different types of organizations: base, post, or station subordinate units and tenant units.
- a. The PCO provides consumer-level support for all units aboard a base, post, or station. All supply accounting records will be established and maintained by the PCO.
    - (1) An RO will be appointed in writing by the CO/officer in charge of tenant and base subordinate activities/units. In addition, the CO will endorse requests for investigations pertaining to garrison property in that unit and/or appointing investigating officers and processing completed investigations per chapter 6 of this Manual. The Property Control officer will be provided a copy of the completed investigation.
    - (2) The PCO is responsible for posting adjustment transactions to the accounting records and should comply with the provisions of paragraph 2004.6 of this Manual concerning voucher transactions. Normally, the base/station commander would authorize in writing the base/station supply officer to sign voucher transactions.
    - (3) Due to the large number of accounts managed by the PCO, commands are authorized to conduct semiannual CMR reconciliations. If there are inventory control problems within an account, semiannual reconciliations are not recommended. The decision to use semiannual CMR reconciliation will be made in writing by the commander of the base, post, or station.
    - (4) When circumstances indicate the condition of garrison property is such that an investigation appears prudent (e.g., missing, lost, stolen, or destroyed), the RO who signed for the garrison property from the PCO should request in writing, via the RO's CO and the PCO, to the base/station commander (or designated representative) that an investigation is being conducted. Investigations will be conducted/assigned per chapter 6 of this Manual.

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- b. The commander of the base, post, or station will establish local turnover procedures for deploying units and for contingency situations.

Turnover procedures should be coordinated through the MSC's for the tenant units and the subordinate units of the base, post, or station. Turnover procedures should ensure continued accountability but should not prove cumbersome for the deploying unit.

c. The PCO is responsible for all financial reporting on garrison property. The PCO and using units should use any available programs/reports to enhance their reporting capabilities.

4. The PCO is the minor property administrator and will maintain the data base of minor property by RO (e.g., CMR's).

5. Due to the organizational structure of most bases/stations, the CG is responsible for the tasks/duties normally inherent to the billet of CO. In these cases, the base logistics/supply officer may be tasked with the functions normally accomplished by the CO; i.e., vouchering, priority approval, review requests for investigations, and turnover letters. The logistics/supply officer will continually keep the CG apprised of the status of the supply account and, upon change of the CG, will provide the new CG with a supply status letter which will give a general overview of the condition of the supply account.

6. Base/station commanders are authorized to approve requests to remove, transport, and use away from the confines of the base/ station that garrison property which is used in the field to support local training exercises. Requests for equipment loans for other than local exercises and/or loans exceeding 5 months must be approved by the CMC (LFS).

7. Plant property will be disposed of per the guidance contained in the NavCompt Manual and MCO P10150.1.

8. Special instructions concerning VI (formerly known as TAVSC) Activities.

a. PCO's will assume accountability for all VI equipment assets and training devices.

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL 2014

b. PCO's will not account for assets found in the Index to Directory of Naval Training Devices Manual, Cognizance Symbol 2 "0", (Navy COG 2"0"), NSN 0550-LP-200-0001. Navy COG 2"0" asset information is printed periodically by the Naval Aviation Supply office with accounting functions contained in NAVSUP Manual volume II, part J; NavCompt Manual volume III; and the Pensacola, Florida Naval Training Center's instruction for COG 2"0" asset accountability. Navy COG 2"0" assets are not Marine Corps owned property and are on loan to the command directly to the VI OIC/Director. However, these assets will be managed by placing those assets issued to RO's on their CMR accounts, along with all other accountable VI assets. These will be treated the same as any allowance item per chapters 2 and 5 of this Manual with the following exceptions:

(1) The VI OIC/Director will be the item manager for all VI assets. As such, the VI OIC/Director will be responsible for managing the procurement, disposition, redistribution, maintenance, short-term loans, allowance establishment among competing activities, and life-cycle management and instruction on of VI assets.

(2) The PCO will coordinate with the VI OIC/Director in situations

that are beyond clear supply accountability as detailed above.

9. VI Activities with Supply Officer Structure. The supply officer will be appointed the RO by the PCO for all Marine Corps owned equipment and training devices. Additionally, the supply officer is responsible for managing long-term loans, per MCO P5290.1.

10. VI Activities without Supply Officer Structure. The PCO will assume supply management responsible for VI materiel, including issue of VI equipment for long-term loans, per MCO P5290.1. However, the PCO may assign the VI OIC/Director as the RO for the VI property account.

#### 2014. LOCAL PURCHASE OF AUTHORIZED ALLOWANCE ITEMS

1. Chapters 2 and 8 of this Manual and MCO 5311.1 address the policy for establishing, maintaining, and adjusting

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authorized allowances of types 1, 2, and 3 items. MCO 3900.4 specifically identifies the process within the Marine Corps for determination and approval of operational needs for weapons system and equipment. This formal process is initiated by identification of needs by commands and individual Marines. Operational requirements for weapon systems and equipment will be formally identified per MCO 3900.4 when prescribed equipment does not meet mission capabilities and to document unprogrammed mission needs.

2. MCO P4200.15 provides flexibility to commanders to acquire locally nonsystem items support to satisfy an immediate end-use requirement and provides contractual restrictions for local purchases. However, it does not contain restrictions on local purchases of authorized allowance items or obtaining local substitutes or system enhancements.

3. In view of the preceding, authority for the local purchase of authorized allowances is not delegated to the MARFOR/supporting establishment. Requests for such local purchases will be forwarded for approval via the chain of command to the CMC (LPP) with an information copy to MATCOM.

4. Requests for local purchase of nonexpendable materiel by the FMF to support mission requirements will be submitted as an FMF operational needs statement (FONS) per MCO 3900.4. Exceptions to this policy are for system items without TAMCN's for which commanders have established local measures of control. Such items would normally be SAC 1 only and controlled because they are pilferable or hazardous, or require augmented control. Such additional nonexpendable items will have local TAMCN's and local allowances assigned.

5. In those instances where local purchase of nonexpendable substitutes or system enhancements has been approved by the CMC (LPP), local TAMCN's and allowances will be assigned; and the quantity acquired will be accounted for as addressed in this Manual and in UM 4400-124.

2015. CRYPTOGRAPHIC EQUIPMENT. Cryptographic equipment will be accounted for in both the Marine Corps Supply System, per the provisions of this Manual, the Communications Security

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Material System, and Department of the Navy Communications Security Material System Manual (CMS 4). Neither system has precedence, the requirements of both systems must be met. The CMS custodian is responsible for the requisitioning and disposition of cryptographic equipment. It is imperative that the CMS custodian report to the supply officer all adjustments with supporting documentation that effect the unit's accounting records.

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CHAPTER 3

REQUISITIONING POLICY FOR CONSUMER-LEVEL RETAIL STOCKS

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CONSUMER-LEVEL SUPPLY POLICY MANUAL

CHAPTER 3

REQUISITIONING POLICY FOR CONSUMER-LEVEL RETAIL STOCKS

3000. GENERAL INFORMATION

1. One of the objectives of consumer-level supply operations is providing the correct quantity of items to the customer at the correct place and time. This is supported by the accurate and timely requisition, receipt, and issue process to put the supplies in the hands of the users when required, not before (creating double handling and storage costs) nor late (delaying repairs and increased safety factors).
2. Commanders of Marine Corps activities may requisition principal and secondary items within prescribed authorizations. Authorized equipment and supplies may be obtained by consumer-level supply organizations through the submission of requisitions.

3. Commanders shall ensure repair parts and other maintenance supplies are requisitioned, accounted for, and safeguarded. It is imperative that required repair parts be requisitioned as soon as the requirement is identified, consistent with the urgency of need. Requisitions will be submitted and managed within appropriate timeframes as established within MCO 4400.16.

### 3001. REQUISITIONS RECEIPT AND ISSUE MANAGEMENT

1. General Information. Requisitions are the supply lifeline for Marine Corps units. The commander should make sure that adequate supply procedures are implemented to control requisitions. Requisitions must be prepared, submitted, and maintained promptly and accurately for continuous supply support of unit operations. Additionally, the second phase of the supply process is the accountability and timely issuing of the requisitioned materiel.

2. Offline Requisitions. Under exceptional circumstances, when normal methods of transmission are not considered adequate, additional demands may be submitted by electronic mail, telephone, radio, administrative message, or other expeditious means via the supporting combat service support element (CSSE).

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3. Commodity Requirements. A commodity within an organization will submit supply requirements to the unit's consumer-level supply section for processing and obligation of unit funds. This requisition sets up an initial requirement record so that outstanding requisitions may be confirmed. Consumer-level supply personnel will provide the commodity current supply status of all outstanding requisitions, normally during the biweekly reconciliation process.

4. Supply Officer. The supply officer is responsible for the supply operations management within the unit. These responsibilities include:

- a. Preparing requisitions.
- b. Inducting of requisitions into the supply system.
- c. Retaining requisition records.
- d. Maintaining requisition status information.
- e. Ensuring that available stock is issued (if authorized and held) before induction of requisitions into the supply system (except replenishment action).
- f. Following up and/or conducting causative research on outstanding requisitions.
- g. Modifying existing requisitions, when appropriate.
- h. Processing cancellations, when appropriate.
- i. Conducting internal backorder validation with supported commodities in conjunction with the quarterly materiel obligation validation (MOV) process. In addition, report the results to the

supporting CSSE, SASSY Management Unit (SMU), DSSC, or directly to DLA for isolated commands.

j. Liaison with supply activities providing support to the unit for any additional action required.

5. Control of Priority Designator (PD). The CO's of requisitioning activities will assign PD's consistent with the

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force/activity designator (F/AD) assigned by higher authority and with urgency of need. The validity of required delivery dates (RDD) assigned to requisitions is also the CO's responsibility. Commanders (to include the commanders of Marine Corps installations and separate non-FMF requisitioning activities) will either personally review, or delegate in writing to specific personnel the authority to review, all requirements based on Urgency of Need Designators A and B per MCO 4400.16.

6. Requisition Validation. The CO's will ensure that supply and commodity representatives conduct a reconciliation and validation of all outstanding requisitions at least every 2 weeks (once a month for non-FMF units).

a. The CO's are encouraged to include the reconciliation process on the unit's training schedule.

b. Outstanding requisitions will be confirmed to ensure necessary cancellation, follow-up, or modification actions are initiated. During the reconciliation process, the commodity representative is responsible for following up on all requirements given to supply. Continuous exchange of information between the commodity and supply is essential for optimal supply support.

c. Quarterly, the commodities and using unit supply requisitioning clerk will revalidate all previously submitted requirements as part of the MOV. These actions are coordinated through the supporting SMU or DSSC.

7. Receipts. Materiel received which is no longer required by the customer will be applied to other outstanding requisitions or the RO, or will be treated as excess materiel. A record of receipts will be retained for all requisitions for 2 years per SECNAVINST P5212.5, NAVCOMPAN, and this Manual.

8. Issues. When retail stock is issued or requisitioned materiel is disbursed, a supply audit trail will be maintained for a minimum of 2 years per NAVCOMPAN, and this Manual.

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9. Authorized Recipient. The supply officer ensures that only authorized individuals are issued materiel. Authorized recipients will be assigned in writing by the RO and commodity managers with sample signatures. A sample signature for each authorized recipient will be kept on file by the supply officer for a period of 2 years.

3002. OPEN PURCHASE PROCEDURES, TO INCLUDE CREDIT CARD PURCHASES

1. General Information. The following establishes procedures for processing open purchase requisitions (DD Form 1149's) through the SMU, the DSSC, and when using government credit cards. These procedures are delineated herein for use by using unit supply organizations when items are not stocked with Marine Corps support activities and the unit demands are passed to DLA, Department of Defense (DoD), stocks points of the General Service Administration (GSA). Commercial sources may be used, if these agencies do not stock the item, if it can not provide within the required delivery date by the using unit, or if it can be procured for less cost. The reason for establishing these procedures is to develop enough demand history for the subsequent assignment of a standard NSN by the Weapons System Equipment Manager (WSEM).

a. Using units will use Federal Logistics (FEDLOG) to identify whether a standard NSN has already been assigned for a particular part. The using unit will use the system NSN to record the demand history for their activity. The same elements of information contained in FEDLOG will be provided by the using unit and forwarded to the SMU for use in the assignment of a local NSN to nonstandard items (NSI). The supporting SMU or DSSC will assign local NSN's to all open purchase request for the first two types of supplies, if not already loaded to their support systems.

b. Requirements for office and cleaning supplies for the day to day operation of the unit will be passed to the DSSC or Marine Corps air station logistics department for assignment while in garrison. These open purchase requests will then be taken directly to the local purchasing and contracting office (PCO) by unit or as local procedures dictate.

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c. Requirements for the "other" type items will be passed directly to base or station PCO.

d. Open purchase requests for garrison property (non-deployable, nonexpendable assets) must be reviewed by the supporting base or station PCO. At that time a determination will be made on whether the assets will be picked up on to their property accounting records. These assets must meet the requirements listed herein or those established by local regulation. These assets will normally become remain behind equipment (RBE) garrison assets, when the unit deploys.

2. Procedures. Normally such supplies and services will fall into the following categories: (1) T/E type II allowance items, (2) maintenance items (class IX repair parts), (3) office supplies, cleaning equipment type items, etc., and (4) "other" types service contracts, transportation requirements, maintenance repairs, subscriptions, Blanket Purchase Agreement (BPA) contract calls by unit personnel, etc.

a. T/E Type II Allowance Items

(1) Requisition and Invoice/Shipping Documents, DD Form 1149's will cite the approval document from the MSC authorizing the allowances. A list of approval authority for such purchases will be provided to the SMU and the supporting PCO.

(2) If a similar item has been procured locally and is already on the property records, the purchase request document will cite this information. This includes the established type II and/or local TAM number and NSN/local NSN. Otherwise, the package will be forwarded to the customer service section of the supporting SMU for assignment of a local NSN. The type II or local TAMCN will be accomplished at the MSC or base/station level as part of the overall allowance oversight.

(3) Upon receipt of the item by the using unit, all nonexpendable deployable assets procured in this manner will be picked up on the units property records and subcustody records per chapter 2, of this Manual.

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### 3002 CONSUMER-LEVEL SUPPLY POLICY MANUAL

#### b. Maintenance related items (class IX Repair Parts)

(1) The using unit Maintenance and Supply Sections must perform basic technical research on FEDLOGS and the NSI File to determine if a valid NSN already exists for this particular part number and its manufacturers code. If a standard NSN is found, the unit will order the requirement through a normal requisition process, unless the NSN has an Acquisition Advice Code (AAC) identifying local procurement or other action is required. A request to locally purchase a standard NSN should only be made when it has an AAC assigned by the WSEM directing local procurement, if the source of supply has previously rejected a requisition also citing local procurement or fabrication, or a current backorder has a long lead time from the IMM which will degrade the unit's ability to carry out its mission. A complete justification will accompany the open purchase request, to include copies of message traffic, a record of cancellation status from the sources of supply, the AAC etc.

(2) When requesting class IX repair parts via the supporting SMU, the using unit supply officer will cite requisition authority (RA) funding and planning estimate (PE) funding for those submitted to DSSC. The purchase request document form should include all pertinent information to enable PCO personnel to obtain the required item.

(3) To provide visibility and usage to the WSEM, the using unit supply officer will induct a demand history (DHA) transaction upon receipt of the part requested using the standard NSN or the local NSN assigned. The supporting SMU will capture this information on a monthly basis and forward the same to the IMM to validate stockage data for future procurements and allow for surge protection.

(4) NSI procurements history maintenance.

(a) After 3 "single" part uses (which may be the result of one to three requisitions per local NSN, the General Account of the SMU may establish a stockage level for support purposes to its customers and continue open purchase procurement.

(b) Monthly, prior to the monthly field change process, the customer services section will extract the usage data from the Activity Usage Accounting File for all NSI items procured during the previous month. This usage will be reviewed

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to eliminate duplication and to ensure that all data is captured on the same part number, with the same manufacture's/CAGE code. Adjustment will be made where necessary and the file updated with the appropriate information prior to running the Monthly Field Change Process following the update, the SMU will forward this information to the COMMARCORLOGBASES, Albany's WSEM for review and cataloging purposes.

c. DSSC Type items. Prior to procuring these type items, the using units' supply office will screen those items and determine whether the day to day operation supplies; i.e., toner cartridge, printer ribbons, diskettes, office supplies, etc., are stocked at the supporting DSSC Self Service or Navy-Serv-Mart issue points.

(1) If the item is stocked, the unit will procure from the appropriate issue point.

(2) For items not in stocked (NIS), the unit may submit an open purchase request directly to PCO.

(3) When new T/E allowances are established on items such as different computer printer ribbons and similar office supplies and equipment are anticipated, MSC's should identify support requirements to the supporting DSSC or station air logistics department.

d. Other type of supplies. This includes procurement request for service contracts, maintenance repairs and BPA's not covered elsewhere.

3. Credit card procedures. There are two types of Government credit cards. They are the International Merchant Purchase Authorization Card (IMPAC) Visa Credit Card and the DLA/GSA Government Credit Card.

a. The Federal Acquisition Regulation, section 8, provides the order of precedence for acquiring supplies and service. This means using the DLA/DoD/GSA supply systems prior to initiating an open purchase request or IMPAC credit card buy.

b. Cardholders remain responsible for performing essential screening requirements. For example, the statutory requirements

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to use products from National Industries for the Blind, National Industries for the Severely Handicapped, and Federal Prison Industries still apply. In addition, cardholders must comply with restrictions on purchase of items that are dangerous, have special security characteristics or critical to the safe operation of a weapon system. Items associated with safety of flight, configuration controls or technical orders should not be purchased through the IMPAC credit card, except in emergencies.

c. Cardholders will ensure that demand history is recorded for weapon system related items to support readiness and surge requirements.

d. The IMPAC Credit Cards are used for ordering supplies that are not available through the normal supply system, or have an extended lead time

for delivery from the IMM. The IMPAC Credit Card allows units to receive supplies in a more timely manner. However, this card should not be used to procure repair parts, repair services, or POL by using units.

(1) Units are required to coordinate with their supporting/base/station purchasing and contracting office when commercial repair or a service is required.

(2) Prior to processing nonexpendable items or equipment via the use of a IMPAC Credit Card, an allowance must be established. After receipt, the unit will place the asset on the appropriate FMF or garrison property records.

e. The DLA/GSA Government Credit Cards are normally used by Recruiters, Base/Station Motor Transport Sections, and others in support of GSA leased commercial vehicles. These are used to pay for repairs done on those type of vehicles, when turn in of the vehicles to a central motor pool or repair facility cannot be accomplished or the breakdown occurs at inaccessible or remote locations.

d. Activities will "certify" all reports of property received (RPR) DD Forms; i.e., DD 250's, DD 1149's, and DD 1348-6's invoices from vendors, and memorandums for receipts, etc., for contract services and materials. The units will use the certification block of the DD forms or enter a statement on

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the commercial invoice "certifying that the property has been received." The unit will also identify thereon the unit document number and contract number for cross referencing at the paying activity. These are then required to be forwarded to the supporting Defense Finance Accounting System Center (DFASC) for payment purposes.

(1) The RPR itself or the Contract for Supplies and Services (DD 1155's, etc.) the actual DFASC; e.g., Kansas City, Columbus, etc., and internal code to forward the certified invoice to.

(2) If the using unit supply cannot determine where to forward the invoice, they are to contact the supporting PCO (i.e., base, station, MARFORRES, Marine Corps District, etc.).

(3) For independent organizations at remote locations who receive contracted services and materials and the bill paying activity cannot be readily determined should contact the CMC (RFL).

#### 3003. PUBLICATION REQUISITIONING

1. Requisition management and physical distribution of publications and directives will be conducted using Marine Corps Publication Distribution System (MCPDS) within the administrative section per MCO P5600.31 and MCO P5000.14.

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CHAPTER 4

STORAGE POLICY

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CHAPTER 4

STORAGE POLICY

4000. General Information. Units will maintain all operating allowances and war reserve materiel stocks (WRMS) (not in use) in a state of readiness and in suitable storage containers (if applicable). All items shall be inspected at least annually for serviceability (more often for shelf-life sensitive items), adequate preservation, and item identification (accuracy of tactical/embarkation markings and location designators), and unit of issue identification, as appropriate. Periodic inspections shall be made based on the commander's judgment of climatic conditions, container exposure, and item deterioration/shelf-life considerations to ensure that all items are maintained in a ready-for-issue condition. Units will use DOD 4145.19-R-1, MCO P4450.7, MCO P4450.12, and MCO P4450.14 as technical storage policy, procedures, and responsibilities. NAVSUP Publication P-529 and MCO 4450.10 will be used as sources for warehousing modernization and layout planning.

4001. WAREHOUSE OPERATING POLICY

1. Storage, Receiving and Issue Areas. The warehouse storage, receiving, and issue areas are established for effective use of warehouse space and control of items. Storage operations will be established with regard for the following considerations.

a. Layout. The layout of storage spaces will provide for the reasonable balance of three, often competing, factors. Layout plans will, in a balanced manner, provide for effective space utilization, efficient handling of supplies in storage, and care of supplies in storage, to include security. Space/accessibility requires that storage plans properly balance the benefits and costs of better space utilization vs. materiel handling efficiencies.

b. Issue/Receiving Process. One of the most technically demanding aspects of storage operations is issue/receiving. Such processes entail complex activities involving coordinated handling and movement of materiel, source documentation, and transaction reporting.

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#### 4002 CONSUMER-LEVEL SUPPLY POLICY MANUAL

c. Care of Supplies in Storage. Materiel which is unserviceable or contaminated will not be commingled in the warehouse with ready-for-issue materiel. Commanders will implement programs to ensure supplies in storage are maintained in a serviceable condition. Such programs will also ensure the serviceability of containers, packaging and packing of supplies for embarkation, the proper marking of supplies and embarkation containers, and unit of issue integrity.

2. Stock Separation. Purpose codes identify various stock (i.e., provisioning, WRMS, and retail stock) held by the SMU and the using units. These stocks are not normally collocated in the warehouse, with the exception of the maintenance float; however, stock may be collocated at the discretion of the MEF commander. WRMS may be commingled with other stock for the purpose of inventory management and requirement determination. See UM 4400-71 for a list of purpose codes.

3. Environmental and Safety Issues. Environmental and workplace safety issues are increasingly important aspects in storage operations. Often environmental and workplace safety issues are regulated through complex local laws that carry a considerable personal liability, for commanders and supply management supervisors. Accordingly, commanders will work closely with local experts in environmental and workplace safety requirements and will strictly comply with relevant laws and regulations contained in CFR 29 and 30. Chapter 6 of DOD 4145.19-R-1 and MCO 4450.14 provide general guidance in storage safety issues. MCO P5090.2 and MCO P4450.12 provide general guidance in environmental issues.

#### 4002. FIELD STORAGE CATEGORIES

1. General Information. There are three storage categories: bin, medium, and bulk. These categories are based on the physical characteristics of the items to be stored.

2. Bin Storage. Bin storage is designed mainly to accommodate small repair parts and hardware items.

3. Medium Storage. Medium storage units are designed to accommodate items too large for bin storage but not large enough to be placed in individual box pallets or crates.

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4. Bulk Storage. A bulk storage unit consists of those items which call for placement in individual storage containers or pallet loads, either because of size or the quantity stored.

#### 4003. STOCK LOCATION

1. General Information. Detailed stock location system procedures are in MCO P4450. 7.
2. Locations. Locations are established by storage category so that the greatest use of space is achieved for ease of movement during rapid deployment.
3. Stock Location File. A stock location file will be established per the supporting system user's manual and will list every location of materiel. Information required for each location will, at the least, be the NSN, unit of issue, and location code.
4. Mechanized Location File. Whenever workable, an automated file should be used to maintain the warehouse stock location file.

4004. PRESERVATION, PACKAGING, AND PACKING. All stocks shall be afforded the protection required to prevent corrosion, deterioration, and physical/mechanical damage during storage and distribution per DoD 4145.19-R-1 and MCO P4030.36.

- a. Required markings for materiel identification will be complete, accurate, and legible.
- b. Marking materials and application methods will be per MIL-STD-129.
- c. Repackaging may be required to maintain serviceability of an item stored in outdoor storage facilities.
- d. Extreme caution will be used regarding electrostatic discharge sensitive (ESDS) assets, such as computer or electronic boards. ESDS items can only be removed from their protective packaging at an approved grounded work station.

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#### 4005 CONSUMER-LEVEL SUPPLY POLICY MANUAL

4005. SECURITY OF SELECTED SENSITIVE INVENTORY ITEMS AND PRECIOUS METALS. Commanders will ensure protection for selected sensitive inventory items and precious metals coded with Physical Security/Pilferage Codes R and Q as defined:

1. Security Code R. Precious metals, drugs, and other controlled substances designated a schedule I and II item per 21 CFR 1308.
2. Security Code O. Drugs or other controlled substances designated as schedule III, IV, or V items per 21 CFR 1308.
3. Security Requirements for "R" and "O" Coded Items Below Base and Installations Level (i.e., Small Unit/Individual Supplies). The preferred storage conditions are contained in paragraphs 0315 and 0316 of OPNAVINST 5530.14. As an alternative, small quantities may be stored in a 750-pound or heavier GSA approved security container.
  - a. Small GSA approved security containers are authorized, but must be securely anchored to the floor or wall.

b. Security containers must be located within a continuously manned space or be checked by a security force member at least twice per 8-hour shift. Detailed instructions on security requirements are contained in OPNAVINST 5530.14.

