

Supply & Fiscal SOP

Focused on the Warfighter

From:	Combat Camera & Printing Officer
To:	Combat Camera & Printing Personnel
Subject:	Supply & Fiscal Standard Operating Procedures (Video SOP)
References:	(a) DivO 3104.1 Division Combat Camera & Printing Support (b) DivO P4400.27F
Enclosures:	(1) NAVMC 10700 Sample (2) DD1149 Samples (3) Credit Card Checklist (4) Points of Contact (5) DRMO Policies (6) Instructions for 708 cards
Purpose of this SOP:	<p>The purpose of this SOP is to ensure that CCP personnel assigned to Supply & Fiscal understand the following:</p> <ul style="list-style-type: none"> • Supply/Fiscal Responsibilities. • Duties of the Supply/Fiscal Chief. • How the Supply/Fiscal Section operates on a daily basis. • Requisition Information. • Guidelines on proper turnover procedures.
Responsibility:	<p>The CCP account is the ultimate responsibility of the Headquarters Battalion Supply Officer and the CCP OIC. The CCP account is physically handled and maintained at HQBN Supply. The CCP Budget workbook is a “working” copy of the actual budget based on information provided by HQBN Supply. Our budget workbook is updated via the reconciliations explained later in this SOP. It is imperative that reconciliations are completed per this SOP in order to ensure that our budget is managed correctly to support the CCP mission.</p>
Definitions & Terminology:	<p>Useful definitions & terminology:</p> <ul style="list-style-type: none"> • <u>Backorder</u>: A promise to furnish supplies or equipment that is currently out of stock. The establishment of a backorder obligates funds. • <u>Cancellation</u>: When an item is no longer needed, a cancellation is submitted against a backorder, thus de-obligating the funds. • <u>Consolidated Memorandum of Receipt</u>: Computer generated list of all

equipment the Responsible Officer is accountable for. Includes NSN's, serial numbers and item costs.

- Demand: A demand is nothing more than a request from a customer for an item or service to fill a specific need.
- Due: This is the requisitioning of supplies / equipment. The actual receipt is inducted when the item(s) are received. When the due items are released, this will expend the funds.
- Equipment Custody Record (ECR): A list of equipment checked out and signed for by an individual Marine accepting responsibility. The original copy with signature is maintained in an Equipment Record Jacket. A duplicate or carbon copy must also be maintained with the equipment.
- Equipment Record Jacket: A six-part folder containing all documentation pertaining to a kit or specific piece of gear.
- Julian Date: A dating system that numbers each day of the calendar year 1 thru 365 (366 for leap years). It is expressed as 4 digits, the first is the last digit of the current calendar year, and the last three represent the numbered day. i.e. for the calendar date 1 Jan 2002, the Julian date is 2001. The Julian date for 31 Dec 2001 is 1365. Most DOD calendars have the day's number for this use.
- National Stock Number (NSN): A number assigned to all equipment used within the DOD for tracking and ordering purposes.
- Open Purchase: A purchase of any merchandise that cannot be acquired from within the DOD.
- Receipt: The act of receiving an item. It includes transacting the payment for the item, updating or beginning an equipment record jacket, and filing all shipping documents and invoices appropriately.
- Reconciliation: The process of reviewing all requisition documents and insuring all purchases have either been received or are still valid and required. It is the unit's responsibility to follow up with the Battalion Fiscal Clerk and ensure requisitions are in fact being processed. In addition, a reconciliation includes verifying the funds obligated agrees with the actual price paid for purchases and also that our obligated expenses do not exceed our quarter budget.
- Requisition: The acquiring of equipment by purchase or transfer.
- Resident Unit Code (RUC): Identification number assigned to all units. The RUC for 1st Marine Division Headquarters Battalion is M11001.
- Responsible Officer (RO): The officer responsible for all the equipment on a CMR. Generally a units Officer in Charge (OIC).
- Status: Established on all requisitions during reconciliation. Must be accurate and up-to-date at all times to insure the most efficient usage of our funds and unit readiness.
- Stock List: A Marine Corps publication that lists all component parts of a piece of equipment or kit.
- Table of Equipment: A list of all equipment any given unit is required and / or authorized to hold.