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CHAPTER 5

MISCELLANEOUS ACCOUNTING POLICY

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CHAPTER 5

MISCELLANEOUS ACCOUNTING POLICY

5000. GENERAL INFORMATION. This chapter concerns accounting for assets not specifically addressed elsewhere in this Manual. Miscellaneous supply accounting policies apply to formal and informal account records.

5001. RETENTION OF RECORDS AND SECURITY STORAGE FOR\_CASH/CHECKAGE SALES

1. A record of each cash/checkage sales transaction involving

reimbursement for missing, lost, destroyed, or damaged Government property will be kept for 5 years.

2. Appointment and revocation letters, signed by the CO, for the authorized custodian, alternate custodian(s), and audit and verification officer will be maintained on file for 5 years after the appointment is revoked.
3. Records of the collection of funds, monthly audit and verification, and deposit of funds with the disbursing officer will be kept for 5 years.
4. Safes less than 750 pounds and safes up to 1,500 pounds which are mounted with wheels or casters shall be bolted to the deck unless protected by controlled access, to include alarm systems, security guard/patrols, or monitoring systems.
5. Specific procedures are provided in the supporting system users manual UM 4400-124.

#### 5002. UNSERVICEABLE MATERIEL

1. Use the applicable TM/TI to determine materiel serviceability.
2. Unserviceable materiel will not be commingled with serviceable materiel. Separate accounting and handling of unserviceable materiel are required per the supporting system users manual UM 4400-124.

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3. Unserviceable materiel replacement will be done by the unit possessing the materiel when it was serviceable.
4. Materiel which is unserviceable and returned either to the stores system or to a Defense Reutilization and Marketing Office (DRMO) will be assigned a condition code per UM 4400-71. Transactions which account for the disposition of materiel will reflect the condition code assigned.
5. All disposal transactions require voucher accounting records to maintain an audit trail per UM 4400-124 and chapter 2 of this Manual.

5003. MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY. When applicable Government property becomes MLSR, an MLSR report will be prepared and forwarded per MCO 4340.1. MLSR reporting is not required for administrative gain and loss transactions since these transactions represent no physical gain or loss.

#### 5004. RELIEF OF COMMANDING OFFICER, SUPPLY OFFICER, AND RESPONSIBLE OFFICER

1. CO. Before relief, the CO will give a letter of certification to the relieving CO. This letter will indicate the status of supply operations within the command. The letter of certification of relief will be retained in the supply files for a period of 5 years from the date of relief. Relieving CO's will conduct necessary supply inspections to determine the condition of materiel, records, and operating procedures. This inspection will be completed by the CO within 60 days after

assumption of command. In cases of death, suspension from duty, transfer without relief, or any other instances where a letter of certification of relief of a CO cognizant over a supply account cannot be obtained, the MSC will appoint an inventory board to determine the condition of materiel, records, and operating procedures. This board will prepare a letter reporting its findings to the MSC. A copy of the letter will be held by the supply officer instead of the CO's certification of relief, and the original of the board's letter will be provided to the MSC.

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2. Supply Officer. Prior to relief, the supply officer will furnish a letter of certification of relief to the relieving supply officer. This letter will indicate the status of supply within the command. The supply officer will furnish this letter, dated the date of relief, to the relieving supply officer. Within 60 days of appointment, the newly assigned supply officer will inform the CO via endorsement to their appointment letter, of their estimate of the condition of the supply account. The above endorsement notification may be extended with the approval, in writing, of the CO. In case of death, suspension from duty, or transfer without relief of an officer or noncommissioned officer (NCO) having charge of public property, the CO will appoint an inventory board to perform the duties of the relieved supply officer. If the CO suspects that culpability exists for losses, then an investigation should be convened. The letter of certification of relief and all endorsements will be retained in the supply files 5 years from the date of relief. Due to rapid account turnover, certification letters are not required for supply elements configured on a temporary basis to support a particular exercise/float; i.e., a class IX block. For these accounts, relief of the supply officer will be conducted per local procedures.

3. RO. The RO will report all overages and shortages to the supply officer before transferring the responsibility for the property to the RO's successor. The relieving RO will inventory and carefully inspect all items on the supply records for that account. Within 15 calendar days of appointment, RO's will inform their CO, via the supply officer, of their estimate of the condition of their subcustody account, as an endorsement to their appointing letter. The above endorsement notification may be extended, with the approval, in writing, of the CO. If RO's are separated from the assets within their span of control for more than 60 days, a new RO will be appointed.

## 5005. INITIAL ISSUE PROVISIONING

1. Definition. IIP encompasses identification, selection, acquisition, and instructions for positioning of necessary initial support items in the appropriate segments of the supply system and maintenance echelons before new equipment is placed in service.

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2. General Information. IIP provides the unit with range and depth in repair parts, special tools, and special equipment until the supply system can adequately predict and provide for support based on supply and

maintenance usage history.

3. Accounting Policy. IIP stock forwarded to units will not be released until authorized and notified in writing by the MEF Commander to place the supporting item into service. The materiel will then be placed in operating stock inventory as protected stock for a period of 2 years. If no/low usage data is obtained during the initial development period, allowances may be protected for 1 additional year. Provisioning policy is further addressed in MCO P4400.79. After the 3rd year if no/low demand usage is obtained (does not meet demand based stockage criteria), the MEF Commander may authorize in writing extended retention of specific NSN's as insurance items. The MEF Commander can authorize insurance items in a quantity of "ONE" for each NSN.

#### 5006. SENSITIVE/CONTROLLED BLANK FORMS ACCOUNTABILITY

1. Sensitive/controlled blank forms will be provided accounting and physical security to prevent theft or misuse. Paragraph 4 of SL-8-09993A identifies these forms. Serialized control will be required when sensitive blank forms have serial numbers. Issues of sensitive blank forms will be to authorized recipients only. Those individuals authorized to receipt or maintain sensitive/controlled blank forms will be designated, in writing, by the commander. Each authorized recipient will provide a sample signature to be kept on file by the supply officer. Sensitive/controlled blank forms maintained by supply will be inventoried monthly and receipts, issues, and on hand quantities will be reconciled.

2. Supply accountability and inventory requirements pertain only to sensitive blank forms within the supply distribution system until issued to the user. After procurement, a record of issue including serial numbers will be maintained by the supply office per chapter 3 of this Manual.

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#### 5007. ACCOUNTING FOR HISTORICAL ITEMS, CAPTURED ENEMY SUPPLIES AND EQUIPMENT

1. General Information. The following procedures will be used by organizations to account for items of a historical significance. This pertains to such items as obsolete military items, captured weapons and similar matter not accounted for as part of the unit's T/E assets, garrison property, recreational items or weapons, garrison mobile equipment, or part of a base/station's "Non-FMF Allowance List." In such instances, the unit supply officer is to contact the supporting activity historian and the Director, Marine Corps Museum at DSN 278-2608 for instructions. The museum will be consulted even though the unit desires to keep the item in their possession and have it subcustodied back to them. Reporting such assets does not in itself constitute the requirement for the unit to relinquish an asset. In addition, the museum director may not desire to accept the item in to their catalog. The mailing address is:

Commandant of the Marine Corps (HDM)  
Head, Museums Branch (Attn: Registrar)  
2014 Anderson Avenue  
Quantico, VA 22134-5002

2. The following information is to be reported and is necessary to

properly catalog an item within the Museum. Description of property, quantity of items, country of origin, serial or identification number, condition of items, and status; i.e., location of where property is to be displayed and where property is currently located, security measures in place for safeguarding the property, demilitarization status, significance of property, how and where obtained, and a photograph, slide, or Polaroid photograph of the property.

3. The Marine Corps Museum uses a generally accepted museum accounting/cataloging method to account for assets vice a NSN. This catalog number can be up to 12 digits in length. The first four digits consists of the year the item was acquired in the museum's collection. The second set of possible four digits, identifies the number of the transaction within the year of the item's acceptance into the collection. The final possible four numbers make up the number of items in the transaction (e.g., 1997.31.1).

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4. All assets accepted by the museum will either be forwarded to the museum or may be retained, if requested by the unit, on a "Conditional Loan Agreement" either directly or via the base or station historian.

a. A short term loan is generally 6 months.

b. A long term loan is for a period of 1 year and is reconciled on an annual basis.

(1) The annual reconciliations are spaced out based upon the last time the reconciliation was conducted, last year; e.g., April 1998 to April 1999, etc.

(2) The unit is required to reconcile their account within the specified timeframe on the loan agreement. The loans are to be signed, attested to, and returned. The signed loan agreement must be returned to the museum accompanied by supporting documentation regarding any changes, disposals, etc.

5. Museum property, that is, weapons classified as small arms per MCO 8300.1, will be reported and accounted for by both the Naval Weapons Support Center (NWSC), Code 4086, Crane, Indiana, and the Marine Corps Museum.

a. All unit correspondence reporting a weapon to the museum will identify the NSN provided to them by the NWSC for the purposes of serialized control of small arms reporting.

b. This is an additional accounting function required for all small arms, regardless of origin and will be accomplished on all small arms retained within the organization, an AK-47 Rifle attached to a plaque mounted in the CO's office or in a hallway, etc. This also pertains to all demilitarized weapons.

6. Items refused for inclusion into the museum collection may be due to excessive amounts of similar or same items already being held, a lack of storage capacity, or display capabilities.

a. The refusal to accept the item by the Director of the Marine Corps Museum will be in writing. This correspondence will be retained by the

possessing unit until the item is disposed of.

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b. If the unit still desires to maintain the asset, this document from the museum with supporting documentation of a request to assign a type 2, locally established special allowance item. Once the MSC has approved the allowance, the unit will account for the item on the property records (i.e., SASSY, ATLAS, DPAS, etc.)

c. The base/station commander will establish a table of local TAMCN's and NSN's for uniformity in accounting purposes. The MEF Commanders will coordinate with the base/station commander for TAMCN's and NSN assignment. If the item is a weapon, then the local TAMCN assigned will start with "NL" and NWSC Crane's NSN will serve as the system or local NSN.

7. The MEF supply officer will provide the necessary information to the base/station property control office for loading the local NSN or the NWSC Crane NSN. This will allow for the internal transfer of such assets and subsequent identification and control as part of the RBE during a unit deployment.

8. Base/station units will follow the same guidelines outlined, previously. The item will be added to the Non-FMF allowance list and accounted for on the property records; i.e., SASSY ATLAS, DPAS, etc.).

5008. GAS CYLINDERS AND VAPOR FUELS. Gas cylinders, whether filled or empty, will be carried on stock records under the applicable stock numbers and U/P for empty cylinders. The contents of the cylinders will be carried under the applicable stock numbers for the materiel.

#### 5009. FLAGS OR CLOTHING ISSUED FOR BURIAL OF MARINE CORPS AND NAVY PERSONNEL

1. Guidance regarding the deceased and the burial ceremony are provided in MCO P3040.4, MCO P4050.38, MCO P10120.28, MCO P10520.3, and FMFM 4-8.

2. Burial escorts who have not previously been issued dress blues are entitled to receive them under guidance in MCO P10120.28 and MCO P4050.38.

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#### 5010 CONSUMER-LEVEL SUPPLY POLICY MANUAL

3. When uniform items are not immediately available or organizations are not near a Retail Clothing Outlet/Clothing Sales Store/Marine Corps Exchange the items can be purchased through the Marine Corps Exchange mail order services at 1-800-386-USMC. Retired Marines and their spouses are authorized to use these facilities for the purchase of uniforms for burial.

4. BUMEDINST 5360.1 contains specific policy and procedures for requisitioning burial flags and clothing for Navy personnel.

5. Burial flags will be provided by the Casualty Assistance Call Officer

(CACO) per MCO P3040.4 and FMFM 4-8.

#### 5010. REPAIR, REPLACEMENT, AND DISPOSITION OF FLAGS AND STANDARDS

1. Repair and disposition instructions for flags and standards are contained in MCO P10520.3.
2. Flags and Battle Standards which are old and worn out will be burned locally.
3. Units that are deactivating will correspond with the Marine Corps Historic Division (CMC (HD)) to receive disposition instructions for Battle Standards. Upon receipt of disposition instructions from the CMC (HD), Battle Standards of deactivated organizations which have no historical value and are beyond economical repair will be burned locally.

#### 5011. TEMPORARY LOANS OF ORGANIC PROPERTY TO INDIVIDUALS OR ORGANIZATIONS

1. Temporary loans of organic property to an organization within another command are neither desired nor encouraged. However, upon determination by the unit commander that such a loan is necessary and in the best interest of the Marine Corps, a loan may be authorized. As a general rule, temporary loan of organic property will be made for 30 days, not to exceed 1 year.

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2. Temporary loans should not be used in lieu of authorized allowances. Requirements should be anticipated and changes to T/E allowances should be initiated whenever possible.
3. The CO who controls the account will establish procedures ensuring recovery of property issued on temporary loan. The time of the loan will be annotated on the loan document. Temporary loan records will be maintained separate from permanent issue records of organic equipment and supplies. While the NAVMC Form 10359 is the preferred document to be used for temporary loans, other documents may be used. The loaded unit allowance file (LUAF) or comparable balance record will not be adjusted as a result of temporary loans.
4. Cost to return temporarily loaned materiel to serviceable condition will be borne by the unit loaned the equipment.
5. Temporary loans for Government-furnished equipment/materiel (GFE/GFM) are discussed in MCO P4400.162.

5012. PERSONAL EFFECTS. The handling of uniform clothing, personal effects, and Government property for individuals who are deceased, hospitalized, in an unauthorized absence, absent without leave or deserter status, incarcerated, or on extended temporary additional duty (TAD) is the responsibility of the CO. The control, safeguarding, and processing of personal effects will be per MCO P4050.38.

#### 5013. PACKAGED OPERATIONAL RATINGS

MCO P4400\_151

1. POR's will be requisitioned as required and per MCO 10110.40. Rations will not be stocked at the unit unless directed by higher headquarters.
2. Sales of POR's will be conducted per MCO 10110.40 and MCO 10110.47, except for the retention period of supporting documentation which will be per instructions outlined in chapter 2 of this Manual.

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3. Questions regarding sales of POR to BSA can be addressed to the base food service office or the CMC (LFS).

5014. ACCOUNTING FOR CLASSIFIED MATERIEL. Units will receipt for, store, and issue materiel coded in the management data list as "classified" per instructions contained in OPNAVINST 5510.1.

5015. RADIOLOGICAL AND HAZARDOUS ITEMS. Radiological/hazardous items will be controlled, stored, disposed of, and replaced when lost or stolen per TI-01592C-15/1, TI-1340-15/2, TI-03726A-15/1, TI-04427B-15/1, TI-5960-15/2, and SI-6665-151A.

5016. ACCOUNTING FOR MEDICAL AND DENTAL SUPPLIES AND EQUIPMENT. Consumer-level accounts with medical and dental supplies and equipment will comply with the instructions in BUMEDINST 6700.13 and BUMEDINST 6700.16, as applicable. Medical and dental supplies and equipment will be issued, recorded, and controlled the same as Marine Corps organic property.

5017. TRANSFER OF PROPERTY TO FOREIGN GOVERNMENTS. Separate accounting instructions for the transfer of Marine Corps property to foreign governments will be furnished by the CMC (LPO) at the time the transfer authority is provided.

5018. PREEXPENDED BIN ITEMS

1. Preexpended bin (PEB) items provide continuous availability of high usage, fast-moving items for mechanics and technicians such as:
  - a. Commonly used hardware items, such as, nuts, bolts, battery terminals, etc.
  - b. Items used during scheduled preventive maintenance, such as, filter, belts, hoses, etc.
  - c. High usage items that effect readiness of a unit, such as, voltage regulators, weapons parts, radio handsets, etc.

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The primary reason for maintaining a PEB is to enhance readiness,  
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maintenance operations, and economical management of low-cost, fast-moving expendable items.

2. The PEB stockage should be minimal. Layering of stock is not a duty or mission of a maintenance shop. Further, layering prevents development of usage history for continued support by higher levels of supply. PEB items are not an alternative or substitute for Purpose Code A/retail A (demand supported stock).

3. The PEB procedures should ensure bin replenishment within the limits of necessary control and accountability. Stockage of PEB items should not prevent use of other sources of supply, such as, the general account, the DSSC activity, bills of materiel (BOM), or Purpose Code A (demand supported stock).

4. Commanders will review and approve (in writing) items for PEB at least annually. Additionally, the commander may approve changes to this listing as required. If an enclosure is used to list the PEB items, the commander must initial each page of the enclosure. Supply and maintenance personnel will review the PEB and assist commanders, as required, with establishing and maintaining authorized PEB range and depth.

5. The PEB stockage criteria is based on unit price (U/P) and item usage. PEB criteria are as follows:

a. The U/P criteria for PEB stockage must be less than or equal to \$500 per unit of issue (U/I).

b. The usage criteria are as follows:

(1) For those items applied/consumed as a full U/I, the usage criteria is six U/I's applied/consumed in 12 months based on maintenance usage.

(2) For those items applied/consumed as less than a full U/I (e.g. roll, hundred, or box, etc.) the usage criteria is one U/I applied/consumed in 12 months.

(3) When the total dollar value of a item is less than or equal to \$50, it is not mandatory to capture usage data via

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class I systems using the MIMMS advice code PB. Usage will be compiled using the most logical method deemed appropriate by the unit commander. Examples include local data base, manual records, or maintenance usage.

c. Consumables approved for stockage as PEB items will not exceed 30 days of supply for each using unit based on average demand over the previous 12 months. Those consumables having an average quantity more than one-half over the previous 12 months are authorized a minimum stockage quantity of one.

d. Those consumables applied in quantities less than a full U/I (e.g., box, hundred, mix, etc.) are authorized to be stocked in quantities not to exceed two full U/I's or 30 days of supply based on usage, or whichever is greater.

6. Broken U/I's of common hardware (i.e., bolts, nuts, screws, washers,

etc.) costing less than or equal to \$5 per U/I which are ordered against a corrective maintenance equipment repair order (ERO) that do not meet PEB criteria, do not require further control or accounting once the U/I is applied to the equipment. "The leftover portion will be displayed in a parts bin, in plain view of the shops maintenance personnel, and used until exhausted. Strict control and accountability is not required, but maintenance supervisors must ensure mechanics/technicians know how to use the on hand supply before ordering more. Broken U/I's not considered common hardware or costing more than \$5 per U/I will be added to the authorized PEB list or placed on a locally established broken U/I listing in cases where a PEB has not been established. They must be identified on the list as broken U/I's and reflect the date they were added to the list. They may be retained as a PEB item until exhausted.

7. PEB policy will be reviewed annually to ensure the criteria are effectively supporting the intent of the PEB.

#### 5019. SALES OF GOVERNMENT PROPERTY

1. Authorized Patrons. Such sales as authorized may be made to the following authorized persons:

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a. Officers and enlisted personnel of the Army, Navy, Marine Corps, Coast Guard, and Air Force, active and retired.

b. Officers of the public health service, active and retired.

c. Commissioned officers, ships officers, and members of the crews of the Coast and Geodetic Survey.

d. Civilians who are part of an expeditionary force sent to a foreign country.

e. Commercial firms (approved uniform manufacturers or their respective distributors) under the following circumstances:

(1) Uniform materials stocked by the Marine Corps will be sold to approved manufacturers of officer's uniforms only when materials, as approved by the COMMARCORLOGBASES (Code 855), are not available from approved commercial sources.

(2) When approved materials are not available from approved commercial sources, requests submitted must include a statement of intended use; e.g., used in the manufacture of the Marine Corps officer blue dress uniform USMC Serial Number\_\_\_\_.

(3) Credit may be extended on the purchase of uniform materials or findings by commercial firms. Subsequent to shipment of materiel or findings requested, payment for the total cost of the entire purchase shall be for cash or its equivalent within 60 days.

f. When not on active duty, officers of the Marine Corps Reserve and Navy may be permitted to purchase such articles of clothing as they would be required to have when ordered to active duty. Such officers may be permitted to purchase items of equipment not issued to officers under current allowance lists but which are required for active duty.

g. Enlisted personnel of the Marine Corps Reserve and the Navy Reserve on active duty will be limited to articles and quantities required by the reservists for their personal use. Enlisted personnel of the Marine Corps Reserve in an inactive

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status may be permitted to purchase individually for their personal use, on application to the CMC (L), such articles of uniform equipment as the CMC may authorize.

h. Marine Corps Junior Reserve Officer Training Corps (MCJROTC) cadets may purchase individual uniform clothing items as authorized within the established items normally issued to the cadet. All cash sales of uniform clothing items will be made per the instructions contained in MCO P1533.6.

2. Disabled Veterans. Honorably discharged veterans of the armed services who are totally disabled (as determined by the Veterans' Administration) and who are being cared for and are receiving medical treatment from the Veterans' Administration, but who are not in retired status, will be permitted to purchase such Marine Corps supplies as may be authorized under existing regulations while undergoing such care and treatment. Totally disabled veterans, not in retired status, receiving medical care and treatment as an occasional outpatient service, but gainfully employed, do not qualify.

3. Former Marines. Former members of the Marine Corps who are separated under honorable conditions may purchase exterior articles of uniform upon presentation of evidence of honorable discharge to RCO, Clothing Sales Stores of the Marine Corps Exchange. Marine Corps dress blue uniform articles may be sold to spouses of deceased former Marines and will be limited to the amount necessary for interment of the body. Refer to MCO P4050.38.

4. Authorized Activities. Sales may be made to Marine Corps exchanges, recreation funds, officers messes (open and closed), staff noncommissioned officer (SNCO) clubs, NCO clubs, enlisted clubs, hostess houses, and American Red Cross facilities upon approval of the CO concerned. Except when authorized by the CMC, supplies for resale will not be sold to such organizations.

5. Exception for Disabled Veterans. As an exception to paragraph 5019.2, preceding, honorably discharged veterans of the uniformed services with 100 percent service-connected physical disability may be authorized to purchase merchandise in commissary stores. In this instance, the requirements for medical care and treatment and gainful employment expressed in paragraph 5019.2, preceding, do not apply.

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6. Prices to be Charged. Prices established by the Marine Corps pricing publications and the FEDLOG data base will apply for all purposes. For property not covered by Marine Corps pricing publications, the last

invoice or purchase price will govern.

7. Surcharges. No surcharge will be charged on sales made under the authority of this Manual.

8. Items Authorized for Sale. The following Government property may be sold to eligible patrons under the provisions and within the limitations outlined:

- a. Uniform clothing.
- b. Cloth for the manufacture of uniform clothing.
- c. Housekeeping supplies.
- d. Industrial safety goggles.
- e. Protective footwear.
- f. Heating and cooking fuel.
- g. Suitcases, trunk lockers, and items or individual equipment listed under TAMCN's C1060IIF, C1150IIF, C3040IIF through C3490IIF, and K4957IIE, Marine Corps NCO swords and their subsequent replacement items.
- h. Stationery and envelopes.
- i. Utility items and services (including steam, gas, electricity, water, refrigeration, sewage disposal, telephone, laundry, and dry-cleaning services).
- j. Forage and veterinary services.
- k. Gasoline, diesel fuel, motor oil, and lubricants.
- l. Wall plaque, USMC.
- m. Service belt.

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### 9. Limitations

a. General Restrictions. Articles of Government property falling within any of the categories in paragraphs 5019.8a through 5019.8n, preceding, may be sold in limited quantities to eligible patrons when the following conditions prevail:

- (1) The items are intended for use by the authorized purchaser.
- (2) The officer on whose accounts such property appears determines that sufficient stocks exist to satisfy demands and to permit sales.
- (3) The sale is not prohibited by specific restrictions set forth in paragraph 5019.9b, following.

#### b. Specific Restrictions

- (1) Uniform clothing may be sold only to patrons authorized to

have uniform clothing in their possession or to dependents (next of kin for unmarried deceased former Marines) acting as agents for Marine Corps officers and enlisted.

(2) Cloth for the manufacture of uniform clothing may be sold to officers, SNCO's, and commercial firms under certain conditions.

(3) Housekeeping supplies, including brooms, mops, soap, and similar items may be sold subject to the following restrictions:

(a) Overseas Stations. Sales to authorized patrons are permitted.

(b) United States activities, except in the States of Alaska and Hawaii. Sales of housekeeping supplies will not be made within the contiguous limits of the United States, except by specific authority of the CMC (FD). Requests for permission to transact such sales will emanate from the CO and must be justified by the fact that similar items are not available from local commercial sources at reasonable prices.

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(c) Marine Corps Exchanges, Hostess Houses, and similar activities. Sales of housekeeping supplies may be made to commissioned officers messes, SNCO clubs, NCO clubs, enlisted clubs, hostess houses, Marine Corps exchanges, and like organizations.

(4) Heating and cooking fuel may be sold only to Government-sponsored nonappropriated fund activities; occupants of Government-owned rental housing, including trailers; and owners of private trailers located in Government-owned on-station trailer parks. Sales may be made either in bulk to the project manager or directly to individual tenants.

(5) Suitcases, trunk lockers, and other authorized items of individual equipment (listed under TAMCN's C1060IIF, C1150IIF, and C3040IIF through C3490IIF) required in the performance of duties may be sold to Marine Corps officers and enlisted and to officers and enlisted personnel of other branches of the military services when attached to the Marine Corps. TAMCN K4957IIE is authorized to be sold to Marine Corps enlisted only if required in the performance of duties.

(6) Stationery and envelopes may be sold only to Marine Corps exchanges, hostess houses, commissioned officers messes, SNCO clubs, NCO clubs, enlisted clubs, and other like organizations.

(7) Forage and veterinary services may be sold when incidental to the care of private mounts or animals owned by recreational activities when such animals are stabled in a Government stable or corral.

(8) Sales of subsistence items will be made only as authorized by MCO P10110.14, Food Service Standard Operating Procedures.

(9) Sales of gasoline, diesel fuel, motor oils, and lubricants will be made only to Government-sponsored nonappropriated fund activities.

(10) Sales of the USMC wall plaque may be made to civilian activities and individuals when specifically authorized by the CMC (L).

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(11) Sales of the service belt will be made only to those Marine Corps personnel authorized by MCO P1020.34, United States Marine Corps Uniform Regulations.

10. Replacement Sales. The foregoing restrictions will not preclude the sale of items of Government property to an individual for the purpose of voluntarily replacing items determined to have been lost, damaged, or destroyed by such person. However, CO's will ensure that this provision is not used as a way to purchase items, the sale of which is otherwise restricted.

11. Specific Prohibition. The sale of any articles of Government property not addressed in paragraphs 5019.1 through 3, preceding, is prohibited.

12. Disposition of Proceeds of Sales. Except as otherwise authorized in the NavCompt Manual and current directives issued by the CMC, proceeds of sales of Government property will be delivered to the disbursing officer or appropriately deposited. (See the NavCompt Manual, paragraph 043003.) A Voucher for Disbursement and/or Collection (NavCompt Form 2277) will accompany each deposit made with a Government depository.

13. Individual Clothing. Specific instructions governing proceeds of sales by individual clothing outlets are in MCO P10120.28 and MCO P4400.151 and as outlined in this Manual.

## 5020. SALES OF INDIVIDUAL EQUIPMENT TO INDIVIDUAL MARINES

## 1. Information

a. The sale of individual equipment and linen to individual Marines for the in-kind replacement of lost, damaged, or destroyed equipment is authorized. Sales will be voluntary in nature. Those items lost, damaged, or destroyed through normal usage or operational circumstances will continue to be budgeted for and managed by using units through Operations and Maintenance Marine Corps (O&MMC) funding.

b. Individual equipment purchased for personal use will no longer be supported by an entry in the recipients qualification record or service record book. The individual will be required to maintain a record of purchases with original receipts.

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c. The mail-order clothing facility at the Marine Corps Logistics Base (MCLB), Albany is not authorized to sell individual equipment.

## 2. Supported Using Unit Responsibilities/Procedures

a. The individual Marine will inform their unit commander via the chain of command of loss or damage of equipment by filling out a missing/lost/stolen gear statement.

- b. The unit commander will review the circumstances surrounding the loss/damage.
- c. The unit commander will determine whether the statements support the Marine's claim and recommends replacement at government expense, or if the individual will be requested to reimburse the government due to their negligence.
- d. If the individual Marine decides to replace the item by purchase through the RCO or Clothing Sales Store, the matter will be considered closed.
- (1) Replacement by the individual Marine will not be construed as admission of guilt or fault in any disciplinary proceeding.
- (2) No further involvement is required by the command. The CO does not have to approve the missing gear statement and counseling by a commissioned officer is not required.
- (3) The platoon commander/OIC will ensure that the Marine properly fills out the self-certification form.
- (4) Monthly, upon receipt of the completed self-certification forms from the DSSC activities, review the forms for possible abuse of the system and take appropriate action against those cases of possible abuse. (See figure 5-1.)
- e. If the individual Marine believes the government is responsible and decides not to purchase or reimburse the government the only recourse remaining to the unit commander is disciplinary proceedings, if appropriate.

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3. Establishment/Diseestablishment of Sales. Those commands wishing to establish or cease the sales of individual equipment to individual Marines will request authority to do so from the CMC (LP).

5021. PROPERTY ISSUED FOR USE OF THE GUARD. Property used by guard units will be issued and controlled as follows:

1. General Information. Such property will be issued to a designated RO the same as other property.
2. Guard List. Designated RO's of units maintaining guard sections will prepare a list of all articles issued for use by the guard. The list will bear certification that the property listed is in the hands of the guard, that the sergeant of the guard will inventory such property prior to assuming the duties and responsibilities as sergeant of the guard, and that the individual will receipt for the property in the guard book as follows:

"Property on charge to the guard is correct" or "Property on charge to the guard is correct with the following exceptions (naming the missing articles)."

3. Weapons. Weapons and other nonexpendable end items bearing serial

numbers will be listed by serial number. No changes will be made to this list except by the designated RO who will initial such changes when they are made.

4. Procedure. The guard property list will be kept in a convenient place in the guard room. In case of a discrepancy noted by the sergeant of the guard receipting for the property, responsibility will rest with the sergeant turning over the property. The designated RO will be notified immediately and will take proper action to make replacement.

#### 5022. PAINTINGS

1. Accountability. Original paintings and copies of original paintings procured with appropriated or nonappropriated funds or by donation will be accounted for on Marine Corps base/station

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property records for inventory purposes only. Lithograph reproductions of paintings are not copies of original paintings and will not be accounted for.

2. Exceptions. Original paintings and copies of original paintings purchased with officer mess funds, enlisted dining facility funds, or club funds or donated to such messes or clubs will be carried on mess or club property accounts.

3. On Loan. Original paintings and copies of original paintings received as a loan from organizations or individuals will not be taken up on accounts or property records, subject to any controls imposed by the lender or CO.

#### 5023. THE OFFICIAL MARINE CORPS SEAL AND EMBLEM

1. Background. The symbolic significance and inherent dignity of the official Marine Corps seal require complete uniformity in its design, coloration, and reproduction for official use. The basic design for the official seal of the United States Marine Corps was established by Presidential Executive Order 10538 of 22 June 1954 and was officially promulgated and adopted for the Marine Corps by the Secretary of the Navy in SECNAVINST 5030.3. Coincident with the approval of the seal by the President, the Marine Corps emblem centered on the Marine Corps seal was adopted as the official Marine Corps emblem.

##### 2. The Official Marine Corps Seal

a. The official Marine Corps seal, hand impression, will be used for the authentication of official records of the Marine Corps and will be affixed to those forms and documents on which the use of a seal is indicated. Official records of the Marine Corps, or copies which are authorized to be produced in response to a court order or request of personal representatives of personnel of the Marine Corps or other interested parties, may be authenticated by an attesting certificate under the official seal of the Marine Corps.

b. The official Marine Corps seal will be issued to Marine Corps posts, stations, organizations, activities, and units whose duties require

use of the seal. It will not be issued to FMF organizations smaller than the battalion or squadron, except in the case of separate or detached commands.

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c. Marine Corps units requiring the official seal, hand impression, lettered, "Department of the Navy - United States Marine Corps," with insignia of the United States Marine Corps (NSN 7520-00-269-8773), shall submit requisitions to the COMMARCORLOGBASES (MPB), Albany, GA 31704-5000.

d. In view of the historical background, significance, and dignity of the official Marine Corps seal and its use, the commander of each post, station, organization, activity, or unit authorized possession of the official seal will designate a custodian in writing. Rules necessary for proper safekeeping and use will be established by the CO.

e. Upon disestablishment of an activity or whenever excess to the needs of the command, the quantity held will be reported to the COMMARCORLOGBASES (MPB), Albany, GA 31704-5000, using established excess procedures as outlined in Marine Corps Controlled Items Manual, MCO P4400.82.

#### 3. Bronze Replica of the Marine Corps Seal

a. Procurement of replicas of the official Marine Corps seal, cast in bronze and 15 inches in diameter, for use as entrance markers on main gates and official administration buildings of Marine Corps installations will be approved by CMC (LFS). The may also be used on military service monuments which may be erected and dedicated on a military post or station.

b. Upon disestablishment of an activity or whenever excess to the needs of the command, disposition instructions will be requested from the CMC (LFS).

c. Bronze replicas of the Marine Corps seals will not be sold or given to private individuals or organizations.

4. Wall Plaque Replica of the Marine Corps Seal. Wall plaque replicas of the official Marine Corps seal, suitable for indoor use (NSN 9905-00-912-3089), are standard items of supply and are authorized for issue to Marine Corps activities.

a. Requisitions from Marine Corps activities will be submitted to the COMMARCORLOGBASES (MPB), Albany, GA 31704-5000.

b. Requests (NAVMC Form 10710) from active duty, Reserve,

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and retired Marine Corps personnel to purchase wall plaques should be sent to the COMMARCORLOGBASES Albany, GA 31704-5000.

c. Requests for wall plaques from individuals, other military and

civilian activities not included in paragraphs 5026.4a and b, preceding, will be addressed to the CMC (AR).

5. Bronze Replica of the Marine Corps Emblem. Replicas of the official Marine Corps emblem (eagle, globe, and anchor, without inscription) cast in bronze, 15 inches in diameter, for use as markers on main gates such as nonmilitary cemeteries and on nonmilitary-dedicated monuments to the military service may be approved by the CMC (LFS). They may also be approved for use under circumstances that will not reflect unfavorably on the Marine Corps or its personnel and will conform to good taste and propriety. Requests from non-Marine Corps activities or individuals will be addressed to the CMC (LFS). Upon approval of the specific use of the bronze replica, purchasers will be authorized to place their orders directly with the specified manufacturer. Headquarters Marine Corps will authorize the manufacturer to honor the purchase order.

6. Printing Reproduction and Use

a. General rules regulating the printing, reproduction, and use of the official Marine Corps seal and emblem are in MCO P5600.31, Marine Corps Publication and Printing.

b. The use of reproductions of the Marine Corps emblem on merchandise sold in the Marine Corps exchange is in MCO P1700.27.

5024. MEDICAL AND DENTAL SUPPLIES FOR IN-GARRISON CARE. The Medical/Dental battalions while providing garrison care will obtain supplies for this function through the supply system established to support the Navy medical/dental clinic, or comparable medical/dental activity in the same geographic area. Procedures required to effect this policy will be developed locally.

1. Consumer-level accounts with medical and dental supplies and equipment will comply with the instructions in BUMEDINST 6700.13 series as applicable. Consumer-level accounts will not expend funds in support of in-garrison medical/dental care per BUMED Washington, DC message 250029Z Aug 93.

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2. Medical and Dental supplies and equipment will be issued, recorded, and controlled the same as Marine Corps organic property.

5025. TRUNK LOCKERS, SUITCASES, WETSUITS, SWIMMERS' SHOES, AND SAFETY SHOES

1. Trunk lockers and/or suitcases will be issued for retention within authorized allowances to warrant officers, commissioned officers, and SNCO's. Issues will be made by signed receipt and will be the basis of an entry in the recipient's qualification record or service record book, as appropriate. Upon reenlistment, this entry will be transcribed into the new service record book. All issues will be permanent, unless the individual is separated from the Marine Corps under conditions other than honorable or is reduced to an ineligible grade. Replacement of items worn out in service will be accomplished by turn-in/exchange.

b. Safety shoes, swimmer's shoes, and wet suits will be issued under the

conditions and per the guidance contained in MCO 5100.8. Issues will be made by signed receipt and will be the basis for an entry in the individual's qualification record or service record book, as appropriate. Upon reenlistment, this entry will be transcribed into the new service record book.

5026. PROPERTY CONTROL PROCEDURES FOR FIELD JACKETS POSITIONED WITH MARINE CORPS REPRESENTATIVES. Field jackets and field jacket liners held by Marine Corps administrative detachments (MCAD) will be accounted for as organizational property per UM 4400-15. These items will be issued on ECR and individual memorandum receipt (IMR) cards. Appropriate (i.e., non-FMF) allowance lists will reflect the quantity of jackets and liners authorized to be held. Receipt documents and disposal/adjustment documents will be maintained on file.

5027. GENERAL OFFICERS' STATIONERY ITEMS. Marine Corps organizations requiring stationery for use by general officers on active duty when used in the conduct of official U.S. Marine Corps social functions, as authorized in Marine Corps SL-8-09993, will submit requisitions to the Local Navy Printing and

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Publication Office. For uses other than the preceding, general officers' stationery may be obtained by contacting the COMMARCORLOGBASES (Code 872), Albany.

5028. ORGANIZATIONAL CLOTHING. Organization clothing is defined as those clothing items in the unit's allowance list which are issued to Marines on a loan basis and remain the property of the unit. Organizational clothing will be issued only at the discretion of the commander, according to allowances and directives published by the CMC. This category of clothing does not include supplemental clothing issues.

1. Procurement. The initial procurement, replacement, and maintenance of these allowances will be financed by Procurement, Marine Corps (PMC) funds or by local O&MMC funds as may be directed upon establishment of allowances.

2. Accounting. Clothing articles issued under this authorization will be accounted for as nonexpendable items per this Manual and the supporting system users manual.

3. Laundry. Laundry services for organizational clothing will be budgeted for under the unit's O&MMC funding, except for campaign hats which are covered under paragraph 5028.5 following.

4. Recovery. All articles, except head gear (see paragraph 5028.5, following, for guidance on campaign service hats), underwear, and footwear, will be recovered prior to the reassignment of the individual to other duties. Recovered clothing will be processed for reissue or disposed of in the best interest of the Government if the condition so warrants.

5. Campaign Service Hats

a. Authorized to Wear. MCO P1020.34, United States Marine Corps Uniform Regulation lists individuals authorized to wear campaign service hats.

b. Accountability. A Marine assigned to a billet as a drill instructor or primary marksmanship instructor will be issued three campaign hats. The campaign hats will be accounted for as nonexpendable items and will be issued on subcustody records until completion of a tour of duty, as specified in the following paragraphs:

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(1) If a Marine completes a successful tour as a drill instructor or primary marksmanship instructor, the campaign hats will not be recovered from the individual.

(a) The check-out sheet will be annotated with the document number for issue and drop of the campaign hats from the property records.

(b) Record of issue and drop will be maintained for 2 years as supporting documentation.

(2) If a Marine does not complete a successful tour as a drill instructor or primary marksmanship instructor due to cause, fault or negligence, all three campaign hats will be recovered and disposed of at the local DRMO.

(a) There will be an entry of the issue placed in the Marine's service record book.

(b) An SRB entry will be made citing "Three campaign hats were recovered on (date) due to relief from duty for cause, fault or negligence."

(c) A record of the above SRB entry will be cited on the unit's check-out sheet for use by the clothing or property control officer to recover the campaign hats.

(d) In addition, the personnel officer will forward an advance copy of the SRB entry to the clothing or property control officer to ensure recovery of campaign hats take place.

(3) Maintenance. Costs associated with maintaining the campaign hat will be at the individual's expense; however, hats which become unserviceable due to normal wear (no negligence by the individual) will be replaced by the unit.

6. Aiguillettes. An allowance is established of one dress aiguillette and two service aiguillettes per Marine officer detailed to duty as outlined in MCO P1020.34. They will be procured and accounted for as follows:

a. The supply officer of the organization to which the aide is attached will procure aiguillettes from an approved commercial source as identified by the local Marine Corps exchange service.

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The procurement will be furnished by funds from the activity to which the aide is attached.

b. Approved sources are listed in the Marine Corps Exchange Service publication "Approved Sources of Marine Corps Uniforms."

c. Aiguillettes procured by Marine Corps activities in the foregoing manner will be accounted for as organizational property/clothing.

7. Staff Commands. Marine officers detailed to duty as aides to flag officers and/or naval attaches will normally be furnished aiguillettes by the flag or staff activity to which they are assigned.

5029. MARKING OF ORGANIZATIONAL CLOTHING AND EQUIPMENT. The marking of organizational clothing and equipment in any manner is prohibited. The only exception is for those organizational items listed in paragraph 5025, preceding, which are issued for personal retention.

#### 5030. LOAN OF PROPERTY AND PROVIDING TRANSPORTATION TO THE BOY\_SCOUTS OF AMERICA

1. Policy. Title 10 U.S.C. 2544 authorizes the Secretary of Defense (SecDef) to lend the BSA certain equipment. This statute also authorizes the Secretary of Defense (SecDef), without reimbursement, to furnish services and expendable medical supplies as may be necessary or useful, provided that the items are in stock and the items or services are available.

##### 2. General Provisions

a. The Secretary of the Army is the designated representative of the SecDef in entering into arrangements with the BSA for these services. The Marine Corps will cooperate with the Department of the Army in furnishing necessary equipment and services where available and when requested.

b. Tents, cots, blankets, commissary equipment, flags, refrigerators, and other equipment as may be necessary or useful, provided such items are in stock and available, may be loaned to

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the BSA for the use of the Boy Scouts and officials who may attend jamborees. Such loans will not jeopardize Marine Corps operations or commitments.

##### 3. Procedures

a. The equipment is authorized to be delivered prior to jamborees and will be returned after the close of jamborees as agreed upon by the Secretary of the Army or the secretary's designee and the BSA. The BSA shall pay for the delivery, return, rehabilitation, or replacement of such equipment. No expense shall be incurred by the United States Government.

b. Sufficient bond shall be obtained from the BSA before furnishing

the equipment, property, or transportation authorized. The bond is to assure the safe return of such property in good condition and the reimbursement of actual transportation costs.

c. Amounts paid to the United States for expenses incurred in the above described loans or services shall be credited to the current applicable appropriations or funds to which such expenses and costs were charged and shall be available for the same purpose.

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Figure 5-1. --Self-Certification Form.

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CHAPTER 6

INVESTIGATIONS

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CHAPTER 6

INVESTIGATIONS

6000. DEFINITIONS

1. Investigation. For the purpose of this Manual, "investigation" refers to procedure used by the commander to determine the facts related to loss, damage, or destruction of Government property; determine the present condition of such property; receive recommendations to dispose, retain, and/or further account for such property; and/or determine responsibility and extent of responsibility. Investigations may be initiated as inquiries or JAG Manual investigations based on the parameters identified within the JAG Manual.

2. Accountable Individual. For the purpose of this Manual, "accountable individual" is an individual detailed to duty involving financial responsibility for Government property and/or funds in that individual's custody. Such individuals may be held financially liable through administrative means as discussed in paragraph 6000.5, following. Also refer to Under Secretary of Defense Memo, Subject: Certifying Officer and Accountable Official Policy Within the Department of Defense, dated 25 April 1997.

3. Nonaccountable Individual. For the purpose of this Manual, "nonaccountable individual" is defined as an individual other than an accountable individual. This individual may come into possession of Government property in the performance of duty; however, this in itself does not constitute accountability as it relates to the definition of an accountable individual. There is no statutory authority to administratively hold nonaccountable individuals financially liable for the loss, damage, or destruction of property which results from their fault or negligence. However, under the provisions of the Uniform Code of Military Justice (UCMJ), there is recourse available for activity commanders against DoD personnel, as discussed in paragraph 6000.5, following. In addition, individuals may be permitted to make voluntary restitution under the provisions of paragraphs 6007 and 6011, following; and setoff action may be taken under the JAG Manual, section 0167, when they have been

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convicted by courts-martial for any of the offenses listed there. Such setoff action is against the final pay and allowances due at the time of dismissal, discharge, or release from active duty. Additionally, setoff action may be taken from courts-martial conviction (JAG Manual, section 0167) or administrative determination resulting from investigations pursuant to the JAG Manual, when approved on review by a general court-martial authority (JAG Manual, section 0167). Also refer

to Under Secretary of Defense Memo, Subject: Certifying Officer and Accountable Official Policy within the Department of Defense, dated 25 April 1997.

4. Fault or Negligence. For the purpose of this Manual, "fault or negligence" is defined as the omission of doing something which a reasonable person, guided by those considerations which ordinarily regulate human affairs, would do, or the doing of something which a reasonable and prudent person would not do, which is the approximate cause of the loss, damage to, or destruction of government property.

5. Indebtedness. For the purpose of this Manual, "indebtedness" is established for an accountable individual when the CMC (L) certifies under the provisions of 31 U.S.C. 3531 that an indebtedness exists. Such indebtedness is sufficient to permit withholding of pay (for military personnel), as prescribed by the NavCompt Manual, and deduction from the accountable individual's pay and allowances if such deduction is necessary to liquidate the indebtedness. Indebtedness for nonaccountable individuals may be established pursuant to the provisions of the JAG Manual, section 0167 or the base/station's union contracts. When a nonaccountable individual is found guilty by court-martial (for military personnel) of one of the offenses listed in the JAG Manual, section 0167, the establishment of debt may be determined as a result of court-martial conviction (or the appropriate human resources offices for civilian personnel) or as a result of administrative determination from investigations under the JAG Manual and approved on review by a general court-martial authority. Indebtedness established under either of these conditions may be liquidated by a voluntary reimbursement by the individual concerned.

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### 6001. APPLICABILITY

#### 1. Policy

a. General Information. As a matter of policy, all missing, destroyed, or damaged government property belonging to the Marine Corps (including ammunition), on charge to the Marine Corps, and belonging to other government departments in the custody of the Marine Corps will be made the subject of investigation as prescribed in the JAG Manual. An investigation will be initiated when the cause of such condition is unknown, individual of responsibility is relieved, or to determine responsibility for the loss, damage, or destruction of the property. Investigative action should not be conducted when the commander accountable for the property believes no fault or negligence is indicated in the loss, damage, or destruction of government property; or for reasons known to the CO, no fault, negligence, or responsibility can be found and that an investigation would constitute an unnecessary administrative burden. Additionally, investigative action is not normally conducted when an individual accepts responsibility for loss, damage, or destruction of government property and voluntarily offers to reimburse the Government for such loss, damage, or destruction.

b. Property Not on Charge. Government property will not be picked up on the accounting records to initiate investigative action. However, this does not preclude the commander from initiating an investigation for government property below the dollar value accounting threshold as detailed in this Manual.

c. Property of the Navy or Other Government Departments

(1) Manner and Format. Investigations conducted on property or other Government departments will be conducted as on Marine Corps-owned property, and in the same report format.

(2) Recommendations. In making recommendations regarding disposition of articles readily identified as Navy property, investigating officers will be guided, insofar as possible, by the U. S. Navy Regulations on the subject. Five copies of reports of investigation covering Navy-owned property will be prepared.

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d. Losses Involving a Shortage of Public Funds or Property. If there is no evidence that a particular loss or deficit of funds was caused by theft or fraud, by an individual or by fault or negligence on the part of an individual designated as accountable for the funds or property, JAG Manual investigations will not be required for the following cases:

(1) Physical losses or deficits of disbursing funds less than \$250 which are immediately liquidated pursuant to the NavCompt Manual, volume 4, paragraph 0413809.2.

(2) Physical losses or deficits of disbursing funds less than \$250 not liquidated, but for which adjustments in accounting are authorized under the NavCompt Manual, volume 4, paragraph 0413809.2c.

(3) Retail shortages or differences not considered to be disproportionate under chapter 2 of this Manual and MCO P4400.151, as applicable, which authorize adjustments in accounting.

2. Scope. Investigations will be conducted and reported as prescribed by the JAG Manual and will be combined with other investigations outlined in the JAG Manual, chapters II through VI and chapter IX, and the contents of this chapter when government property is involved. Disposition of the record of proceedings will be routed per instructions contained in this chapter. The original or a copy of the signed completed investigation shall be provided to the supply/property control officer who administers the account for final endorsement and "red lining" of the asset on the report of investigation.

3. Exception. At the discretion of the CO, an investigative report of Motor Vehicle Accident (SF 91A) may be used instead of JAG Manual investigation when the investigation involves a motor vehicle accident and when:

a. There is no death or injury.

b. The total property damage does not exceed \$5,000.

c. There is no probable claim against the Government. The commander will forward the SF 91A to the reviewing authority for

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final approval. The forwarding letter will include a finding about responsibility by reason of fault or negligence. If such responsibility is indicated, the commander will follow the procedures outlined, and upon completion of the review, these reports will be furnished to the appropriate supply/property control officer.

6002. ACCOUNTABILITY. Aside from any disciplinary action which might be taken or contemplated for a military offense, accountable or nonaccountable persons who cause government property to be lost, damaged, or destroyed may become indebted to the United States Government for the amount involved, per the provisions of paragraph 6000. In each case involving the loss, damaged, or destruction of government property, it must be determined whether the loss, damage, or destruction of government property occurred as a result of fault or negligence of any person, as defined previously and if indebtedness exists as a result.

6003. REQUEST FOR INVESTIGATIVE ACTION. A request for an investigation into the loss, damage, or destruction of government property will be made within 5 calendar days to the CO authorized to initiate investigative action by the individual administering or exercising custody over government property. The request will be in letter form, routed via the unit supply/property control officer, and will include enough copies for each officer keeping records of receipts, expenditures, and balances of property on hand. When final action is taken, sufficient copies of the completed report will be provided as specified in paragraph 6011, following. The mere fact that an investigation is requested may not mean that investigative action is required. The commander's prerogative should be exercised in consonance with guidance prescribed here to ensure needless administrative action is minimized.

#### 6004. CONVENING AUTHORITY

1. Authorization. Officers in the following categories are authorized to convene investigations:

a. All CG's.

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b. All officers having general or special court-martial convening authority.

c. Any other officer so designated by the CMC.

2. Command Authority. At Marine Corps activities where there is no commissioned Marine officer or where the CO personally affects supply administration, investigations will be ordered by the CO of the activity.

3. Reserve Applicability. CO's of Marine Corps Reserve battalions or separately administered companies or batteries are authorized to convene investigations. When the best interest of the Government would be served, or when there are no eligible persons in the unit to serve as investigating officers, the cognizant Marine Corps district director will convene the investigation.

6005. INVESTIGATING OFFICER

1. Appointment

a. The convening authority will be governed by the JAG Manual in appointing a member or members to a court of inquiry, formal fact-finding body, or informal fact-finding body.

b. Informal fact-finding body action will be undertaken by one or more officers, SNCO's, or civilian employees of the Department of the Navy working with the Marine Corps, as a member or members, and will be appointed in writing by the convening authority.

c. The type of investigation and number and grade of members appointed will vary directly with the circumstances and the value of the property, as determined by the convening authority to best serve the interest of the Government. Once appointed, the investigation becomes the individuals primary duty. Extensions may be authorized by the convening authority. The extension request and reply will be in writing and become part of the completed investigation.

2. Special Qualification. When the materiel subject to investigative action is technical in nature, an officer, SNCO,

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or civilian possessing technical knowledge of the materiel required should be assigned as (one of) the investigating officer(s). When technical knowledge of the item is required and available within the command, commercial services, if applicable, may be obtained to determine the extent of damage and/or cost of repair. Statements and estimates provided by commercial services shall be attached to the report of investigation to assist the investigating officer and reviewing authority in making their recommendations/determinations.

3. Restriction. The following officers, SNCO's, or civilians will not be appointed as investigating officers:

a. The CO of the activity convening the investigation.

b. The officer/SNCO/civilian charged with custody of the articles.

c. Any officer/SNCO/civilian for whom the officer administering supply functions submits fitness reports or performance ratings.

d. Any officer/SNCO/civilian junior to an officer/SNCO/ civilian whose conduct is being investigated, except when circumstances make such an appointment mandatory as determined by the convening authority.

4. The following officers, SNCO's, or civilians should not be appointed as investing officers due to potential conflicts of interest:

a. The officer/SNCO/civilian administering supply and fiscal functions over government property involved in the investigation.

b. Officers/SNCO/civilians serving with the FSMAO.

c. Any officer/SNCO/civilian who may have vested interest in the findings or recommendations of the investigating officer.

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#### 6006 CONSUMER-LEVEL SUPPLY POLICY MANUAL

##### 6006. DUTIES OF INVESTIGATING OFFICERS

1. General Information. Except in cases of missing, lost, or stolen property, investigating officers will inspect government property subject to investigation and thoroughly review the circumstances attending its status. In cases of lost, stolen, or missing property, investigating officers will inquire into the measures taken to prevent such loss or theft by the person whose custody the property was placed in. When damage results as a violation of specific instructions or orders regarding the use or manipulation of equipment or vehicles, the person(s) violating such instructions will be held responsible, unless it can be clearly shown that there were sufficient extenuating circumstances to offset a finding of fault, negligence, or the current policies are not inconsistent with what the items are required for.

2. Determinations. In all cases of damage, investigating officers will determine the value of such damage and whether economical repairs can be made. As a general rule, an article of government property is considered economically repairable if the cost of the repair does not exceed 65 percent of the replacement cost, and the article is necessary and required for further use. This judgment is based on a technological evaluation, age of the equipment, cost of new parts and labor to install, availability of parts, original and replacement cost. The urgency for the items to be restored or replaced for deployment or contingency will be considered in such recommendations and will be briefly indicated in the report of investigation.

3. Statements. Investigating officers will obtain statements, as appropriate, from persons involved in or cognizant of the circumstances but will not be limited in the investigations to an examination of the statements. When physical indicators contradict or amplify such statements, these matters will be reported to the convening authority. Investigating officers should ensure statements are obtained in compliance with the Privacy Act of 1974, Article 31 of the UCMJ, and section 0606 of the JAG Manual.

#### 4. Recommendations

a. Responsibility. The investigating officer will include an opinion about the probable cause for the loss, damage,

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL 6007

or destruction. Each opinion and finding of fact specified will be accompanied by a recommendation indicating that the person or persons named be held, or not be held, responsible for the loss or damage by reasons of fault or negligence, defined previously. In case of loss, when cause and responsibility cannot be fixed, the investigating officer will substantiate why the cause and responsibility cannot be fixed. Emphasize that recommendation(s) made must be based entirely on the facts and

opinions presented in the report, as the reviewing authorities may have no other information.

b. Disposition of Property. In all cases, appropriate recommendations for disposition of property and its further accountability will be included in the report.

c. Additional Recommendations. Pertinent recommendations on other matters, such as safety and beneficial suggestions, should also be included for consideration and possible adoption.

5. Examination of Property. Articles reported as worn out will be carefully examined to see if their condition was caused by reasonable usage and was not due to misapplication or other than intended use. Items "worn out in service" will not be made the subject of investigation but, rather, condition coded and disposed of per existing disposal regulations. Excessive wear in numerous items should be monitored for quality defects. If quality defects are the cause the unit supply officer will ensure the appropriate documents (i.e., SDR's and QDR's) are submitted.

6. Preparation of Report. Investigating officers responsible for the report of investigation will ensure submission to the convening authority for review and appropriate action. The original (majority) report will be signed by each member who concurs in the findings. Should a member not concur, the member will submit an additional signed "minority" report. The minority report will be embodied in the record immediately after the majority report. The report will then be submitted to the convening authority for review and appropriate action.

#### 6007. INVESTIGATION REPORTS CONTENT

1. Content. Reports of investigation will embody the following elements:

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#### 6007 CONSUMER-LEVEL SUPPLY POLICY MANUAL

a. General summary comprised of:

- (1) Finding of fact.
- (2) Opinions, if a finding of fact has not been definitely established.
- (3) Recommendations.

b. Condition of the Property. The present condition section of the report will normally be completed by the supply/property control officer preparing the request for investigation. It is the investigating officer(s) responsibility to determine the cause of the present condition and recommend disposition.

- (1) Present condition of the property:
  - (a) Serviceable.
  - (b) Operational ready.

(c) Altered without authorization.

(d) Obsolete.

(2) Unserviceable.

(a) General Information. In most cases, the classification of property either salvage, scrap, or repairable will govern the final material disposition action taken. Accordingly, CO's, supply property control officers, and investigating officers should ensure that material subject to investigation is properly classified per DOD 4160.21-M-1.

(b) Categories. For the purpose of material disposition, unserviceable Marine Corps property is classified as follows:

1 Salvage. Unserviceable property is classified as salvage when it is in such worn damaged, deteriorated, or incomplete condition or such a specialized nature that it has no reasonable prospect of sale as a unit, or not usable as a unit without major repair or alteration. Salvage has some value in

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL 6007

excess of its basic material content because it may contain serviceable components or may have value to a purchaser who will make major repairs or alterations.

2 Scrap. Unserviceable property that has no reasonable prospect of sale, except for its basic material content.

3 Repairable, not cost-effective. Unserviceable property that may be serviceable by repairs, when such repairs are economical and warranted

4 Obsolete. Unserviceable property that no longer is required, or technology has surpassed for the same or less cost.

(3) Missing, lost, or stolen.

c. Cause of present condition.

d. Disposition Recommendation. The following will be used as a guide for appropriate terminology and instruction. Items included in rebuild, recovery, or repair program, such as the recoverable item program, will be processed and/or disposed of as instructed by the individual program.

(1) Retain for use.

(2) Excess and dispose of as required by current regulations

(3) Cannibalize; usable parts returned to stock for repair of like items and residue to authorized Defense Reutilization and Marketing Office (DRMO) for disposition per current disposal regulations.

(4) Dispose of per existing disposal regulations (DoD 4160.21-M)

(5) If serviceable, drop and take up under new size or nomenclature.

(6) Drop from the property records.

(7) Recommendations.

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#### 6008 CONSUMER-LEVEL SUPPLY POLICY MANUAL

6008. REPORTS SUBMISSION. The investigative report will normally be completed and returned to the convening authority within 30 calendar days from the investigating officer's appointment date. When an individual is assigned an investigation, it becomes that person's primary duty. When complications are met, the convening authority may authorize extensions until the report is submitted. The request for extension and reply to the request will be in writing and will become a permanent part of the completed investigation.

#### 6009. REVIEWING AUTHORITY

1. Local Command. Reports of investigation will be submitted via the convening authority/CO to the reviewing authority for review and final action.

2. Higher Authority. A copy of investigations involving property will be submitted to the CMC (LPP):

a. Investigations involving a finding of "significant fault waste, abuse, or significant shortage of public funds."

b. Investigations directed by separate Marine Corps directives.

c. Investigations of incidents reportable under MCO 4340.1, Reporting of MLSR Government Property.

3. Transmittal Letters. A copy of letters of transmittal and all endorsements will be appended to the file copy of the investigation held by the initiating activity for all reports of investigations forwarded to the CMC.

#### 6010. REVIEW AND APPROVAL OF INVESTIGATION

1. Action Required. In the course of the review, the convening authority will ensure that the investigating officer has either fixed the cause and responsibility for any loss of Government property or has substantiated why the cause and/or responsibility cannot be fixed. Except in cases of investigations convened by commanders of Reserve units, the convening authority will take final action on the report or will forward it, with such comments

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL 6010

and recommendations as the commander desires, to the reviewing authority for final action, or when appropriate, to the CMC via the chain of command. In cases of investigations convened by commanders of Reserve units, the convening authority will forward the completed report of

investigation, with such comments as that person may desire to make, to the COMMARRESFOR, to the appropriate Marine Corps district director for final action; or, when appropriate, to the CMC. In all cases, after final action has been taken, the organization that maintains the stock records carrying the property involved will be furnished the original and sufficient approved copies, together with supporting papers, for property accounting purposes.

2. Limitations. Convening/reviewing authorities may not disregard the findings of the investigating officer if established by fact. However, since the investigation is purely advisory in nature, exception may be taken to the opinions and recommendations. Exceptions taken will be set forth in detail in the convening/reviewing officer's action. If, for any reason, final action cannot be taken, reports of the investigation will be returned to the investigating officer, by endorsement, for reconsideration, pointing out the matter of differences. Should the investigating officer adhere to the first report and the convening authority not agree, the reviewing authority may disapprove the report in whole or in part. The reviewing authority will forward the entire record to the CMC (JA), stating in detail the parts which are disapproved and including recommended final action for approval. Additionally, reviewing authorities forwarding endorsements should, where practical and not detrimental to final action/judgment by higher authority, direct the supply/property control officer to effect the necessary disposition, adjustment, and replacement actions for the property under investigation. When the original copy is forwarded to the CMC, which will be answered by letter, a tentative pending copy should be filed; and, upon receipt of the original from the CMC, the pending copy will be replaced by the original.

3. Referral to Responsible Person. When it is recommended that any service member or civilian employee be held responsible for the loss, damage, or destruction of government property by reason of "fault or negligence" and the convening and reviewing authority concurs, the entire matter will be referred in writing

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#### 6011 CONSUMER-LEVEL SUPPLY POLICY MANUAL

to the individual for a statement of whether that person accepts or disclaims the findings. The individual will be allowed the opportunity to consult with a judge advocate. Should the person accept the finding, the individual will sign a statement, consenting or declining (in whole or in part) to voluntarily reimburse the Government for the amount of loss or damage. At the time of referral, the individual will be advised of the provisions of the DoD Pay and Allowances Entitlement Manual, decision logic table 7-7-6, relative to voluntary repayment by installment for the remaining period of active service. Should the person concerned consent to voluntarily reimburse the Government, a Cash Sales/Request for Checkage for Government Property (form NAVMC 6) will be prepared and submitted to the disbursing officer for action per the instructions contained in the supporting system users manual, after the requirements of paragraph 6001.3, preceding, have been completed. Payments will be scheduled to permit liquidation before the member's normal date of discharge or release from active duty.

4. Further Action. Upon completion of the action contained in paragraph 6011.3, preceding, the matter will be turned over to the convening authority who will conduct a final review and take appropriate action. When disciplinary action is being administered, considered, or not considered, an appropriate remark to that effect (with results, if

appropriate) will be contained in the convening authority's endorsement, along with a report of action taken to effect reimbursement for the loss or damage involved. If desired, a statement from the disbursing officer may be attached. Supply action on property involved will not be withheld pending disciplinary action.

#### 6011. ACCEPTANCE OF RESPONSIBILITY FOR LOSS, DAMAGE, OR DESTRUCTION OF GOVERNMENT PROPERTY

1. General Information. Voluntary reimbursement or replacement for loss, damage, or destruction of government property will be considered as a free act for personal reasons and will not imply an admission of responsibility for fault or negligence for any purpose. No threat of disciplinary action or offer to withhold such action shall be made to influence an individual's decision whether to accept responsibility for loss, damage, or destruction.

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of government property and to voluntarily reimburses the Government. If reimbursement is offered, such reimbursement should be for the full value of the property or, if applicable, the cost of restoring the property to its past condition. Reasonable caution will be taken to decide that such offers are not employed as a means to acquire, for personal use, articles not customarily offered for sale or in short supply. There is no legal administrative process requiring reimbursement to the Government. Voluntarily reimbursement does not relieve an individual from the consequences of wrongful acts. When an individual consents to reimburse the Government for public property lost, damaged, or destroyed, the transaction will be handled either as a cash or checkage sale, using a NAVMC 6 checkage sale form and an administrative unit diary entry. A record of such action will become part of the investigation.

2. Specific Action to be Taken Prior to Acceptance of an Individual's Voluntary Reimbursement. The following action will be taken before an individual's voluntary reimbursement.

a. The individual will be advised, as certified in writing by a senior commissioned or staff noncommissioned officer, of the contents of preceding paragraph. Receipt of such advice will be acknowledged in writing by the individual. Both statements will be brief. It is not necessary to place the contents of paragraph 6007.1, preceding, as the written statement.

b. In addition, the individual will be advised, in writing, of the right to consult with a judge advocate concerning the reimbursement, if a judge advocate is reasonably available in the immediate geographical area. In the event a judge advocate is not available or if the individual waives, in writing, the right to consult with a judge advocate, a written statement of such nonavailability or the written waiver will be appended to the relevant investigative report (if any); and a copy will be attached to the voluntary consent for reimbursement.

3. Form NAVMC 6 (Cash Sales/Request for Checkage for Government Property). Upon election to make voluntary payment and after the provisions of preceding paragraphs have been met, a NAVMC 6 will be filled out per the supporting users' manual. In the interest of economy and efficiency, annotations of the counseling and required signatures should

be done on the same form, where possible.

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## 6012 CONSUMER-LEVEL SUPPLY POLICY MANUAL

### 6012. ORDNANCE MATERIEL

1. General Information. Ordnance materiel which is subject to investigation will be described with detailed nomenclature. Reports of investigation should never recommend "automatically" that ordnance materiel be consigned to the dump or sold. Reports should recommend that ordnance materiel be returned to the normal source of supply for repair or other authorized disposition, per the supporting system users manual or current disposition instructions.

2. Small Arms. Investigating officers, when examining the circumstances of the condition or status of unserviceable small arms, will consider the following:

a. Examination of property as stated previously.

b. Barrel bores do not become pitted through customary legitimate usage. In the absence of supporting facts or information to the contrary, it can only be assumed that any such pitting is caused by negligence or carelessness.

c. Maintenance of property by cannibalization is not normally authorized; therefore, if parts are missing due to apparent cannibalization, such condition will not be accepted as a legitimate cause of unserviceability, unless one of the following is involved:

(1) Extreme urgency, in forward areas only.

(2) Specifically authorized by the CMC (LPP).

3. Serviceability Standards for Small Arms. Serviceability standards for small arms are prescribed in pertinent directives issued by the CMC and in Department of the Army TM's. When qualified ordnance maintenance personnel are available, weapons will be thoroughly inspected by these personnel. A statement of their findings will be included in the report of investigation.

6013. Missing, Lost, Stolen, or Recovered (MLSR) GOVERNMENT PROPERTY. SECNAVINST 5500.4 and MCO 4340.1 prescribe the policy and procedures within the Department of the Navy and the Marine

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## CONSUMER-LEVEL SUPPLY POLICY MANUAL 6014

Corps for reporting MLSR Government property. Reports required by the SECNAVINST 5500.4 are mandatory and will be submitted per the guidance contained in MCO 4340.1.

6014. SUBSISTENCE INVESTIGATIONS. Refer to MCO P10110.40.

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CHAPTER 7

AMMUNITION ACCOUNTING PROCEDURES

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CHAPTER 7

AMMUNITION, AND EXPLOSIVES (A&E)  
ACCOUNTING PROCEDURES

7000. PURPOSE. The purpose of this chapter is to provide policy for the effective management of class V(W) materiel. These policies are established to assist consumers in accounting for, requisitioning, and tracking expenditures of class V(W) materiel.

7001. BACKGROUND

1. Inventory Control of Ammunition and Explosives. The COMMARCORSYSCOM Program Manager for Ammunition (AM) is the Inventory Control Point (ICP)

for class V(W) within the Marine Corps. As such, the COMMARCORSYSCOM (AM) directs the storage, issue, distribution, rework, and disposal of class V(W).

2. Requirements Determination for A&E. Commanding General Marine Corps Combat Development Command (CG MCCDC) approves and publishes prescribed allowances for class V(W). MCO 8011.4 and a Marine Corps bulletin in the 8000 series contain procedures for War Reserve and training allowances respectively.

## 7002. RESPONSIBILITIES

1. Commandant of the Marine Corps (CMC). The CMC (LPP-2) coordinates supporting policy for ammunition accounting.

2. CG MCCDC. The CG MCCDC approves and publishes prescribed allowances for class V(W).

3. COMMARCORSYSCOM. The COMMARCORSYSCOM (AM) provides research, development, acquisition, and life cycle management support for all conventional ground ammunition required by Marine Corps Forces (MARFOR) to train and successfully conduct amphibious warfare and expeditionary force operations.

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4. Commanders/Officer in Charge (OIC)

a. Shall ensure authorized allowances are not exceeded.

b. Shall ensure Standard Operating Procedures (SOP), desktop procedures, and turnover folders for A&E accountability are established and maintained per chapter 1 of this Manual. Account for class V(W) per UM 4400-124.

(1) Account for class V(W) maintained at a unit level, this includes all blank, inert, security, training, and dummy ammunition to include the .27mm hilti rounds. NAVMC 10774 is authorized and acceptable for maintaining/recording custody transactions.

(2) Units involved with field exercises in excess of 24 hours will establish formal accounting records on NAVMC Form 10774 or ADPE.

c. Shall establish procedures to appoint/relieve RO's of units that maintain A&E items. Appointment letters will outline primary duties, responsibilities, and turnover procedures.

d. Shall retain appointment, acceptance, and revocation letters for 5 years.

e. Shall ensure all personnel who account for, maintain and distribute A&E in performance of their duties are screened using NAVMC 11386 (see figure 7-1) and MCO 8020.10. Screening will be documented with a page entry.

f. Shall appoint in writing an officer/SNCO to conduct and document monthly inventories of A&E.

g. Shall appoint in writing an officer/SNCO as the unit AA&E (Arms, Ammunition, and Explosives) officer. The appointing officer will ensure that the AA&E officer is not directly associated with accounting, maintaining, receiving, or distributing of AA&E assets within the command.

h. Shall incorporate security and accountability of A&E into the annual training schedules and Professional Military Education.

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i. Shall ensure an annual (wall to wall) inventory of class V(W).

j. Shall ensure a semi annual inventory of security risk Category I A&E.

k. Shall ensure that personnel are aware of and comply with MLSR reporting.

l. Shall ensure that units document expenditure of emergency destruction materials, to include individual kit components using expenditure reports.

m. Shall ensure two persons integrity for A&E destruction actions and expenditure reporting

n. Shall ensure that Explosive Ordnance Disposal (EOD) units do not hold A&E for annual training allowances. Units having approved storage facilities, (i.e., rifle range, School of Infantry, and Engineer School...), may hold up to one quarter of their training allocation to meet operational requirements as approved by the CO in writing.

o. Shall ensure expenditure reports are maintained by Fiscal Year (FY) and retained for current year plus two FY's.

5. RO's

a. Shall conduct a complete review of the account assigned within 30 days of appointment.

b. Shall complete a wall to wall inventory within 30 days of appointment.

c. Shall report any inventory discrepancies immediately to the appointing officer.

d. Shall conduct an annual (wall to wall) inventory of class V(W).

6. AA&E Officer

a. Shall conduct AA&E awareness training at least annually.

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7003 CONSUMER-LEVEL POLICY MANUAL

b. Shall validate AA&E accountability procedures at least quarterly.

c. Shall conduct and document a monthly audit of AA&E documentation for issue, receipt, expenditure, and turn-in of unexpended assets. Additionally, ensure that range safety officers:

- (1) Conduct inventory/receipt of A&E when delivered.
- (2) Supervise the distribution of A&E.
- (3) Ensure that A&E expenditure reports, as per NAVMC 11381 (see figure 7-2) and a legible copy of turn-in documents for unexpended assets are completed. Local commanders are authorized to add additional fields to NAVMC 11381 to support other local requirements as deemed appropriate, however; the standard fields contained in figure 7-2 shall not be changed. Additionally, ammunition drawn from the local ammunition supply point (ASP) will be turned-in using the original document number as issued using a suffix code.
- (4) Submit expenditure reports and turn-in documents for unexpended A&E to the S-4 office and a legible copy to the AA&E Officer.

d. Ensure limited access to AA&E records.

7003. Class V(W) Custody Transactions. The policy for processing change of custody, adjustments, gain/loss vouchers, explanations, and record retention for class V(W) are discussed in chapter 2 of this Manual. NAVMC 10774's or ADPE are authorized and acceptable for maintaining/recording custody transactions. The use of local ADPE must be authorized by the Commanding Officer and meet accounting criteria contained in this Manual.

7004. Marine ammunition requirement support order (MARSO)

a. Procedures for requirements determination are contained in paragraph 7001.2 of this Manual. Requirements are evaluated for supportability and are adjusted as required. The supportable

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requirement is then published in the form of an allowance in a MARSO. Each MARFOR receives a MARSO for each fiscal year. The MARSO contains the total MARFOR fiscal year allowance.

b. To ensure allowances contained in the MARSO are available in the locations required, units must submit projected quarterly requirements by type, quantity and location. The format used is known as a Statement of Annual Requirements (SOAR).

c. MARFOR's are required to submit consolidated SOARS 90 days prior to the commencement of the fiscal year. The timeliness and need for accuracy of these forecasted requirements cannot be overstated. SOAR's are used by support activities to establish storage plans, stockage objectives and reorder points. Untimely or inaccurate forecasts will cause supportability problems that could require immediate and one time shipments to support an improperly forecasted requirement.

d. Changes to the SOAR are accepted and understood, but should be done at least 90 days prior to the start of the quarter in which assets are required.

e. MARFOR's will publish detailed guidance concerning support requirements.

7005. Serialized Class V(W) Reporting. The following provides instructions for the guidance and reporting procedures for serialized class V(W).

1. The following serialized, OT Cog, ammunition items are currently cataloged as SRC I or II: Stinger, Dragon, AT4, and TOW. Although Hawk missiles are not a SRC I or II item, they are tracked and issued by serial number and will be reported in accordance with this guidance. SMAW is a SRC II rocket, but is currently serialized and does not require reporting at this time.

2. Expenditure reports shall be submitted within 5 working days of exercise completion to MARCORSSYSCOM WASHINGTON DC//AM-IM// via priority message, with information copy to WPNSTA SEAL BEACH FALLBROOK ANNEX (5133), NAVSURFWARCENDIV CRANE IN (403), and appropriate authority within the chain of command.

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#### 7005 CONSUMER-LEVEL POLICY MANUAL

3. The expenditure report message subject should read as follows: SUBJ: EXPENDITURE REPORT FOR SERIALIZED CLASS V(W) W/REPORT NUMBER (I.E. 1-98). It is imperative that using units include sequential report numbering to facilitate tracking of reports.

4. Expenditure reports will contain general information to include: Unit Identification Code (UIC), geographical location of expenditure (the installation name and range expended on), date, exercise number/name, and point of contact with phone number, as well as the following information:

- a. Numerical line number by item entry
- b. DoDIC
- c. Missile serial number
- d. Lot number(s)

e. Method of expenditure (MOE): fired in training (TRN), fired in combat (CBT), fired for test (TES), destroyed (EOD), or disassembled (DAS).

5. The expenditure report should appear in the following format:

Paragraph 1. General information:

- (a) UIC:
- (b) GEO LOC/range:
- (c) Date of expenditure: (Concluding date of exercise)
- (d) Exercise number/name:
- (e) POC/responsible officer, Phone number:

Paragraph 2. Expenditure information:

Line No. DoDIC MSL SER# MSL LOT# MOE

1. C995 123456 ACB76C134-27 TRN
2. PB93 000001 AEB64C58-87 TES

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Paragraph 3. Document numbers issued/received on:

1. C995 DOC# MMHQ5092730001
2. PB93 DOC# MMHQ5092730002

Paragraph 4. Remarks: Include other data that may be relevant to the missile expenditure: Type of test, Malfunction Report DTG if appropriate, if serial number on box did not match serial number on missile (give details), etc.

7006. MISSING/LOST/STOLEN/RECOVERED (MLSR) REPORT. SECNAVINST 5500.4 and MCO 4340.1 prescribe policy and procedures for reporting MLSR class V(W).

7007. Class V(W) Handling, Transportation, Storage, Disposal, RECLASSIFICATION and malfunctions

1. Handling. Handling procedures are contained in MCO 8020.10, NAVSEA OP 5 (volume 1), (Ammunition and Explosives Ashore), and TM's relating to the specific items being handled.

2. Transportation. Regulations governing transportation of ammunition are contained in MCO P4600.14 (Military Traffic Management Regulations), MCO 8020.10, DoD 4500.32-R (Military Standard Transportation and Movement Procedures), NAVSEA SW020-AC-SAF-010, 020 & 030 (Transportation and Storage Data for Ammunition, Explosive and Related Hazardous Materials), and NAVSEA OP 2239 (Explosive Driver's Handbook).

3. Storage. Regulations governing storage of ammunition are contained in NAVSEA OP 5, volumes 1 & 3; NAVSEA SW020-AC-SAF-010, 020 & 030; and MCO 8020.10.

4. Disposal of Class V(W)

a. Concurrent with the Department of Defense Munitions Rule Implementation Policy and EPA Munitions Rule, no local treatment of unused class V(W) waste will be accomplished without the approval of the Marine Corps Designated Disposition Authority (DDA), COMMARCORSYSCOM (AM/EES), except as part of EOD emergency response actions. In the event waste munitions are treated by an

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EOD unit during emergency response actions, COMMARCORSYSCOM will be

notified as soon as possible to ensure applicable environmental laws are observed.

b. When authorized, nonwaste munitions may be destroyed locally as part of routine Emergency Destruct Training.

c. Ammunition, explosives, and dangerous articles (AEDA) are not eligible for disposal turn-in to the DRMO unless they are wholly inert or demilitarized and rendered inert. AEDA will be certified as wholly inert or inert by a qualified and certified specialist. Turn-in of certified AEDA-Free materiel will be done per MCO 8020.10 and MCO 8023.3.

d. Eligibility of AEDA residue and range residue for processing through an installation's qualified recycling program (QRP) shall be strictly per appendix C and the DoD Pollution Prevention and Combined Services Qualified Recycling Program memorandum guidance of 30 January 1997 on "Authority for Direct Sales of Recyclable Materials" disseminated by the CMC (LFF-1).

5. Reclassification. All Marine Corps activities shall comply with the instructions contained in Notification of Ammunition Reclassification (NAR) and NAVSEA TW024-AA-ORD-010 and MCO 8020.10.

6. Malfunctions. It is mandatory that all malfunctions be reported per MCO 8025.1.

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{Ii 44001505.gif: Figure 7-1.}--Personnel Screening for Arms, Ammunition and Explosive (AA&E)

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{Ii 44001507.gif: Figure 7-2.}--Class V(W) Expenditure Report.

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CHAPTER 8

CONSUMER-LEVEL REPARABLE ISSUE POINTS

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CONSUMER-LEVEL SUPPLY POLICY MANUAL

CHAPTER 8

CONSUMER-LEVEL REPARABLE ISSUE POINTS

8000. GENERAL INFORMATION

1. Consumer-Level Reparable Issue Points (CLRIP). CLRIP's are established to provide on site support to using units that are authorized to conduct first through fourth echelon maintenance on extremely low density (LD), complex, mission essential PEI's. CLRIP's normally operate independently from the FSSG, SMU main Repairable Issue Point (RIP). PEI's must meet the following criteria to be classified as LD:

- a. Using unit authorized first through fourth echelon of maintenance.
- b. PEI is classified Combat Essential "1".
- c. PEI density will be restrictive in number of PEI's and geographic location (PEI fielded to no more than four units per MEF).

2. Even though a PEI may be classified LD, its associated DLR's and FLR's may not be classified as LD. The following LD criteria applies for DLR's and FLR's:

- a. The PEI must be classified as a LD.
- b. A DLR or FLR must have a Combat Essentiality Code (CEC) of "5."
- c. If a DLR or FLR supports both a LD and a non-LD PEI it will not be fielded or stocked at a CLRIP. The only waiver to this criteria is: All echelons of maintenance for the DLR or FLR are being performed only at the CLRIP level.

3. The PEI's that meet the above criteria will be published annually in a Marine Corps Bulletin in the 3000 series. Additionally, a (MCLB, Albany) LD WEB site, [www.ala.usmc.mil](http://www.ala.usmc.mil), will be available to provide updated changes to the Bulletin as they occur.

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4. LD DLR's will no longer be free issues to internal Marine Corps units, effective 1 October 1999, Fiscal Year (FY) 2000. FY-00, all reparable will be funded with Operation and Maintenance Marine Corps (O&MMC) funding. A two phase approach to place funding at the lowest level has been established. Phase I will initially place and centrally manage O&MMC funding for LD DLR's and FLR's at the FSSG. During Phase I, only FMF CLRIP's will become sub-floats of the FSSG, SMU (RIP). During Phase I, paragraphs 8001 through 8004 will not apply to CLRIP's that become sub-floats of the FSSG, SMU (RIP). A majority of the functions and procedures contained in this chapter will be the responsibility of the FSSG, SMU RIP. The intent of Phase II is to transfer O&MMC funding, DLR credit tracking and all other functional responsibilities from the FSSG back to the using unit. If implementation of Phase II is directed, the functions and procedures contained in this chapter will become the sole responsibilities of the CLRIP's.

#### 8001. CONCEPT

1. CLRIP's are authorized and established in writing by the CMC (L). Each CLRIP will have at least one subfloat assigned for deployment purposes.
2. A subfloat will be assigned a separate activity address code within the SASSY Activity Information Table (AIT), but not a Department of Defense Activity Address Directory (DoDAAD). Additionally, it will have separate accounting records. Subfloats are normally established for geographically separated customers in support of small operation deployments.
3. The primary functions of CLRIP's are to:
  - a. Provide rapid exchange of secondary reparable for LD PEI's.
  - b. Requisition allowance and replacement assets.
  - c. Receive and distribute assets from supply sources and maintenance to fill customer back orders.
  - d. Control repair cycle assets held within maintenance sections and depot level repair. Specifically, the CLRIP will

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coordinate the exchange, positioning, and disposition of assets with maintenance sections.

- e. Compute CLRIP allowances annually.
  - f. Return CLRIP items to depot maintenance activities (DMA) or to commercial vendors as directed as per MCO 4400.82 and SI-4400-15/3.
4. The primary functions of CLRIP OIC's are to:
- a. Maintain close liaison with maintenance sections to ensure adequate supply support occurs.
  - b. Coordinate with the supporting SMU and supervise all facets of the annual recomputation.

- c. Budget and manage funds required for CLRIP asset replenishment.
- d. Identify, inventory, and redistribute CLRIP assets and excesses as required.
- e. Initiate internal Marine Corps redistribution with units holding like assets as required.
- f. Coordinate and maintain Material Obligation Validation (MOV) with supporting SMU operations and customer service as required.

## 8002. CATEGORIES OF SECONDARY REPARABLES

### 1. DLR's

a. A DLR is a reparable item of supply that is designated for repair at depot level or that is designated for repair below the depot level (first through fourth echelon). However, if the repair cannot be accomplished at the field level, unserviceable carcasses are either forwarded to the depot for repair, condemnation, or are reported to the appropriate Inventory Control Point (ICP) for disposition. These items have a Source, Maintenance, and Recoverability Code (SMRC) of D or L.

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b. Secondary DLR items must meet at least one of the following criteria:

(1) The item cannot be assembled in the field from finished parts authorized for supply system stockage.

(2) Rebuild requires skills, tools, test equipment, and facilities that are not available locally.

(3) The COMMARCORSYSCOM identifies secondary items in the list of reportable items computed during the annual allowance recomputation process. During that process, 8000-series ID numbers are used to identify DLR items and to distinguish them from FLR items.

(4) Secondary DLR items are managed on a controlled item basis. When such an item is beyond the repair capability of lower maintenance echelons, it must be reported to the COMMARCORSYSCOM for disposition instructions per the guidance contained in MCO P4400.82.

### 2. FLR

a. FLR items (SMR Codes O, F, and H) are repaired by field maintenance activities. These items are evacuated for fifth echelon repair only under exceptional circumstances and only after the specific approval of the COMMARCORSYSCOM.

b. The fifth position of the SMR code indicates recoverability. If the fifth position is "Z" (non-reparable item), the CLRIP will not stock these assets. Challenges to "Z" coded assets will be addressed to the COMMARCORLOGBASES per the procedures contained in the supporting system user manual. "Z" coded assets currently stocked may be retained pending disposition instructions.

c. FLR items are condemned or disposed of at maintenance echelons indicated by the item's SMR code.

### 8003. CONSUMER-LEVEL REPARABLE ISSUE POINTS (CLRIP)\_STOCKAGE CRITERIA

1. Provisioning allowances are developed from requirements computed during the PEI Exploration and Acquisition phase as

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delineated in MCO P4400.79. Initial provisioning allowances for DLR's/FLR's with a CEC of "5" will be established for CLRIP's. IIP assets will be maintained on hand in a protected status and in the prescribed quantities throughout the demand development period.

2. During the 2-year demand development period, CLRIP's are authorized to increase allowances based only on demand and maintenance data. Allowance reductions are not authorized during the 2-year demand development period. If there is no demand data or insufficient usage data obtained during the development period, allowances may be protected for an additional year.

a. Annually, MARCORLOGBASES will initiate the allowance recomputation review by the supporting SMU and the CLRIP's. However, CLRIP's may request an additional allowance recomputation during the fiscal year if warranted.

b. Based on demands, maintenance data, and budgetary constraints, commanders will determine allowances and will submit WAA allowance changes to the FSSG for induction.

c. When demand and maintenance data indicates no activity during the 2-year demand development period, the commander has two options:

(1) Authorize an additional year of protected status, in writing, after the 2-year demand development period has expired.

(2) Allowances can be reduced to "one each" and report excess stocks to the appropriate ICP for disposition and/or credit.

d. At the end of the 3 years, when the demand and maintenance data indicate no activity or inadequate usage to qualify for stockage during the previous 3 years (2-year demand development period and one additional year), the commander will reduce allowances to "one each" and report excess stocks to the appropriate ICP for disposition and/or credit. The remaining items, "one each," are insurance items and will be authorized in writing on a separate insurance item list signed by the CO.

3. CLRIP maintenance individuals may recommend additional DLR's and FLR's be managed/stocked by the supporting CLRIP only if the item meets the criteria established in paragraph 8000.1 of this chapter. The CLRIP OIC will evaluate each submission, review the

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unit's budget to support the additional item being requested and make a recommendation to the CO. If approved by the CO, a WAA allowance change request transaction will be forwarded to the FSSG for induction. Upon release of allowance change, items can then be placed on order.

8004. action

1. COMMARCORLOGBASES

a. Update and publish annually a Marine Corps bulletin that will identify PEI's for which repairables and their expendable class IX repair parts will be stocked at CLRIP's.

b. Repairable Item Selection. Assign all selected nonexpendable items and part-peculiar expendable items with an acquisition advice code of anything other than "D" and a materiel identification code of "H". UM 4400-71 contains detailed definitions of these codes.

(1) Initial Issue Requirements

(a) Use a 180-day support period to determine an initial garrison operating level for both Active and Reserve forces. After the 2-year demand development period, WRMR will be computed when sufficient demand and maintenance data exists.

(b) CEC "5" nonexpendable items for which a requirement did not compute for the 180-day support period shall have one item fielded.

(c) CEC "5" expendable items required for the repair of DLR or FLR (which computed a 180-day support requirement) shall be included in the IIP.

(d) CEC "5" expendable items which do not directly contribute to the repair of a DLR or FLR but deadline the PEI (which computed a 180-day support requirement) shall be included in the IIP.

(e) Secondary items procured as life-of-type buys with diminishing manufacturing sources or are not supportable through the supply system will be identified and protected.

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(f) Prior to the release of IIP blocks, coordinate with COMMARFORRES to ensure that the units receiving the blocks have the required maintenance capability and that the stocks do not exceed the quantities necessary to support the unit's training allowance. Any requirements not meeting the preceding criteria will be registered in stores as part of the MARFORRES requirement under WRM.

(2) Secondary Test Items. Secondary items which are required to isolate fault as part of the testing procedures (to include built-in testing equipment (Bite)) shall be made part of the SL-3 components of the end items. This allowance of secondary items shall not be considered when developing initial issue requirements.

(3) Provisioning Control Date. Establish the Marine Corps-wide provisioning control date based upon a 2-year demand development period beginning when the last unit places the PEI into service.

(4) Annual Item Review and Recomputation

(a) Coordinate and publish execution dates for Annual Item Review and recomputation.

(b) Run class I programs which update allowances based on WAA allowance change transactions submitted by CLRIP's.

(5) Excess Items. Excess secondary items reported to COMMARCORLOGBASES shall be reviewed for disposition and/or credit. These assets will be identified by the CLRIP through the Materiel Returns Program (MRP) process.

c. CG's, MARFORLANT, MARFORPAC, and MARFORRES

(1) Disseminate the initial provisioning control date of initial issue secondary items upon notification from the COMMARCORLOGBASES.

(2) As required, budget, fund, and requisition assets to replenish all non-expendable and expendable secondary initial issue allowance items during the demand development period, as well as for those secondary items that are designated as insurance items subsequent to the provisioning control date.

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(3) The CLRIP OIC's are responsible for coordinating and submitting WAA allowance change transactions to the FSSG, meeting execution dates for Annual Item Review and recomputation. The FSSG will forward these change transactions to the COMMARCORLOGBASES for induction. The FSSG will provide notification to CLRIP managers that change transactions have been received by the COMMARCORLOGBASES.

(4) Ensure those expendable items designated as insurance items by the commander are loaded to the unit's balance file.

8005. In-service (Fielded) Item Stockage Criteria. MCO 4105.1 prescribes that, upon initial fielding (i.e., when the first end item is placed in service), the management of the fielded system support is transferred to the COMMARCORLOGBASES under the weapon system equipment management concept.

1. Annual review of LD DLR's and FLR's stocked items is the PEI holder's responsibility regardless of where the assets are held.

2. In conjunction with the annual recomputation, demand-based class IX stock held at the general account in support of CLRIP will be identified. Use of fixed requirement codes is authorized. Use of acquisition advice codes and management echelon codes should be considered. Prior to identifying excess secondary items under the MRP, items identified as LD which could be excess will be offered to other CLRIP's and general accounts.

3. Additional secondary DLR repairable stockage considerations include the following:

(1) Units will not hold secondary DLR repairables which they do not

have the authority to conduct first through fourth echelon of repair.

(2) Authority is that which is stated in the T/O and T/E for the unit.

(3) Stocked secondary DLR reparable will not be used as testing equipment.

(4) Paragraph 8004.2a(2), preceding, requires loading of test equipment requirements for end items to the end item SL-3 or an

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increase to the authorized allowance for the test equipment on the unit's T/E. Deficiencies in the SL-3 and T/E's for test equipment requirements and (TEST BEDS) will be addressed via QDR's, FONS, or MOA requests, as appropriate.

4. Justification for exception item stockage by the LD holder when all of the preceding considerations do not satisfy the requirement will be addressed as follows:

(1) Prompt written justification developed by the holding unit will be forwarded via formal correspondence to the major subordinate command for approval.

(2) Approval justification should be maintained for records retention by the LD holder for 2 years from date of approval per paragraph 2004.8, preceding.

#### 8006. Critical Management Coding Challenges to LD Secondary\_Items

1. Codes, such as the SMRC's, CEC's, SAC's, weapons systems codes (WSC), and physical security codes that affect LD holder stockage determinations and interchangeability and substitutability considerations, will be addressed to the COMMARCORLOGBASES to challenge discrepancies.

2. The appropriate supporting system user's manuals will provide procedures for challenging critical management codes. The user's manuals will:

a. Address responsibility for obtaining additional challenge input from like units/interested commands.

b. Address corrective actions to initiate challenges.

c. Identify types of corrective actions and forward to COMMARCORLOGBASES for review.

d. Contain procedures which will ensure acknowledgment of receipt of a challenge from the field.

e. Identify a 6-month follow-up period to ensure corrective action is complete.

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8007. EVACUATION POLICY

1. Depot-Level Repairables

- a. When the estimated repair cost (ERC) does not exceed 40 percent of the standard unit price, repair of DLR's is accomplished at the lowest echelon of maintenance authorized to effect those repairs.
  - b. If repairs require fifth echelon capability or the ERC is between 41 and 65 percent of the standard unit price, the item is either automatically evacuated to a fifth echelon facility under the automatic returns program or MRP.
  - c. DLR items which meet the criteria for repair at field maintenance facilities, but cannot be repaired due to lack of repair parts within 180 days of deadline date, are reported to the COMMARCORLOGBASES when this situation results in the involuntary deadlining of combat essential equipment.
2. FLR. CLRIP's are authorized to initiate disposal when the ERC exceeds 65 percent of the standard unit price based upon the LTI provided by the maintenance section.

8008. MISCELLANEOUS

1. Calibration. Due to the volume of assets exchanged, CLRIP's are not responsible for ensuring owned assets are calibrated prior to exchange.
2. Modification. Application and management are the responsibilities of the maintenance section. Modification status must be annotated on the ERO provided by the maintenance section for repairables returned to the supply section.
  - a. LTI's for modification will be conducted for all repairables for which positive modification status cannot be determined.
  - b. Assets already in the maintenance cycle awaiting maintenance by the depot or vendor will be maintained on the DPR as due from the IMA until disposition instructions are provided.

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- c. TI -5600 will provide NSN's and ID numbers of repairables involved in a modification.
  - d. Assets for which modifications require assignment of a different NSN must be identified to the CLRIP manager for change in allowance and on hand NSN's when applicable.
3. Commercial Vendor Repair Status Report
- a. The COMMARCORLOGBASES will provide, on a quarterly basis, a report listing the current status of all items held by commercial vendors for repair under the "repair and return" program. This report will be provided for reconciliation purposes to each unit owning secondary DLR's or FLR's which, due to the nature of the repairs required to return the

item to service, require repair by a commercial vendor.

b. Upon receipt of the report, the unit will accomplish the required reconciliation per the accompanying cover letter and the applicable supporting system user manual. The reconciliation will be completed, and the report will be annotated and returned with cover letter to the COMMARCORLOGBASES within 45 days from the date of cover letter.

c. All assets returned under repair and return program to the vendor will be maintained as due from IMA DPR if under warranty as evacuated to higher echelon.

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CHAPTER 9

USE OF TABLE OF AUTHORIZED MATERIAL,  
TABLE OF EQUIPMENT, AND ITEM DATA FILE

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CHAPTER 9

USE OF TABLE OF AUTHORIZED MATERIEL,  
TABLE OF EQUIPMENT, AND ITEM DATA FILE

9000. GENERAL INFORMATION

1. The purpose of this chapter is to provide an overview of information contained in the TAM and LMIS files. These files provide logistics planning and policy for selected materiel authorized by organizations, activities, and detachments of the Marine Corps, both regular and Reserve.
2. The TAM is designed to provide general information and instructions on the Joint Chiefs of Staff (JCS) configured classes of supply. LMIS provides management information for the planning, programming, and budgeting of equipment procurement, logistics operations, and life-cycle support. Within LMIS are three files, two of which comprise the equipment side of the T/O&E and the EAF. The other file is the IDF which contains the logistics information for the life-cycle management of the equipment.
3. Embarkation planning data is provided for supply classes I, II, III, IV, VII, and VIII materiel authorized FMF units. The planning data in the TAM and IDF is based on information input by MARCORSSYSCOM. The Marine Corps Combat Development Command (MCCDC), as the total force sponsor, has cognizance and responsibility for the T/O&E's, EAF, TLF, and related information within the IDF.
4. Additionally, for class VII PEI's, the MCCDC, per MCO 4790.1, has sole responsibility for the determination of replacement factors and their induction into LMIS. These rates are provided for planning purposes to project anticipated loss/consumption.
5. The combat active (CA), mobilization training (MT), and peacetime training (PT) replacement factors are provided for planning purposes to project anticipated losses/consumption (see paragraph 9003, following).

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9001. SCOPE OF CONTENTS

1. The TAM and LMIS contain materiel authorized for use by Marine Corps units for supply classes I, II, III, IV, and VII items. Classes I and II items are listed primarily to provide a ready reference for logistics planners. Classes V(W), VI, IX, and X are not addressed. Items within classes II, IV, VII, and VIII are reflected in the TAM by "type" and commodity grouping. Chapter 2 of this Manual provides further guidance on type allowances.
  - a. Type 1 items are mandatory retention items of materiel and are found in the type 1 section of the T/O&E for each Marine Corps unit and are discussed in chapter 2.
  - b. Type 2 items are "as required" items of materiel and are found in the type 2 section of the T/O&E.
  - c. Type 3 items are those items of materiel which require special measures of control since they are used for particular conditions or situations; e.g., items which are uniquely required in cold weather or desert operations. MCO 4000.10 contains further guidance on type 3 items.

2. Within the general listing of TAMCN's are subclassification of, materiel grouped by commodity; i.e., communications- electronics, engineer, general supply, motor transport, and ordnance. TAMCN's assigned to each of the five commodities of materiel as follows:

Commodity Type 1 Type 2 Type 3

Communications- A0001-A9999 H0001-H9999 T0001-T9999  
Electronics

Engineer B0001-B9999 J0001-J9999 U0001-U9999

General Supply C0001-C9999 K0001-K9999 V0001-V9999

Motor Transport D0001-D9999 M0001-M9999 W0001-W9999

Ordnance E0001-E9999 N0001-N9999 X0001-X9999

For HQMC Use TAMCN's starting with F, G, Q, R, Y, and Z

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Commodity Type 1 Type 2 Type 3

Not Used TAMCN's starting with I, L, and O

3. Other materiel assigned control numbers as follows:

Class of Supply Commodity Control Numbers

I Subsistence S0001-S0999

III Petroleum, Oil, and Lubricants P0001-P0999

4. TAMCN. The supply unique description within the TAM and LMIS are provided; however, the TAM and the LMIS users manual can provide a more comprehensive description of the following extractions:

a. The TAMCN consists of the following three elements:

(1) Commodity designator.

(2) Item number.

(3) Class of supply.

b. These elements are combined in the TAMCN as illustrated in the following example:

EXAMPLE: E1888 VIIMP Tank, Combat, Full-Track, M1A1

Control No. Elements As Shown in TAM

Commodity designator E

Item number 1888

Major classification of supply VII

Subclassification of supply M

Planned allowance P  
(used for future fielding)

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5. Classes of Supply

a. The following provides a short description of the classes of supply and the associated subclassification letters:

Major Classification Subclassification

Class I--subsistence A (in-flight rations),  
C, R, S

Class II--Clothing, individual B, E, F, M, T,  
equipment, tentage, organizational  
tool sets, tool kits, handbooks,  
and administrative and housekeeping  
supplies and equipment.

Class III--petroleum, oils, and A, W  
lubricants: petroleum, fuels  
lubricants, hydraulic and insulating  
compressed gasses, bulk chemical  
products coolants, de-icing and  
antifreeze compounds, together with  
components and additives of such  
products, also coal.

Class IV--construction: construction  
materiel, to include installed equipment  
and all fortification/barrier materiel.

Class V--ammunition: all types, A, W  
including chemical, radiological  
and special weapons, bombs explosives,  
mine fuzes, detonators, pyrotechnics,  
missiles, rockets, propellants, and  
other associated items.

Class VI--personal demand items  
(nonmilitary sales items).

Class VII--major end items: a final A, B, C, D, G, K, L, M,  
combination of end products which are N  
ready for their intended use; i.e.,  
launchers, tanks, vehicles, mobile  
machine shops, etc.

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Major Classification Subclassification

Class VIII--medical materiel, including medical-peculiar repair parts.

Class IX--repair parts (less A, B, C, D, K, L, N, T medical-peculiar repair parts): all repair parts and components, including kits, assemblies, and subassemblies (reparable and nonreparable) required for maintenance support all equipment.

Class X--materiel to support nonmilitary requirements (e.g., agriculture and economic development) not included in classes I through IX.

b. Subclassifications of Supply. The following provides short description of the subclassifications listed previously and the associated footnotes.

Subscription Definitions 1/

A--Air

B--Ground Support Materiel 2/

C--Combat Rations 3/

D--Administrative Vehicles 4/

E--General Supplies

F--Clothing and Textiles

G--Electronics

K--Tactical Vehicles

L--Missiles

M--Weapons

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Subscription Definitions 1/

N--Special Weapons

R--Refrigerated Subsistence

S--Nonrefrigerated Subsistence (Less Combat Rations)

T--Industrial Supplies 5/

W--Ground (Surface)

1/ The alpha code for subclassification of classes II, be for materiel use only. VII, and IX represents with one exception, materiel category designators used in supply management. The exception is A (Air) which is used for all applicable classes. Alpha codes not used in materiel category designators were assigned as subclassification for classes I, III, and V. Additional subclassification materiel category designator (A through T) could be found used in combinations with the designates "Ammunition, Air, and Missile." These subclassification may be found in use by unified commands or by the other services. However, the Marine Corps does not intend to use materiel category designator subclassifications with a major classification unless they are specifically linked with that major classification. Permissive coding does allow the services to add subclassifications. If they are required, they will be for materiel use only.

2/ Includes power generators construction, barrier, bridging, firefighting, petroleum, and mapping equipment.

3/ Includes gratuitous health and welfare items.

4/ Commercial vehicles used in administrative motor pools.

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5/ Includes bearing, block and tackle, cable, chain, wire rope, screws, bolts, studs, steel rods, plates, and bars.

6. Other supply unique descriptions within the TAM and LMIS are provided; however, the TAM and the LMIS users manual can provide a more comprehensive description of the following extractions.

a. WSC. The WSC is a two-character code used to assist in the management of equipment life-cycle management by retrieving and analyzing potential deficiencies relative to specific systems/development.

b. NSN. The NSN is listed for reference only. However, it's not intended to make the TAM, T/E, or IDF a document for requisitioning (technical research).

c. ID Number. The ID number is for reference to the appropriate Marine Corps SL.

d. Type Standardization (Type Std). This column denotes the "standardization" category of each item. It will be noted that "obsolete" items are not included in the TAM. Definitions for the standardization categories used by the Marine Corps are in paragraph 9002, following. These categories have no relation to the DoD standardization codes.

e. Nomenclature. The nomenclature is the plain language description

to assist in identifying the item.

f. Unit of Issue (U/I) and Unit Standard Package (Unit Std Pkg)

(1) The U/I column is self-explanatory. Abbreviations used in this column are found in the Introduction to Federal Supply Catalog (C-1-MC-ISC).

(2) The unit std pkg column tells how many of the items are in the std pkg.

g. Unit Std Pkg, Square, Cube, and Weight. These columns give the square feet, cubic feet, and weight in pounds of the items. They relate to the item uncrated and assembled with

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normal attachments. If the item is to be embarked in other than the unit std pkg, embark data will be determined by the respective embarking unit.

h. Stores Account Code (SAC). This code is used to differentiate between appropriation-financed principal items, appropriation-financed secondary items, and stock fund items (NAVMC 2667 refers).

(1) SAC 1. Minor end items, repair parts, and individual clothing which are financed through the Navy Working Capital Fund (NWCF) and are the budget responsibility of the customer.

(2) SAC 2. Appropriation stores account (ASA) secondary items which are financed through appropriations other than the DON Stock Fund (Marine Corps Division) or O&MMC and not the customer's budget responsibility.

(3) SAC 3. ASA PEI's of major importance and major components which require detailed analysis and examination, at the level established for control or at the military service level, of all factors affecting supply and demand. SAC 3 items are financed through appropriations other than the DON Stock Fund (Marine Corps Division) or O&MMC and not the customer's budget responsibility.

i. Square Stowage Requirement (SQ ST RO). This column indicated whether or not an item requires square stowage; i.e., one which primarily requires a fixed amount of floor space (square feet) rather than volume (cubic feet). The symbols "N" (no) and "Y" (yes) are used. All vehicles, for example, are square footage consumers. Square stowage space is computed by multiplying the overall length by overall width of the uncrated item.

j. Combat Support Stocks Requirement (CSS RO). This column provides identification of those items for which a combat active replacement factor (CARF) has not been assigned and thereby projected combat losses of the end item cannot be calculated. However, combat support stocks are required to permit repairs/maintenance. Repair parts support requirements are generated by the War Reserve System for fielded equipment by

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using MEF repair data. New equipment entering the system have combat support stock requirements determinations developed during the provisioning cycle. The COMMARFOR's should procure a level of support for those items identified by a "Y" as requiring parts for combat support stocks, and hold such levels in WRMS.

7. Logistics planning factors are as follows:

a. Class I Requirements. The data for class I subsistence may be used as a guide in planning actual operational requirements for projected operations when more accurate usage factors are not available.

b. Class III Requirements. The data in the TAM and IDF pertaining to class III items may be used as a guide in planning actual operational requirements for projected operations when more accurate usage factors are not available. Specific operational requirements can best be determined locally by considering such factors as mission, environment, and task organization and by determining expected hours of operation in the objective area.

(1) A TAMCN item is considered to consume class III materiel only if that item or one of its components requires fuel to operate. If a TAMCN item requires electrical power to operate, the class III materiel required for the generation of that electrical power is accounted for under the TAMCN of the generator providing that power. If a TAMCN item requires a prime mover as a component, class III requirements for the prime mover are attributed to the TAMCN item.

(2) The following codes are used to designate the type of fuel required:

Code Type of Fuel

G Gasoline

D Diesel Oil

K Kerosene

MD Multifuel (Diesel Preferred)

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9002. STANDARDIZATION. Standardization categories provide the NSN's associated to a particular TAMCN and whether the requirement is for a particular NSN, or whether a substitute NSN exists for the requirement. Accordingly, requisitioning activities should refer to appropriate supply publications for pertinent information on standardization. For purposes of the IDF, the standardization categories of items are defined.

a. Standard (STD). This identifies the most advanced and satisfactory item adopted and that which is preferred for procurement.

b. Substitute Standard (SSTD). This identifies an item which does not have military characteristics as satisfactory as a standard item but which may be procured and issued to supplement the supply of the standard item if necessary.

c. Limited Standard (LSTD). This identifies an item which does not have military characteristics as satisfactory as a standard item but which is a usable substitute for a standard item and is either in use or available for issue to meet supply demands. Complete major units of this classification will not be procured; but component parts and accessories, and complementary items (even though they may be limited standard items) may be procured and issued--if this is necessary to maintain the complete major units in serviceable condition throughout a reasonable life expectancy.

### 9003. REPLACEMENT FACTORS

1. Definition. A replacement factor is defined as "The estimated percentage of equipment or repair parts in use that will require replacement during a given period due to wearing out beyond repair, enemy action, abandonment, pilferage, and other causes except catastrophe" (Dictionary of Military Terms, JCS Pub. 1-02). The Marine Corps expresses replacement factors as quantities required for 30-day periods.

2. Terminology. Replacement factors used by the Marine Corps are defined as follows:

a. Training (PT). This factor is applied to determine training requirements for organizations training under normal

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peacetime conditions and for any use other than CA or MT. This factor represents the consumption (losses) through the life expectancy of the item expressed in 30-day increments.

b. Mobilization Training (MT). This factor was previously known as "combat theater training factor" and is applied to determine requirements for units while they are undergoing intensified training following mobilization but prior to commitment. This factor applies to any combat force (and its supporting services) which is undergoing training prior to commitment.

c. Combat Active (CARF). CARF's are percentages used to determine all anticipated losses/consumption of equipment operating in a combat/hostile fire environment. The CARF is applied to determine replacement requirements due to combat attrition for units during those periods when engaged in active combat operations. A force (or any element thereof operating independently) in contact with the enemy is considered to be in active combat. CARF's are used as mathematical tools to calculate replacement requirements for class II, IV, and VII principal and secondary items. The CARF is the percentage of the density of an item that is expected to require replacement during each 30-day period of combat. The CARF factor will be applied to the initial issue densities of FMF equipment to determine monthly combat replacement quantities without reference to the global location of employment. The CG, MCCDC is responsible for the CARF. CARF values are contained in the IDF. More specific information on CARF policy and procedures is in MCO 4490.1.

3. Exceptions. With the exception of those equipment items covered in paragraph 9001.4k, preceding, TAMCN items for which replacement factors have not been assigned will not qualify for classes II, VII, or IX war

reserve materiel support without prior approval of the CMC (LPP).

#### 9004. CONCEPT FOR ALLOWANCE ITEMS

1. An end item will be included in the TAM, T/E, and IDF only when it has FMF application. This encompasses the FMF materiel initially procured by the CMC for which allowances are established in the unit's T/E and EAF.

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2. New end items entering the supply system will be included in the TAM, T/E, IDF, and EAF upon publication by HQMC of an ALO/ materiel fielding plan (MFP) for the item. The ALO/MFP provides information to commanders relative to the introduction and placing in service of new items of equipment. New items will not be placed in service until provisioning is completed and an ALO/MFP is published.

3. FMF Equipment. FMF equipment, regardless of supply category, is not intended to be used for base/station operations. However, such equipment may be authorized only when one or more of the following circumstances prevail:

- a. The equipment is essential for the accomplishment of assigned support mission of the FMF.
- b. The equipment is essential for FMF-related training.

#### 9005. RESPONSIBILITIES OF COMMANDING OFFICERS

1. Type 1 actual allowances in a unit's T/E and EAF are mandatory and are required to be on hand or on valid requisition as qualified in paragraph 9005.2 and 3, following. However, the type and quantity of materiel necessary to deploy for any given operation remain a matter for the commander's judgment. Type 1 items, regardless of SAC, are mandatory for the FMF. Supporting establishment T/E mandatory allowances are type 1, SAC 3 (actual and type 3 (actual) items only. See chapter 2 of this Manual and UM 4400-15 for further guidance for the supporting establishment.

2. CO's will have on hand or on valid requisition all authorized actual allowances, unless other guidance is furnished by the CMC which would delay requisition. This does not preclude the temporary redistribution of assets by major subordinate commanders. When such temporary redistribution is directed, the losing unit will be authorized to requisition replacements only if the onhand quantity for the entire command designator is less than the total authorized. Command designators are listed in UM 4400-123.

3. COMSEC equipment will be allocated based on the allowances listed in the T/E and EAF. The T/E allowances will be loaded to

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the property accounting records and assets will be maintained based on those allowances.

4. Type 2 allowances are reflected on an "as-required" basis. These items do not lend themselves to the establishment of firm allowances as requirements may vary due to assigned missions, operations, and location of units. The purpose of the type 2 section is to enable the supply system to respond more readily to wartime activation requirements, to establish a materiel data base from which to expand, and to provide the commander with guidance predicated on experience factors relative to required quantities of type 2.

a. For active and Reserve forces, the allowances of type 2 items reflected in the T/E and EAF are a guide. The CG's FMFLant and FMFPac and MARFORRES have the authority to establish, delete and adjust any type 2 item that meets the requirements of paragraph 9005.4. Additionally, the CG's will publish guidance concerning allowances required for the accomplishment of assigned missions and procedures for establishing allowances.

b. The CG's FMFLant, FMFPac, and MARFORRES will update changes to T/E type 2 allowances and submit to MCCDC (TFS). Authority to establish, delete, and adjust type 2 allowances may be delegated in writing to the MSC level.

c. Type 2 items used by posts and stations should be reflected in the non-FMF commander's allowance list per chapter 2 of this Manual and UM 4400-15.

5. Type 3 allowances are those requiring special measures of control. Their inclusion in the TAM and IDF does not mean that an automatic authority exists for requisitioning. Requests for materiel of this type which have not already been specifically authorized for the initiating unit must be submitted to the cognizant CG's FMFLant/FMFPac/4th MarDiv/4th MAW for approval or for further submission to the CG MCCDC (TFS), if authority has not already been granted to the FMF/SMCR commander to approve such requests. MCO 4000.10 provides further guidance. For base-type operations, type 3 items, when required, will be requested the same as other T/E and EAF equipment.

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6. Special allowances may be granted by the CG's FMFLant/FMFPac/4th MarDiv/4th MAW to units that have a temporary need for non-controlled items when current unit assets are insufficient to meet the need, or temporary in nature and the unit has no assets available to perform the task required. Redistribution of assets will be considered prior to special allowances being approved. Special allowances will be granted for a period of 1 year or less. Should a special allowance be required beyond this period, the unit will submit a request for MOA per MCO 4400.172. Special allowances are intended to be a temporary addition to T/E allowances.

7. A planned item/allowance is indicated by an alpha character "P" in the eighth position of the TAMCN; e.g., E18757MP (see paragraph 9001.4). The alpha character "P" identifies an item which is not yet available for issue to the field. Planned items are identified in the IDF for out-year budget planning and lift capability planning. Planned allowance item information will be provided annually to FMFLant, FMFPac, and Reserve

components.

- a. Planned allowances are not part of a unit's T/E until such times as the alpha character "P" is removed from the IDF and the EAS as the result of publication of an ALO/MEF as cited in paragraph 9004.2, preceding.
- b. Planned allowances for equipment already fielded may be established in response to an MOA request or a T/E review by HQMC. In either situation, planned allowances are not to be requisitioned until notified by HQMC that the items are available for issue. Additionally, excess assets will not be retained based on a planned allowance or submission of an MOA request. If assets are fielded to units ahead of the date indicated on the EAF and the allowance has not been converted from planned to actual, the unit will identify this situation to the CMC and COMMARCORSYCOM, via the chain of command, and request resolution.

#### 9006. ALLOWANCES OF T/E ITEMS

1. Combat-essential equipment or items required to support unit training will have allowances published in the following:
  - a. Prescribed T/E's and EAF's of specific or type units.

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- b. Marine Corps orders in the 4015 series which provide amplifying instructions concerning allowances.
  - c. T/E and EAF updates which prescribe and modify allowances.
  - d. MCO 4200.9 authorizes stock fund accounts and locally procured commercial items for certain activities. MCO 4200.9 also identifies those items not authorized for local procurement without prior approval of the CMC.
2. Marine security forces serving at stations maintained and operated solely under the direct supervision of a systems command or bureau of the Navy and furnished barracks and quarters by that activity will be supported per the NavComp Manual, volume 7, paragraph 075125.
  3. The authorized medical allowance list (AMAL) and authorized dental allowance list (ADAL) are included in the unit T/E's to facilitate recognition. Each AMAL and ADAL will be assigned a TAMCN and listed as a single line in each appropriated T/E or EAF. The inclusion provides the commander with a reference to facilitate identification of those medical and dental assets which are components of that commander's equipment.

9007. CATEGORIES OF MATERIEL NOT LISTED IN THE TAM OR LMIS. The following categories of materiel, except individual clothing, will not be listed in the TAM and IDF, as pertinent Navy and Marine Corps directives and SL's provide amplifying instructions concerning allowances:

1. Allowance for Aeronautical Supplies and Equipment. OPNAVINST 4790.2, refers.

2. Repair parts. Appropriate Marine Corps SL's, users manuals, Marine Corps orders, Department of the Army orders, and manufacturers' parts publications for the Marine Corps, refer.
3. Individual Clothing. MCO P10120.28, refers. Items of individual clothing are listed in the TAM and IDF to indicate logistics data only.
4. Rifle and Pistol Team Equipment. MCO 8373.2, refers.

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5. Junior Reserve Officer Training Corps (JROTC) Schools Equipment. MCO P1533.6, refers.
6. Garrison Equipment for FMF Units. UM 4400-15 and UM 4400-124, refer.
7. Medical and Dental Supplies. BUMEDINST 6700.16, refers. Further information is provided in chapter 2 of this Manual.
8. Marine Corps Heraldic Items. MCO P10520.3, refers.
9. Musical Instruments, Accessories, and Accouterments. MCO P5320.5 and MCO 4225.2, refer.
10. Class V Items (Ammunition)
  - a. Class V(W) planning factors, basic allowances, and unit package data are in MCO 8010.1.
  - b. Class V(A) planning factors are in the current issue of the Navy nonnuclear ordnance requirements.
  - c. Class V(W) (peacetime) training allowances are in MCO P8011.4.
11. Components of Sets, Kits, Chests, and Equipment. Instructions are in pertinent Marine Corps SL's, descriptive lists, and Marine Corps orders. Sets, kits, and chests have been assembled for convenience in handling or indicating allowances. If components only are required, components only will be requisitioned.
12. Dry Cell Batteries. Dry cell batteries are not packed, sorted, or shipped in the equipment in which they are to be used. Because of the special handling necessitated by limited shelf life, dry cell batteries are not considered a part of a set but, SL-3 item. It is imperative, therefore, that batteries be requisitioned as separate items for the equipment in which they are required.
13. Chaplain's Supplies. The ecclesiastical items listed are those required for support of the chaplains assigned to the FMF. Additional supplies and equipment required by a chaplain for a

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particular ministry are to be acquired by the supporting Marine Corps organization per the provisions of the NAVPERS 15592 and MCO 4400.154.

14. Consumables. UM 4400-15, UM 4400-124, and chapter 3 of this Manual, refer.

15. Q" TAMCN's. "Q" TAMCN's are assigned to aviation-peculiar assets for MARES reporting only.

9008. MODIFICATION OF ALLOWANCES (MOA). When a commander feels that the materiel authorized in current allowances publication is either insufficient or excess to the unit's needs, an MOA will be submitted per MCO 4400.172.

#### 9009. MODIFICATION OF REPLACEMENT FACTORS

##### 1. General Information

a. When a commander feels that the replacement factors in the TAM and LMIS need to be changed, a recommendation for modification of replacement factor will be submitted.

b. Recommendations will be submitted in letter form to the CG MCCDC via the chain of command (copy to CMC (LPP)). All interested parties in the chain of command will establish procedures which guarantee, to the maximum extent possible, that the best interest of the Marine Corps is served during the course of the review at their levels.

##### 2. Procedures

a. Requests for modification of replacement factors will contain a separate, self-sufficient enclosure for each of the five commodity areas that may apply. Use of separate enclosures with all necessary data upon which to base a decision will facilitate staffing at all levels.

b. Since each enclosure is self-sufficient, the cover letter should contain only that information necessary to transmit the enclosure.

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c. Copies of FMF recommendations which affect the replacement factors common or unique to each FMF will be sent by the requesting FMF to the opposite FMF. The latter will comment directly to the CG MCCDC within 60 days, with a copy provided to the requesting FMF and CMC (LPP).

d. Recommendations for modification of replacement factors will be submitted in the format shown in figure 9-1 and will contain the following:

(1) A complete description of the item, including the TAMCN (one per page), NSN nomenclature, and make and model, if appropriate.

(2) The present replacement factor.

(3) The recommended replacement factor.

(4) Detailed justification for the recommended modification.

9010. CHANGES TO AND REVISION OF THE TAM, T/E, AND IDF

1. Changes to the TAM, T/E, and IDF will be issued periodically, as required.
2. All CO's are encouraged to submit to the CMC (LPP) comments and recommendation for improvements to the TAM, T/E, and IDF.

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REQUEST FOR MODIFICATION OF REPLACEMENT FACTOR ( )
COMMODITY
ITEM DESCRIPTION
TAMCN NSN NOMENCLATURE
REPLACEMENT FACTOR
PRESENT RECOMMENDED
CARF _____
MT _____
PT _____
JUSTIFICATION

Figure 9-1. --Format for Request for Modification of Replacement Factor.

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APPENDIX A

GLOSSARY OF TERMS

**Accountability.** The obligation imposed by law, a lawful order, or regulation to an officer or other individual for keeping accurate records of property, documents, or funds. The individual having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping. See also "Responsibility" and UM 4400-71.

**Allowance.** A quantity of materiel authorized for an activity or unit and validated by MCCDC to accomplish their mission.

a. **Actual Allowance.** A quantity of materiel authorized to be held by a unit or activity. Actual allowances are listed in the T/O&E of LMIS.

b. **Planned Allowance.** A quantity of materiel listed on the T/O&E for the sole purpose of informing units/activities of items of equipment to be fielded in the future. Planned allowances represent a projected delivery schedule for equipment being introduced/fielded to the Marine Corps. This information reflects the future force-feeding of assets to a unit to meet validated requirements and is based on production schedules and a myriad of other acquisition related factors. Planned allowances are published for informational purposes only and are not to be used as the basis for requisitioning or holding on hand assets.

c. **Special Allowance.**

(1) Special allowances within LMIS are granted by MCCDC to validate equipment fielded with planned allowances. Under unique circumstances equipment may be fielded vertically resulting in the appearance of an excess posture. Because all units with that T/E number have not received the fielded equipment the planned allowance is not made "actual." In order to provide the unit with an allowance MCCDC enters the unit with a "special allowance" until all unit receive their equipment.

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(2) Special allowances may be granted by the CG's MARFORLANT/MARFORPAC/MARFORRES to units that have a temporary need for noncontrolled items when current unit assets are insufficient to meet the need, or temporary in nature and the unit has no assets available to perform the task required. Redistribution of assets will be considered prior to special allowances being approved. Special allowances will be granted for a period of 1 year or less. Should a special allowance be required beyond this period, the unit will submit a request for MOA per MCO 4400.172. Command special allowances are intended to be a temporary addition to T/E allowances and will not be used as authorization to hold an item pending a MOA response.

**Allowance Items.** Quantity of items of supply or equipment prescribed by Marine Corps T/E's and other authorized allowance publications. See also "Allowance."

**Assembly.** A group of two or more physically connected or related parts which is capable of disassembly; e.g., carburetor, power pack, and amplifier. A unit which is normally removed and replaced as a single item and consists of accessories and components which perform a specific functional operation.

Bill of Materiel (BOM). The method by which materiel may be listed and procured for a scheduled maintenance project. The appropriate issue point will receive and maintain, in segregated stock, the BOM items until such time as the maintenance shop is ready to begin the applicable project, at which time the BOM is issued in its entirety.

Collateral Equipment. The range and depth of items functionally related to and supporting an end item. Items not considered collateral equipment are repair/spare parts and components. Also referred to as collateral materiel. See chapter 2.

Consumable Supplies. An item of supply (except explosive ordnance, major end items of equipment, and reparable) that is normally expended or used up beyond recovery in the use for which it is designed or intended. Consumable supplies are generally expended upon issue.

Consumer-Level Inventory. An inventory, usually of limited range and depth held only by the final element in an established supply distribution system for the sole purpose of internal consumption.

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Controlled Item. Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Controlled inventory item categories in descending order of degree of control normally exercised are:

- a. Classified Items. Materiel that requires protection in the interest of national security.
- b. Sensitive Items. Materiel that requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items of high value, highly technical, or hazardous nature; and small arms and ammunition.
- c. Pileable Items. Materiel having a ready resale value or application to personal possession and that is, therefore, especially subject to theft. See "Regulated Item."

Controlled Item Subsystem. Subsystem 13 (SCS) of the MUMMS. See MCO P4400.82.

Cross Support. Refers to the application of secondary items to more than one assembly, component, end item, or principal item. Also the function of one DoD component in support of another (reimbursable support).

Demand. An indication of a requirement (requisition, request, issue, generation, etc.) for issue of serviceable materiel. Demands are categorized as either recurring or nonrecurring.

Demand Development Period. The period of time extending from the date of preliminary operational capability to a point in time when spare and repair parts requirements can be forecast based on actual demands using statistically valid methods.

Deployed Support Generator Package. A computer model used to formulate stock levels in support of a Marine air-ground task force (MAGTF).

Depot Level Repairables (DLR). Items whose disposition, recoverability, and disposal rest with the depot (fifth echelon) maintenance activity. DLR's can be principal items, end items,

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components, assemblies, and/or subassemblies. Those items with SMRC D or L in the third, fourth, or fifth position are DLR items.

Depth. The quantity of an item stocked. See also "Range."

Direct Custodian. Any individual required to have personal possession of public property to carry out normal duties when working under the supervision of an RO.

Direct Support Stock Control (DSSC) Activity. A collection of various remote storage activities (RSA) and specialized RSA accounts, including any combination of the following types of customers outlets: self-service centers, shop stores, ROC's, subsistence accounts, and ammunition dumps. See MCO P4400.76, MCO P4400.151, and UM 4400-71.

Disposal. Process involving the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste or hazardous waste into or on any land or waters so that such solid or hazardous waste or any constituent may enter the environment (e.g. burial).

Demilitarize. The act of destroying the offensive or defensive characteristics inherent in certain types of equipment and material including mutilation, scrapping, burning, washout, steam-out, incineration, or alteration designed to prevent further use for its originally intended military or lethal purpose. Demilitarization of a munitions item may include recycling, reuse, renovation, inserting, destruction, or treatment of munitions items or components.

Destruction. The act of detonation non-waste used or unused ordnance or munitions by means other than the originally designed weapons delivery system. Destruction includes those activities by EOD technicians when conducting range clearance operations, training, responding to on-range EOD emergencies, or destruction of off range UXO. Destruction is not to be confused with open burning/open detonation of munitions, which is considered a means for treatment of hazardous waste munitions.

Economic Retention Stock. That portion of the quantity of an item greater than the AAO determined to be more economical to retain for future peacetime issues than to dispose and satisfy/

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projected future requirements through new procurement and/or repair. To warrant economic retention, an item must have a reasonably predictable demand rate.

End Items. A final combination of end products, component parts, and/or materiel which is ready for its intended use; e.g., radio, tank, or generator. See also "Principal Item" and "Secondary Item."

Explosive Ordnance Disposal (EOD). EOD personnel are responsible for the detection, identification, field evaluation, rendering safe, recover and final destruction for UXO or unused munitions as a hazardous material. It may also include the rendering safe and/or treatment of hazardous waste with either used or unused munitions.

Equipment Allowance File (EAF). A file generated within the LMIS and provided monthly on computer to the SMU. The EAF when combined with the TLF provides authorized allowance levels by T/E for asset management.

Excess. That quantity of items held by an activity which exceeds the quantity required or authorized for retention. See also "Economic Retention Stock."

Expendable Supplies. All consumables and repair parts, regardless of price, and other items of supply not defined as nonexpendable property. When issued to end use, expendable supplies and materiel are normally dropped from the accounting records; e.g., balance files. See also "Consumables," "Nonexpendables," and "Secondary Items."

Fault or Negligence. An act or omission which a reasonable person would not commit under similar circumstances and which is the proximate cause of the loss of, damage to, or destruction of Government property.

Field Level Repairables (FLR). Items whose disposition, recoverability, and disposal rest with echelons of maintenance below fifth echelon. FLR'S can be end items, components, assemblies, and/or subassemblies. SMRC O, F, or H in the third, fourth, and fifth position designate items as FLR.

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Financial Liability. The statutory obligation of an individual to reimburse the Government for loss, damage, or destruction of Government property arising from that person's negligence.

Fixed Level. A designation of items by assignment of certain types of requirement codes which prohibits recalculation of RO/ROP during item review.

Force/Activity Designator (FAD). The Force/Activity Designator is an integral part of the Uniform Materiel Movement and Priority System (UMMIPS). The FAD is a Roman numeral (I to V) assigned by the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or a DoD component to indicate the relative mission essentiality of a unit, organization, installation, project, or program.

Formal Account. A system or procedures, specifically defined and permanently or semi-permanently maintained, used by unit commanders to account for and control T/E allowances established by the CMC.

General Account. The stock control section for the intermediate level of inventory managed by the SMU of the FSSG.

Hazardous Materiel. An item of supply consisting of materiel that because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or

potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Inert. Formally reactive munitions that have had the reactive characteristic removed.

Initial Issue Provisioning. A subset of initial provisioning that includes the range and quantity of secondary items required for initial operating stock and WRMR held out of stores. See MCO P4400.39 and MCO P4400.79.

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Initial Provisioning. The process that establishes the range and quantity of initial support items required to support an end item for that period of time which extends from placing the end item in service until full responsibility for support can be assumed by the supply system through routine replenishment.

Insurance Items. Those items which have no computed demand and are stocked on the basis of predetermined specific quantities. Insurance items may be required only intermittently or occasionally and are stocked because of the essentially or procurement lead-time of the item. The term includes those items for which no failure is predicted through normal usage but, if failure is experienced or loss occurs through accident, lack of a replacement item would seriously degrade the operational capability of a weapon, weapons system, principal item, or CLD item.

Intermediate-Level Inventory. Any level of inventory between the consumer and wholesale levels of inventory and is considered a retail level. The terms "intermediate supply," "intermediate level of inventory," and "retail intermediate echelon" are synonymous.

Intermediate Maintenance Activity. That activity which performs maintenance in direct support of using units. Its functions normally include calibration, repair, or replacement of damaged or unserviceable parts, components, or assemblies and providing technical assistance to using organizations.

Investigation. Means of determining the facts related to loss, damage, or destruction of Government property; determining the present condition of such property; receiving recommendations as to disposition, retention, and further accountability for such property; and/or determining the responsibility for loss, damage, or destruction of Government property.

Last Known Holder. The last activity to have received a requisition as determined from the latest status received.

Liability. The state of being responsible or answerable to loss, damage, or destruction of Government property.

Limited Technical Inspection (LTI). A maintenance inspection directed to determine the level and extent of maintenance required to restore equipment to a specified condition.

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL

APPENDIX B

ABBREVIATIONS AND DEFINITIONS

AA&E Arms, Ammunition, and Explosives

AAC Acquisition Advice Code

AC Activity Address Code

A&E Ammunition and Explosives

ADAL Authorized Dental Allowance List

ADPE-FMF Automated Data Processing Equipment-Fleet  
Marine Force

AEDA Ammunition, Explosives and Dangerous Articles

ALO Advance Logistics Order

AMAL Authorized Medical Allowance List

ASA Appropriation Stores Account

ASC Automated Services Center

ASP Ammunition Supply Point

ATLASS Asset Tracking Logistics and Supply System

AUTODIN Automated Digital Network

BITE Built-In Testing Equipment

BOM Bill of Material

BOV Back-order Validation

BPA Blanket Purchase Agreement

BSA Boy Scouts of America

BUMEDINST Bureau of Medicine and Surgery Instruction

CA Combat Active

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CARF Combat Active Replacement Factor

CFR Code of Federal Regulations

CG Commanding General

CLD Critical Low Density

CM Collateral Material

CMC Commandant of the Marine Corps  
CMR Consolidated Memorandum Receipt  
CO Commanding Officer  
COMMARCORLOGBASES Commander, Marine Corps Logistics Bases  
COMMARCORSYSCOM Commander, Marine Corps Systems Command  
COMMARCORRESFOR Commander, Marine Corps Reserve Forces  
COMSEC Communication Security  
CONUS Continental United States  
CSS Combat Service Support  
CSSD Combat Service Support Detachment  
DCP Distribution Control Point  
DDA Designated Disposition Authority  
DIC Document Identifier Code  
DLR Depot Level Repairable  
DoD Department of Defense  
DON Department of the Navy  
DRMO Defense Reutilization and Marketing Office  
DSSC Direct Support Stock Control  
DWT Division/Wing Team

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EAF Equipment Allowance File  
EAN Equipment Approval Number  
ECR Equipment Custody Record  
EOD Explosive Ordnance Disposal  
ERO Equipment Repair Order  
EROSL Equipment Repair Order Shopping List  
ERR Eastern Recruiting Region  
ESDS Electrostatic Discharge Sensitive  
F/AD Force/Activity Designator

FASC Force Automated Service Center

FLR Field Level Repairable

FLSCF Force Logistics Support Cryptographic Facility

FMF Fleet Marine Force

FMF-EUCE Fleet Marine Force-End User Computing Equipment

FMFLant Fleet Marine Force, Atlantic

FMFPAC Fleet Marine Force, Pacific

FONS FMF Operational Needs Statement

FPSE Food Preparation and Serving Equipment

FSMAO Field Supply and Maintenance Analysis Office

FSSG Force Service Support Group

GFE Government-Furnished Equipment

GFM Government-Furnished Material

GME Garrison Mobile Equipment

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CONSUMER-LEVEL SUPPLY POLICY MANUAL

GSA General Services Administration

HQMC Headquarters Marine Corps

ICP Inventory Control Point

ID Item Designator

IDF Item Data File

IIP Initial Issue Provisioning

IMA Intermediate Maintenance Activity

IMM Integrated Material Manager

IMPAC International Merchant Purchase Authorization Card

IMR Individual Memorandum Receipt

JAG Judge Advocate General

JAGINST Judge Advocate General Instruction

JCS Joint Chiefs of Staff

JROTC Junior Reserve Officer-Training Corps  
LMIS Logistics Management Information System  
LTI Limited Technical Inspection  
LSTD Limited Standard  
LUAF Loaded Unit Allowance File  
MAGTF Marine Air-Ground Task Force  
MAL Mechanized Allowance List  
MarDiv Marine Division  
MCRES Marine Corps Readiness Evaluation System  
MAW Marine Aircraft Wing  
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MCAD Marine Corps Administrative Detachment  
MARCORSYSCOM Marine Corps System Command  
MCPDS Marine Corps Publications Distribution System  
MCCDC Marine Corps Combat Development Center  
MCJROTC Marine Corps Junior Reserve Officer Training Corps  
MCLB Marine Corps Logistics Bases  
MCO Marine Corps Order  
MCRD Marine Corps Recruit Depot  
MCI CP Marine Corps Inventory Control Point  
MEB Marine Expeditionary Brigade  
MEF Marine Expeditionary Force  
MFP Materiel Fielding Plan  
MFR Maintenance Failure Rate  
MI Modification Instruction  
MILCON Military Construction  
MIL-STD Military Standard  
MFR Maintenance Failure Rate  
MI Modification Instruction

MILCON Military Construction

MIL-STD Military Standard

MIMMS Marine Corps Integrated Maintenance Management System

MIP Materiel Issue Point

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MLSR Missing, Lost, Stolen, or Recovered

MMT Mean Maintenance Time

MOA Modification of Allowance

MOS Military Occupational Specialty

MOV Materiel Obligation Validation

MRP Materiel Returns Program

MSC Major Subordinate Command

MT Mobilization Training

MTBF Mean Time Between Failure

MTTR Mean Time to Repair

MUMMS Marine Corps Unified Materiel Management system

M3S Marine Corps Standard Supply System

NAR Notification of Ammunition Reclassification

NavCompt Navy Comptroller

NAVMC Navy/Marine Corps

NavSup Pub Naval Supply Systems Command Publication

NCIC National Crime Information Center

NCO Noncommissioned Officer

NSN National Stock Number

O&MMC Operation and Maintenance, Marine Corps

OIC Officer in Charge

OL Operating Level

OPNAVINST Chief of Naval Operations Instruction

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ORF Operational Readiness Float  
OST Order and Shipping Time  
P/C Purpose Code  
PCN Publication Control Number  
PCO Property Control Office  
PD Priority Designator  
PEB Preexpended Bin  
PEI Principal End Item  
PMC Procurement, Marine Corps  
PMO Provost Marshal Office  
POL Petroleum, Oil, and Lubricants  
POM Program Objective Memorandum  
POR Packaged operational Ratio  
PSE Personnel Support Equipment  
PT Peacetime Training  
PWR Prepositioned War Reserve  
QDR Quality Deficiency Report  
QTY Quantity  
R&E Replacement and Evacuation  
RASC Regional Automated Services Center  
RCO Retail Clothing Outlet  
RCT Repair Cycle Time  
RDD Required Delivery Date  
RI Responsible Individual  
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CONSUMER-LEVEL SUPPLY POLICY MANUAL

RIP Repairable Issue Point  
RI Responsible Individual

RO Requisitioning Objective or Responsible Officer

ROD Report of Discrepancy

ROP Reorder Point

RPR Reports of Property Received

RR Repair Rate

RSA Remote Storage Activity

RSO Range Safety Officer

SAC Stores Account Code

SAR Statement of Annual Requirements

SASSY Supported Activities Supply System

SCE/CC System Combat Essentiality/Criticality Code

SCUBA Self-Contained Underwater Breathing Apparatus

SDR Secondary Depot Repairable

SecDef Secretary of Defense

SECNAVINST Secretary of the Navy Instruction

SF Standard Form

SI Supply Instruction

SL Safety Level or Stocklist

SMCR Selected Marine Corps Reserve

SMRC Source, Maintenance, and Recoverability Code

smu SASSY Management Unit

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#### CONSUMER-LEVEL SUPPLY POLICY MANUAL

SNCO Staff Noncommissioned Officer

sop Standing Operating Procedures

SSN Social Security Number

SSRI Supply System Responsibility Item

T/A Training Allowance or Table of Allowance

T&E Test and Evaluation

TAD Temporary Additional Duty

TAM Table of Authorized Materiel  
TAMCN Table of Authorized Materiel Control Number  
TAVEMS Training and Visual Information Equipment Management System  
TAVIS Training and Visual Information Support  
TAVSC Training and Audiovisual Support Center  
TAVSU Training and Audiovisual Support Unit  
T/E Table of Equipment  
TI Technical Instruction  
TM Technical Manual  
T/O Table of Organization  
T/O&E Table of Organization and Equipment  
T&R Technical and Research  
UCMJ Uniform Code of Military Justice  
U/I Unit of Issue  
UM Users Manual  
U/P Unit Price  
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CONSUMER-LEVEL SUPPLY POLICY MANUAL

UMMIPS Uniform Materiel Management and Issue Priority System  
U. S. C. United States Code  
UURI Using Unit Responsibility item  
VI Visual Information  
WOQ Washout Quantity  
WOT Washout Time  
WRMR War Reserve Materiel Requirement  
WRR Western Recruiting Region  
WSC Weapons System Code  
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APPENDIX C

DOD POLLUTION PREVENTION POLICY

Department of Defense  
INSTRUCTION  
{i 44001506. gif: DOD SEAL}  
June 18, 1996  
NUMBER 4715.4

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USD (A&T)  
SUBJECT: Pollution Prevention

- References: (a) DoD Directive 4715.1, "Environment Security," February 24, 1996  
(b) DoD Instruction 4715.5, "Management of Environment Compliance at Overseas Installation," April 22, 1996  
(c) Overseas Environment Baseline Guidance Document, October 1992  
(d) DoD Directive 5000.1, "Defense Acquisition," March 15, 1996  
(e) through (j) see enclosure 1

A. PURPOSE

This Instruction:

1. Implements policy, assigns responsibility, and prescribes procedures under reference (a) for implementation of pollution prevention programs throughout the Department of Defense.
2. Designates Executive Agents to lead DoD implementation of key pollution prevention programs. Executive Agents are specified in enclosure 2.

B. APPLICABILITY AND SCOPE

This Instruction:

1. Applies to the Office of the Secretary of Defense (OSD); the Military Departments (including the Coast Guard when it is operating as a Military Service in the Navy); the Chairman of the Joint Chiefs of Staff; the Unified Combatant Commands, as appropriate; the Inspector General of the Department of Defense Agencies; and the DoD Field Activities; including other integral DoD organizational entity or instrumentality established to perform a governmental function (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as herein, refers to the Army, the Air Force and the Marine Corps.
2. Applies to DoD operations, activities, and installations in the United States, Puerto Rico, and territories or possessions over which the United States has jurisdiction, including Government-owned, contractor-operated (GOCO) facilities, and facilities supported by appropriated and nonappropriated funds. Outside the United States, section D and paragraph F.2.c. of this Instruction shall apply, consistent with DoD Instruction 4715.5 (reference(b) international agreements, status

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<sup>1</sup>This reference can be found on the Defense Environmental Network Information Exchange (DENIX) electronic bulletin board.

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of forces agreements, and Final Governing Standards issued for host nations (or the Overseas Environment Baseline Guidance Document (reference(c))) where no Final Governing Standards have been issued).

3. Applied to Program Executive Officers, Program Managers, and all other Material Developers, consistent with the policies, requirements, and procedures of DoD Directive 5000.1 (reference(d)) and DoD 5000.2-R (reference(e)).

4. Does not apply to:

a. Procurement, use, generation, storage, processing, disposal, or management in any sense of radioactive materials subject to regulation under E.O. 12344(reference(f)), 42 U.S.C. 7158 (reference(g)); the Atomic Energy Act, 42 U.S.C. 2011 (reference(h)); or the Low Level Radioactive Waste Policy Act, 42 U.S.C. 2021b (reference(i)).

b. Additional pollution prevention requirements for transportation-related onshore and offshore facilities and vessels that are regulated by the U.S. Coast Guard. See 33 C.F.R. 154-156 (reference(j)) and U.S.C. 1901-1912 (reference(k)).

c. DEFINITIONS

To maintain consistency throughout the DoD Components, the terms and definitions in enclosure 3 apply for this Instruction, and shall be used for any supplemental or delegated regulations, instructions, or publications promulgated by the DoD Components.

D. POLICY

1. It is DoD policy to:

a. Ensure installations in the United States comply with applicable Federal, State, interstate, regional, and local environmental laws, regulations, and standards, and with relevant Executive Orders; or in the case of installations located outside the United States, with applicable Executive Orders, international agreements, Federal status with extraterritorial effect, and either the Final Governing Standards or the Overseas Environmental Baseline Guidance Document (reference(c)) where no Final Governing Standards have been issued.

b. Reduce the use of hazardous materials, the generation or release of pollutants, and the adverse effects on human health and the environment caused by DOD activities.

c. Reduce pollution through improvements in energy and water efficiency, the use of alternative fuels, and other activities that improve resource utilization.

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2. It is DoD policy to accomplish the objectives using a management  
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approach that:

a. Emphasizes pollution prevention, including improvements in energy and resource utilization, as the alternative of "first choice" in achieving compliance with applicable environmental requirements and Executive Orders.

b. Incorporates pollution prevention at installations, and into all phases of acquisition, operations, maintenance, support and ultimate disposal of weapon systems over the system life-cycle.

c. Uses the environmental management hierarchy to develop environmental solutions. In descending order of preference, the Department of Defense will:

(1) Prevent pollution at the source to eliminate or minimize adverse health effects while protecting, preserving, restoring, and enhancing the quality of the environment.

(2) Reuse pollutants that cannot be eliminated. Recycle, in an environmentally safe manner, pollutants cannot be reused.

(3) Treat, in an environmentally safe manner, pollutants that cannot be eliminated or recycled.

(4) Dispose or release pollutants into the environment only as a last recourse and only where such disposal or release can be controlled and conducted in a manner that is safe for human health and the environment and consistent with applicable legal requirements.

d. Reduces the life cycle costs of weapon systems by avoiding the use of hazardous materials.

e. Plans, programs and budgets to achieve the policies in the Instruction. Component budgeting procedures shall utilize the environmental quality classes defined in enclosure 3 and the following definitions for environmental compliance and pollution prevention:

(1) Environmental compliance includes all activities and projects that utilize end-of-pipe treatment or disposal methods to meet applicable environmental requirements.

(2) Compliance-type requirements that are satisfied by source reduction (pollution elimination or reduction), pollutant minimization, or recycling approaches are pollution prevention requirements and shall be funded as "pollution prevention."

f. Instills knowledge and understanding by all personnel (military and civilian) of pollution prevention requirements through comprehensive education, training, career development, and awareness programs.

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g. Promotes pollution prevention through positive relations and partnerships with Federal, State, Indian tribal, regional, and local government officials as well as host country, other private, and public stakeholders.

h. Develops, demonstrates, and implements innovation pollution technologies and business practices.

E. RESPONSIBILITIES

1. The Deputy Under Secretary of Defense For Environmental Security, under the Under Secretary of Defense for Acquisition and Technology, shall:

a. Consistent with the policies in DoD Directive 4715.1 (reference (a)), provide guidance, oversight, advocacy, and representation for environmental security pollution prevention programs.

b. Integrate the Department of Defense's pollution program with other environmental, safety, and health programs.

c. Coordinate interaction with the Congress and Federal, State, Indian tribal, regional, host country, and local offices on pollution prevention issues.

d. Serve as the Department of Defense Environmental Executive in accordance with E.O. 12873 (reference(1)).

e. As the Principal Staff Assistant, ensure that the Defense Environmental Security Corporate Information Management (DESCIM) program management office develops and deploys systems that have the capability to support compliance with all applicable environmental laws and Executive Orders referenced by this Instruction, and allow for inventory management.

f. Monitor compliance with this Instruction, including progress toward achieving the appropriate measures of merit (enclosure 4), and periodically review the DoD Component's pollution prevention programs.

g. Actively participate and support weapon system integrated product teams to ensure environmental safety, and health (ESH) requirements are adequately addressed.

h. Advise the Defense Acquisition Board and the overarching integrated product teams on ESH issues.

i. In coordination with the DoD Components, designate a Service or Defense Agency as Lead or Executive Agent for special pollution prevention-related issues or areas.

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j. Develop and promulgate Environmental Security pollution prevention goals and objectives, and approve the means of measurement, in coordination with the DoD Components, for attaining those goals and objectives.

2. The Director, Defense Research and Engineering, under the Under Secretary of Defense for Acquisition and Technology, shall:

a. Develop an integrated, coordinated Science and Technology Program to address the pollution prevention technology requirements defined by the

Deputy Under Secretary of Defense (DUSD(ES)).

b. Issue guidance to the DoD Components concerning pollution prevention Science and Technology Programs.

3. The Deputy Under Secretary of Defense for Logistics, under the Under Secretary of Defense for Acquisition and Technology, shall:

a. Develop policy and guidance to incorporate pollution prevention into all logistics activities, including support of weapon systems and hazardous material management systems.

b. Ensure that all environmental compliance statutory and Executive Order requirements that apply to DoD non-tactical vehicles are properly reflected in DoD 4500.36-R (reference(m)).

4. The Assistant Secretary of Defense for Economic Security, under the Under Secretary of Defense for Acquisition and Technology, shall:

a. Ensure that the DoD Components revise appropriate specifications, standards, and other standardization documents to eliminate or reduce the use of extremely hazardous substances, toxic chemicals, ozone-depleting substances, and other hazardous materials consistent with the safety, health, and reliability requirements of each Component's mission, as required by E.O. 12856 (reference(n)).

b. Promote the use of environmentally preferable products to the maximum extent practicable by revising specifications and standards, as appropriate, as required by E.O. 12873 (reference(1)).

c. Promote pollution prevention by assisting the DoD Components to develop programs for energy conservation and use of energy from renewable sources, where cost effective.

d. Establish programs and policies for DoD-owned or leased buildings and facilities that promote sustainable development goals in accordance with E.O. 12902 (reference(o)), and coordinate policy and implementation oversight with DUSD(ES) to ensure program environmental goals are achieved.

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5. The Director, Defense Logistics Agency, under the Under Secretary of Defense for Acquisition and Technology, shall:

a. Establish procedures and controls that ensure that when recyclable materials are consigned for disposal to the Defense Reutilization and Marketing Service (DRMS) on behalf of a qualified recycling program, 100% of any proceeds, less the costs of sales and handling are returned to installations in accordance with established accounting procedures.

b. Operate and manage the DoD Ozone Depleting Substances Reserve including preparation of reports if required by Congress, through DUSD(ES), in accordance with 10 U.S.C. 2301 (reference(p)). Establish procedures governing operation of the Reserve.

6. The Heads of the DoD Components shall:

- a. Ensure compliance with this Instruction.
- b. Ensure pollution prevention is incorporated into all acquisition phases and across the entire life cycle (from concept exploration through system demilitarization and disposal) of all weapon systems. Pollution prevention for an active acquisition program shall be done in accordance with DoD Directive 5000.1 (reference(d)) and DoD 5000.2-R (reference(e)). Pollution prevention for fielded weapon systems not included within the scope of an active acquisition program shall be done in accordance with this Instruction.
- c. Plan, program, and budget for pollution prevention programs in accordance with DoD guidance and fiscal policies.

7. The Secretaries of the Military Departments, the Directors of the Defense Agencies and the DoD Field Activities shall:

- a. Implement programs to monitor and achieve progress toward the Department's pollution prevention measures of merit. Measures of merit are given in enclosure 4.
- b. Establish an affirmative procurement program in accordance with 42 U.S.C. 6962 (reference(q)) and E.O. 12873 (reference(1)).
- c. Establish a program to purchase and operate alternative-fueled vehicles to reduce the emission of pollutants associated with non-tactical vehicles, as required by P.L. 102-486 (reference(r)), E.O. 12844 (reference(s)), and DoD 45003.36-R(reference(m)).
- d. Research and develop innovative pollution prevention technologies in accordance with Director, Defense Research and Engineering guidance through partnerships among Federal agencies, Government Laboratories, and the private sector.

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- e. Establish and execute cost-effective waste prevention and qualified recycling programs to reduce the volume of non-hazardous solid waste in accordance with 10 U.S.C. 2577 (reference(1)) and E.O. 12873 (reference(1)). Establish procedures governing qualified recycling programs.
- f. Execute strategies to eliminate reliance on Ozone Depleting Substances (ODS) in accordance with E.O. 12843 (reference(u)) and 10 U.S.C. 2301 (reference(p)).
- g. Provide necessary data to the Defense Logistics Agency so as to allow it to manage the DoD ODS Reserve and meet any reporting requirements, including those in DoD 4160.21-M (reference(v)).
- h. Participate in periodic pollution prevention in-progress reviews (IPRs) as required by DUSD(ED).
- i. Carry out the responsibilities of a Lead or DoD Executive Agent for specific pollution prevention-related areas when designed by DUSD(ES) under paragraph E.1.i., above. Designated DoD Executive Agents are in enclosure 2. The Lead or Executive Agent shall:

(1) Develop a charter outlining functions and responsibilities, to be approved by DUSD(ES) and coordinated with the DoD Components.

(2) Report as appropriate, but at a minimum semi-annually, to the appropriate Defense Environmental Security Council (DESC) committee.

(3) Ensure all policy issues are coordinated by the appropriate DoD Component and OSD chain of command.

j. Raise emerging DoD pollution prevention issues through the DESC, the Environment, Safety and Occupational Health Policy Board, or the DESC Pollution Prevention Committee, as established under DoD Directive 4715.1 (reference(a)).

#### F. PROCEDURES

1. The Heads of the DoD Components shall establish procedures that ensure that fielded weapon systems, not included within the scope of and active acquisition program, establish and maintain a pollution prevention program. The scope of the pollution prevention program shall, at a minimum include the requirements that are applicable to active acquisition programs as required in DoD 5000.2-R (reference(e)), paragraph 3.3.6, 4.3.7.2, 4.3.7.5.

2. The Secretaries of the Military Departments, the Directors of the Defense Agencies and the DoD Field Activities shall:

a. Participate in annual pollution prevention reviews as required by DUSD(ES). The review shall include, at a minimum a progress report on the measures of merit outlined in enclosure 4.

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b. Report to DLA estimates for ODS Defense requirements and provide them the data necessary to prepare any required reports, including those in 10 U.S.C. 23.1 (reference(p)).

c. Ensure that all installations worldwide:

(1) Maintain inventory management and control processes that minimize the use of hazardous materials, as appropriate, in the most economical manner.

(2) Maintain and execute pollution prevention plans that identify goals and cost-effective management processes or technologies to eliminate or reduce the use and disposal of hazardous materials.

(3) Establish recycling programs and procedures that:

(a) Ensure, where cost effective, that all installations and activities have, or participate in, qualified recycling programs, and that installation recycling programs are available to serve all host and tenant organizations occupying space on the installation, including leased space.

(b) Ensure, where cost effective, that contracts, awarded after the effective date of this Instruction, that provide for contractor operation of a government-owned or leased facility located within the United States, its territories, or possessions, include provisions that

obligate the contractor to participate in a recycling program. Where cost effective, existing contracts covering GOCO facilities should be modified to incorporate recycling provisions. The DoD Components should require participation by contractors operating government-owned or leased facilities overseas where recycling programs are available.

(c) Ensure that qualified recycling program procedures address recyclable materials, excluded materials, and other qualified recycling program materials. See definitions.

(d) Divert recyclable materials (see definition) from the non-hazardous solid waste stream where economically feasible. Individual types of recycle materials that make up a substantial percentage of the non-hazardous waste stream should be included in recycling programs unless doing so will make the overall recycling program unprofitable. Recyclable materials do not require informal screening as defined in DoD 4160.21-M (reference(v)).

(e) Establish controls that excluded materials (see definition), including those listed in 32 C.F.R. 172.2(b)(3) (reference(w)), are not sold through a qualified recycling program.

(f) Authorize installation commanders, as appropriate, to sell directly recyclable and other qualified recycling program materials, or to consign them to the DRMS for sale.

1 Installations must implement Component procedures that ensure U.S. trade security control policies are followed in accordance with DoD Installation 4160.27 (reference(x)).

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and DoD 4160.21-M (reference(y)), prior to directly selling firing-range-expanded brass or mixed metals gleaned from firing range cleanup that do not require demilitarization and that are Munitions List Items (MLI) or Strategic List Items (SLI). Expanded brass shall be crushed, shredded, or otherwise destroyed prior to public sale.

2 Reuse Screening: Prior to selling directly other qualified recycling program materials, installations shall implement Component procedures for local reuse screening to consider reutilization, transfer, and donation programs in accordance with DoD 4160.21-M (reference(v)).

3 Ensure that outside the United States, disposition of recyclable and other qualified recycling program materials, derived from goods that have been imported duty-free, is accomplished, if at all, consistent with the provisions contained in status of forces, surplus or excess property agreements, or other international agreements with host nations

(g) Ensure that distribution of recycling proceeds is consistent with 10 U.S.C. 2577 (reference (t)).

1 Sale proceeds shall first be used to cover the costs directly attributable to all installation recycling programs, including,

but not limited to, manpower, facilities, equipment, overhead, and other capital investments. After these costs are recovered, installation commanders may use up to 50% of the remaining proceeds for pollution abatement, pollution prevention, composting and alternative fueled vehicle infrastructure support and vehicle conversion, energy conservation, or occupational safety and health projects, with first consideration given to projects included in the installation's pollution prevention plan. Any remaining proceeds may be transferred to the non-appropriated Morale, Welfare and Recreation account for any approved programs.

2 An accounting and control system shall be established for recycling programs that provides detailed management and audit information, tracks material quantity handled, calculates sales and handling costs for recycled material, and tracks expenditures made for appropriate projects and Morale, Welfare and Recreation programs. Integrity of the audit trail will be a priority concern.

3 Materials: Ensure that appropriate management controls are in place for recyclable materials that may be hazardous, such as lead-acid batteries.

(4) Operate a composting program or participate in a regional composting program, if it is practicable to do so.

d. Ensure all installations in customs territory of the United States and Guam meet the following additional requirements.

(1) Comply with the Toxic Release Inventory and Pollution Prevention Act Reporting requirements of section 3-304 of Executive Order 12856 (reference(n)).

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(2) Comply with the Emergency Planning and Community Right-to-Know Reporting Responsibilities requirements of section 3-305 of Executive Order 12856 (reference(n)).

(3) Ensure that pollution prevention plans required by subparagraph F.2.c.(2), above, also comply with sections 3-302 (d), 5-505, and of Executive Order 12856 (reference(n)). In addition, the pollution prevention plans shall describe how the installation will contribute to meeting the goals of the Pollution Prevention Measures of Merit contained in enclosure 4.

e. Ensure all installations in the United States established and execute a program to reduce the emission of air pollutants by DoD non-tactical vehicles by:

(1) Acquiring alternative-fueled vehicles to meet the requirements of P.L. 102-486 (reference(r)), Executive Order 12844 (reference(s)), and DoD 4500.36-R (reference(m)), ensuring that such alternative-fueled vehicles meet mission needs.

(2) Ensuring sufficient supporting infrastructure for alternative-fueled vehicles, relying on commercial infrastructure where feasible.

(3) Planning placement of alternative-fueled vehicles to

obtain maximum air quality benefits, including Clean Air Act credits under 42 U.S.C. 7401-7671 (reference(z)).

3. The Director, Defense Logistics Agency, under the Under Secretary of Defense for Acquisition and Technology, shall:

a. Ensure that a uniform control system is established by the DRMS for recyclable materials consigned for disposal. This system shall be sufficiently detailed to provide management audit information to permit the DRMS to properly calculate sales and handling costs, and reimburse installations and organizations 100% of the proceeds, net of costs, for materials sold.

b. Prepare ODS report for DoD submission to Congress as required by 10 U.S.C. 2301 (reference(p)). The report control symbol (RCS) is (DD-A&T(Q)1958).

#### G. INFORMATION REQUIREMENTS

1. Emergency Planning and Community Right-to-Know Act (EPCRA) Reporting. All DoD facilities within the customs territory of the United States and Guam meeting the 42 U.S.C/ 11049(4) (reference(aa)) definition of "facility," regardless of Standard Industrial Classification Code, shall meet all requirements of Executive Order 12856 (reference(n)). All DoD facilities exceeding the Section 313 of 42 U.S.C. 11023 (reference(bb)) toxic chemical thresholds must file a Toxic Chemical Release Inventory report Form R, to the Environmental Protection Agency (EPA) and appropriate State regulatory agency for each toxic chemical meeting threshold requirements,

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even if no releases, or off-site transfers have occurred. Each DoD Component shall submit a copy of each Form R from their installations to DUSD(ES).

2. Alternative-Fueled Vehicle Reporting. The DoD Components shall provide required information to Department of Energy's (DoE) Energy Information Administration (Form EIA 886, Part III), the General Services Administration (GSA Standard Form 82), and will prepare an annual report as required by Section 6 of E.O. 12844 (reference(s)). Each Component will forward a copy of its annual report to DUSD(ES).

3. Alternative Fuels Reporting. The DoD Components shall report directly to the ASD(ES) on DoE's Federal Energy Management Program (DoE Form 6200.2).

4. Office of Federal Procurement Policy and E.O. 12873 (reference(l)). The DoD Components are required annually to provide data to DUSD(ES) that summarizes their purchases of commodities not purchased through other government agencies meeting the EPA guideline requirements and other actions they are taking to meet the intent of the Executive Order. See 42 U.S.C. 6962 (reference(q)) and E.O. 12873 (reference(l)).

5. Annual Pollution Prevention Review. The DoD Components will present an IPR on their program (per subparagraph E.7.h., above) to DUSD(ES).

6. Executive Order 12856 (reference(n)). The DoD Components are required to provide information annually to DUSD(ES) that summarizes their actions taken to implement the requirements of reference(n).

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H. EFFECTIVE DATE

This Instruction is effective immediately.

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//si gnature//  
Paul Kami nski  
Under Secretary of Defense  
for Acqui si ti on and Technol ogy

Encl osures, -4

1. References
2. Executive Agents for Environmental Media and Specialty Areas
3. Defi ni ti ons
4. DoD Pol luti on Preventi on Measures of Merit

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REFERENCES

- (e) DoD 5000.2-R "Mandatory Procedures for Major Acquisition Programs (MDAPS) and Major Automated Information System (MAIS) Acquisition Programs," March 15, 1996
- (f) Executive Order 12344, "Naval Nuclear Propulsion Program," February 1, 1982
- (g) Section 7158 of title 42, United States Code
- (h) Section 2011 of title 42, United States Code
- (i) Section 2021 of title 42, United States Code
- (j) Title 33, Code of Federal Regulations, Section 154-156
- (k) Sections 1901-1912 of title 33, United States Code
- (l) Executive Order 12873, "Federal Acquisition, Recycling, and Waste Prevention," October 20, 1993
- (m) DoD 4500.36-R "Management, Acquisition, and Use of Motor Vehicles," March 29, 1994
- (n) Executive Order 12856, "Federal Compliance With Right-to-Know Laws and Pollution Prevention Requirements," August 3, 1993
- (o) Executive Order 12902, "Energy Efficiency and Water Conservation at Federal Facilities," March 8, 1994
- (p) Section 326 of Public Law 102-484, section 2301 of title 10, United States Code, note2
- (q) Section 6962 of title 42, United States Code
- (r) Public Law 102-486, "Energy Policy Act of 1992," October 24, 1992
- (s) Executive Order 12844, "Federal Use of Alternative Fueled Vehicles," April 21, 1993

- (t) Section 2577 of title 10, United States Code
  - (u) Executive Order 12843, "Procurement Requirements and Policies for Federal Agencies for Ozone Depleting Substances," April 21, 1993
  - (v) DoD 4160.21-M. "Defense Reutilization and Marketing Manual," March 23, 1990, authorized by DoD Directive 4160.21, December 5, 1980
  - (w) Title 32, Code of Federal Regulations, Part 172
  - (x) DoD Instruction 4160.27, "Demilitarization of Materiel," December 14, 1988
  - (y) DoD 4160.21-M-1, "Defense Demilitarization Manual," October 21, 1991, authorized by DoD Directive 4160.21, December 5, 1980
  - (z) Sections 7401-7671 of title 42, United States Code
  - (aa) Section 11049 of title 42, United States Code
  - (bb) Section 11023 of title 42, United States Code
  - (cc) Section 6374 of title 42, United States Code
  - (dd) Section 1401 of title 19, United States Code
  - (ee) Sections 4321-4370 of title 42, United States Code
  - (ff) Title 40, Code of Federal Regulations, Part 302
  - (gg) Section 7671 of title 42, United States Code
  - (hh) Federal Register, Volume 57, page 33753, July 30, 1992
- 

210 U. S. C. 2301 has been repealed, but the requirement remains in the note and still applies.

3Refers to multiple parts of the law.

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#### EXECUTIVE AGENTS FOR ENVIRONMENTAL MEDIA AND SPECIALTY AREAS

Navy-Ozone Depleting Substances

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#### DEFINITIONS

1. Acquisition Program. A directed, funded effort that is designed to provide a new, improved, or continuing weapons system or automated information system (AIS) capability in response to a validated operational need. Acquisition programs are divided into categories, which are established to facilitate decentralized decision-making and execution and compliance with statutory requirements. (DoD Directive 5000.1 (reference(d))).
2. Alternative Fuel. A fuel as defined in 42 U. S. C. 6374(g)(2) (reference(cc)).
3. Alternative Fueled Vehicle. A vehicle as defined in Section 6374 (g)(3) of reference(cc).

4. Composting. A controlled process for managing the degradation of plant and other organic wastes to produce a useful that can be used as mulch or soil conditioner.

5. Customs Territory. "All Territories and possessions of the United States except the Virgin Islands, American Samoa, Wake Island, Midway Island, Kingman Reef, Johnston Island and the Island of Guam." (from 19 U.S.C. 1401(h) (reference(dd))).

6. Environment. The term "environment" includes water, air, and land and the interrelationship which exist among and between water, air, and land and all living things. (from 42 U.S.C. 11049(2) (reference(aa)))

7. Environmental Security. A program that enhances readiness by institutionalizing the Department of Defense's environmental, safety and occupational health awareness, making it an integral part of the Department's daily activities. Environmental Security is comprised of cleanup, compliance, conservation, pollution prevention, safety, occupational health, explosives safety, fire and emergency services, pest management, environmental security technology and international activities.

8. Environmentally Preferable. Products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packing, distribution, reuse, operation, maintenance, or disposal of the product or service (from Executive Order 12873, section 201 (reference(l)))

9. Environmental Quality Classes. This includes the following designations:

a. Class 0-Includes activities needed to cover the recurring administrative, personnel and other costs associated with managing environmental programs that are necessary to meet applicable compliance requirements (Federal, State, and local laws, regulations, E.O.s, DoD policies, and Final Governing Standards overseas or the "Overseas Environmental Baseline Guidance Document" (reference(cc)) or which are in direct support of the military mission. Also,

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includes environmental management activities associated with the operation of facilities, installations and deployed weapon systems. Recurring costs consist of manpower, training, supplies, hazardous waste disposal, operating recycling activities, permits, fees, testing and monitoring and/or sampling and analysis, reporting and record keeping (e.g. Toxic Release Inventory reporting), maintenance of environmental equipment, and compliance self assessments.

b. Class 1-Projects and activities needed that are currently out of compliance (have received an enforcement action from a duly authorized Federal, State, or local authority; have a signed compliance agreement or received a consent order; and/or have not met requirements based on applicable Federal, State, and local laws, regulations, E.O.s, policies, and Final Governing Standards overseas or the Overseas Environmental Baseline Guidance Document (reference(c))). This class also includes projects and activities needed that are not currently out of compliance

(deadlines or requirements have been established by applicable requirements, but deadlines have not passed or requirements are not in force) but shall be if projects or activities are not implemented within the current program year. Those activities include the preparation of plans (e.g., National Environmental Policy Act, 42 U.S.C. 4321-4370(d) (reference(ee))), documentation, master plans, emergency response plans, integrated natural and cultural resource management plans, pollution prevention plans; etc.), opportunity assessments and inventories. The preferred approach is to use pollution prevention projects or activities, if cost effective, to bring a facility into compliance. Overseas, that class includes projects and activities necessary to alleviate the human health threats to ongoing operations or necessary to comply with applicable treaties and agreements.

c. Class II - Projects and activities needed that are not currently out of compliance (deadlines or requirements have been established by applicable Federal, State, and local laws, regulations, E.O.s, DoD policies and Final Governing Standards overseas or reference(c), but deadlines have not passed or requirements are not in force) but shall be if projects or activities are not implemented in time to meet an established deadline beyond the current program year. The preferred approach is to use pollution prevention projects or activities, if cost effective, as the means of maintaining or bringing a facility into compliance. Overseas, that class includes projects and activities identified using risk based prioritization practices that meet the long term objective of full implementation of the Final Governing Standards for each foreign country where DoD maintains substantial installations.

d. Class III - Includes projects and activities that are not explicitly required by law but are needed to address overall environmental goals and objectives.

10. Excluded Materials. Excluded materials may not be sold through a qualified recycling program, and the proceeds from their sale SHALL NOT be returned to a qualified recycling program. Excluded items include, but are not limited to:

a. Government-furnished material;

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- b. Precious metal bearing scrap;
- c. Hazardous waste (including household hazardous waste);
- d. Ozone depleting substances;
- e. Electrical components;
- f. Unopened containers of solvents, painted, or oil;
- g. Fuels;
- h. Material that can be sold (as is) as a usable item;
- i. Repairable items that may be used again for their original purposes or functions; e.g., used vehicles, vehicle or machine parts, etc.;
- j. Ships, aircraft, weapons, and other material required to be demilitarized or mutilated, and scrap resulting from demilitarization.
- k. All Munitions List Items (MLI) and Strategic List Items (SLI) as defined in DoD 4160.21-M-1 (reference(y)), except firing range expended brass and mixed metals gleaned from firing range cleanup.
- l. Types of surplus personal property whose sales proceeds must be

disposed to accounts other than a qualified recycling program per 32 CFR 172, Appendix B (reference(w)).

- (1) Scrap generated from Defense Business Operations Fund (DBOF) activities;
- (2) Usable personal property purchased by DBOF activities;
- (3) Property purchased with commissary surcharge funds;
- (4) Automatic data processing equipment owned by the General Services Administration;
- (5) Property purchased for Military Assistance Program or purchased with Foreign Military Sales Administrative funds;
- (6) Coast Guard property;
- (7) Property owned by nonappropriated fund activities;
- (8) Lost, abandoned, or unclaimed privately owned personal property;
- (9) Property owed by a country or international organization;
- (10) Bones, fats, and meat trimmings generated by a commissary.

11. Extremely Hazardous Substances. A substance as defined 42 U. S. C. 11049(3) (reference(aa)).

12. GOCO. Government-owned/contractor-operated facility that is owned by the Federal Government but all or portions of which are operated by private contractors.

13. Government-Furnished Material. Property that may incorporated into or attached to a deliverable end item or that may be consumed or expensed in performing a contract. It includes assemblies, component parts, raw and processed materials and small tools and supplies that may be consumed in normal use in performing a contract.

14. Hazardous Substance. Any substance listed in Table 302.4 of 40 CFR Part 302 (reference(ff)).

15. Other Qualified Recycling Program Materials. Materials that fit neither the definition of recyclable materials nor the definition of excluded materials are classified as other qualified recycling program materials.

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16. Ozone Depleting Substances. Means the substances controlled internationally under the Montreal Protocol and nationally under Title VI of the Clean Air Act Amendments (reference(gg)). This includes both Class I and II substances as follows:

a. "Class I substance" means any substance designated as Class I in 57 FR 33753 (reference(hh)), including chlorofluorocarbons, halons, carbon tetrachloride, and methylchloroform and any other substance so designated by the Environmental Protection Agency (EPA) by regulation at a later date.

b. "Class II substance" means any substance designated as class II in 57 FR 33753 (reference(hh)), including hydrochlorofluorocarbons and any other substance so designated by the EPA by regulation at a later date.

17. Pollution and/or Pollutants. The terms "pollution" and "pollutant" refer to all nonproduct outputs, irrespective of any recycling or treatment that will or may reasonably be anticipated to cause deleterious

affects to the public health or the environment.

18. Pollution Prevention. "Pollution prevention" means "source reduction," as defined in the Pollution Prevention Act (PPA) of 1990, 42 U.S.C. Sections 13101-13109 (reference(ii)), and other practices that reduce or eliminate the creation of pollutants through: (a) increased efficiency in the use of raw materials, energy, water, or other resources; or (b) protection of natural resources by conservation. (Also See "Source Reduction").

19. Procurement. The acquiring by contract with appropriated funds for supplies or services by and for the use of the Federal Government through purchase or lease, whether the supplies or service are already in existence or must be created, developed, demonstrated and evaluated.

20. Qualified Recycling Program (ORP). Organized operations that require concerted efforts to divert or recover scrap or waste, as well as efforts to identify, segregate, and maintain the integrity of the recyclable materials in order to maintain or enhance their marketability. If the program is administered by a DoD component, a QRP includes adherence to a control process providing accountability for all materials processed through program operations.

21. Recovered Material. Waste materials and by-products that have been recovered or diverted from solid waste, but such term does not include those materials and by-products generated from and commonly reused within, an original manufacturing process. (42 U.S.C. 6903(19)(reference(jj))).

22. Recyclable Materials. Recyclable materials include, but are not be limited to: high-quality paper and paper products; mixed paper; newspaper; cardboard; plastic; metal cans; glass; used oil (except when hazardous waste; batteries; and tires). In addition, scrap (including ferrous and non-ferrous scrap) and firing range expended brass and mixed metals gleaned from firing

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range cleanup that do not require demilitarization may be included in a qualified recycling program.

23. Recycling. The series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion (from Executive Order 12873, Section 207 (reference(l))).

24. Source Reduction. As defined in the Federal Pollution Prevention Act (reference(i)), source reduction is "any practice that a.) reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, and disposal ; and b.) reduces the hazards to public contaminants. The term includes equipment or technology modification, process or procedure modification, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control. "Source reduction does not entail any form of waste management (e.g.,

recycling and treatment).

25. Standardization Document. A generic term for a document used to standardize on an item of supply, process, procedure, method, data, practice, or engineering approach. Standardization documents include military specifications, standards handbooks and bulletins; Federal specifications and standards; guide specifications and standards; guide specifications; Commercial Item Descriptions; and Non-Government Standards.

26. Toxic Chemical. A chemical as defined in 42 U.S.C 11023(c) (reference (bb)).

27. Waste Minimization. Source reduction and the following types of recycling: (a) beneficial use/reuse and (b.) reclamation. Waste minimization does not include recycling activities whose uses constitute disposal and burning for energy recovery.

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DoD Pollution Prevention Measures of Merit

1. by the end of Calendar Year (CY) 1999, reduce total releases and off-site transfer of toxic chemicals 50% from the 1994 toxic release inventory baseline. The amount to toxic releases and off-site transfers will be measured and reported in pounds.
2. By the end of CY 1999, reduce the disposal of hazardous waste 50% from the 1992 baseline. The amount of solid waste disposal will be measured and reported in pounds.
3. By the end of CY 1999, reduce the disposal of non-hazardous solid waste 50% from the 1992 baseline. The amount of solid waste disposal will be measured and reported in pounds.
4. By the end of CY 1999, ensure that 50% of non-hazardous solid waste generated will be recycled. The amount of non-hazardous solid waste recovered and sold DoD-wide for reuse will be measure and reported in pounds.
5. By the end of CY 1999, ensure that 75% of DoD Acquisitions of new, non-tactical vehicles are alternately fuel ed vehicles.

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{Ii 44001501. gif: COMBINED SERVICES QUALIFIED RECYCLING PROGRAM}

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2 Jan 97

MEMORANDUM FROM ASSISTANT CHIEF OF STAFF FOR INSTALATION  
MANAGEMENT, DEPARTMENT OF THE ARM (DAIM-ZA)

CHIEF OF NAVAL OPERATIONS, DIRECTOR, ENVIRONMENTAL  
PROTECTION, SAFETY AND OCCUPATIONAL  
HEALTH DIVISION (N45)

HEADQUARTERS UNITED STATES AIR FORCE, OFFICE  
OF THE CIVIL ENGINEER

COMMANDANT OF THE MARINE CORPS, ASSISTANT  
DEPUTY CHIEF OF STAFF FOR INSTALLATIONS AND  
LOGISTICS (FACILITIES)

CHIEF OF SYSTEMS, UNITED STATES COAST GUARD

DIRECTOR, DEFENSE LOGISTICS AGENCY

SUBJECT: Combined Services Interim Guidance for Direct Sales

REFERENCES: (a) DUSD(ES) Memorandum, 28SEP1993  
(b) DoD Instruction 4715.4 (Pollution Prevention)  
(c) 10 USC 2577, Disposal of Recyclable Materials

ENCLOSURES: (1) DoD Instruction 4715.4 (Pollution Prevention)  
(2) Combined Services Recycling Working Group  
Contact List

### 1. Background

It is Department of Defense (DOD) intent to encourage the growth of recycling at all installations and support practices that increase recycling rates. As a result of field interest and recommendations, DOD concurs that greater profitability, true market value, and more immediate proceeds may be obtained from recycling when field level activities have authority to directly sell their recycled commodities.

In the past, installations were required to sell recycled materials originally purchased with appropriated funds through the Defense Reutilization and Marketing Service (DRMS) unless specific direct sales authority was granted by the Defense Logistics Agency (DLA), per specification of reference (a). Reference (b) (also provided as enclosure (1)), directs each

Printed on Recycled Paper

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head of service to establish recycling programs and procedures that authorize installation commanders to sell directly recyclables and other Qualified Recycling Program (QRP) materials.

### 2. Purpose

The purpose of this memorandum is to provide interim guidance for conducting direct sales of recyclable materials for commands with or without Qualified Recycling Programs (QRPs), see reference (c).

### 3. Agreement

The organizations listed below agree that their installation QRPs shall conduct direct sales of recyclable materials in accordance with reference (b) and in a manner consistent with this guidance. Each organization shall promulgate this guidance through the appropriate chain of command.

4. The conditions of reference (b) shall apply. In addition:

(a) Sales of recyclable materials over \$15,000 shall be conducted in accordance with procedures contained in 40 USC 484, or other appropriate regulations as they may apply.

(b) Direct sale is expected to result in:

(1) Increased proceeds (net of cost), increased efficiency, or cost effectiveness, or;

(2) The direct return of a usable product containing that material.

(c) Those installations or activities that do not have a QRP are directed to review their service component QRP Guide before engaging in direct sales.

5. Management Controls

All transactions shall be promptly recorded, properly classified, and available for examination in accordance with reference (b).

Table 1 summarizes the items that may or may not be recycled and directly sold by a QRP.

Distribution of recycling proceeds from direct sales shall comply with references (b) and (c).

6. Alternatives

Installations may continue to use DRMOs, conduct local direct sales, or outsource direct sales.

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7. Summary

This memorandum is interim guidance for direct sales as provided in reference (b). This interim guidance will be superseded by the combined services qualified recycling program guide now in development.

Individual service questions can be addressed to the members of the combined services recycling working group as outlined in enclosure (2).

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{I:\44001502.gif: CONSUMER-LEVEL POLICY MANUAL}

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Under a QRP

Items that May be Recycled and Directly Sold Under a QRP	Items that May Not be Recycled and Directly Sold Under a QRP
Industrial scrap metal from non-DBOF activity	Precious metal scrap
Industrial scrap metal from DBOF activities (if installation determines that it is uneconomical for DBOF to recycle.)	Scrap generated from Industrial Funded (DBOF) activity that is routinely used to offset overhead and customer costs.
Expended firing range brass and gleanings- not requiring demilitarization which have been crushed, shredded, or otherwise destroyed prior to public sale	Items that must be demilitarized at any time during its life cycle
Beverage containers (metal, glass & plastic)	Hazardous wastes
Office paper (High quality, bond, computer, mixed, telephone books and federal register) activities choose the QRP	Commissary store wastes (food, scraps, cardboard), and Exchange store wastes (cardboard), unless
Newspaper	Items that can be reused for original purpose without special processing
Cardboard / Pressboard	Use vehicles
Glass	Vehicle or machine parts
Plastics	Repairable items not processed through the disposal cycle
Scrap wood	Electrical components
Rags / Textile wastes	Unopened containers of oil, paints, or solvents
Used oil (under review)	Fuels
Lead acid batteries (unless prohibited by state law)	Ships, planes, or weapons that must undergo demilitarization or mutilation prior to sale.
Automotive tires	Munitions List Items or Strategic List Items
Food wastes from dining facilities	

(This is a summary and not all-inclusive in either column - see reference (b) for details.)

{I i 44001503. gi f: COMBI NED SERVI CES RECYCLI NG WORKI NG GROUP CONTACT LI ST}

Encl osure 2  
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{I i 44001504. gi f: ARMS, ANNUMI TI ON, AND EXPOLOSIV ES (AA&E) SCREENI NG}

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