<p><i>The Fiscal Calendar:</i></p>	<p>The Fiscal Calendar is as follows:</p> <ul style="list-style-type: none"> • <u>Fiscal Year</u>: The fiscal year runs from 1 Oct of the prior year and ends 30 Sept of that given year. i.e. fiscal year 2001 runs from 1 Oct 2000 through 30 Sept 2001. • <u>Quarter</u>: The fiscal year is divided into four quarters. First Quarter begins 1 Oct, Second Quarter... 1 Jan, Third Quarter... 1 Apr, and Fourth Quarter... 1 July. • <u>Month</u>: Each quarter consists of three months. The fiscal tasks vary each month of the quarter. The supply responsibilities remain consistent every month. • <u>Week</u>: Various supply tasks must be performed on a weekly basis to ensure the operational readiness of our unit.
<p><i>Supply/Fiscal Chief Requirements:</i></p>	<p>The Supply/Fiscal Chief is accountable to the Combat Camera & Printing OIC and SNCOIC. With guidance from the OIC and SNCOIC, the Supply/Fiscal Chief must ensure that the CCP budget is spent in accordance with the needs of our mission and operational commitments. The following requirements apply:</p> <ul style="list-style-type: none"> • Ensure the OIC, SNCOIC, Operations Chief, Production Chief, and Section Chiefs are informed of all supply matters by furnishing advice, information and recommendations. • Be familiar and operate the supply section in full compliance with existing orders and directives. • Enforce security procedures to prevent the abuse, loss, or theft of government property. • Communicate routinely with HQBN Supply.
<p><i>Supply/Fiscal Chief Duties</i></p>	<p>The following duties apply:</p> <p><u>Weekly:</u></p> <ul style="list-style-type: none"> • Check on the status of supplies within the sections. • Check on the status of requisitions at HQBN Supply. • Reconciliation will be done with Battalion Supply weekly when equipment and supplies are due to us. When less equipment is expected in, reconciliation can be performed bi-weekly. • A Fed-Ex run will be made once weekly if necessary. • An inventory of the individual work sections consumables will be done to insure their mission readiness. As necessary, supplies will be moved from the supply storage room and added to the work sections. This will be tracked in the Consumables Log Book. <p><u>Monthly:</u></p>

- Monthly Maintenance Reports need to be submitted to the SNCOIC to include all items in need of vendor repair or replacement. This report should include proposed vendor for repair and estimated cost as well as the priority of the expense.
- Monthly Inventories of all issued gear must be performed. Any issued gear that is inoperable will be exchanged. The Marine who had custody of the gear will write up a broken gear statement, which will be maintained in the record jacket. All changes to the Equipment Record Jackets will be updated at this time. All gear maintained in supply will be inventoried after the issued gear is accounted for or exchanged out.
- Missing Gear Report will be prepared and posted after all equipment has been inventoried. Any gear that has not been located within a week of inventory will be reported to the SNCOIC.
- Monthly Consumable Reports will be coordinated with the front desk job planner in order to track expenses. These reports will additionally be prepared at the end of each operation / exercise.

Quarterly:

- A new budget is established for every quarter. A modified proposal list including all known expenses known for the quarter needs to be established. Keep in mind expenses such as Fed-Ex and unexpected operations.

First Month of the Quarter (Oct, Jan, Apr, Jul):

- Ensure all work sections have enough supplies to last for a 4-month period. If not, ensure these supplies have been ordered.

Second Month of the Quarter (Nov, Feb, May, Aug):

- A supply deficiency list for the current quarter is prepared and given to the OIC for purpose of obligating the remaining funds for the quarter and possibly acquiring addition funds if necessary.
- This is the best time to establish the next quarter's proposal list. Collect item requests from each work section keeping in mind the supplies ordered should be enough to cover a four-month period. For non-routine items, the work section requesting the purchase needs to research for best price and overall value of the equipment. The request must include a vendor name, phone number, manufacturer part number, and a valid justification.

Last Month of the Quarter (Dec, Mar, Jun, Sep):

- Prepare all Requisition Documents for the up-coming quarter as approved by the OIC or SNCOIC.

	<p><u>Yearly:</u> These responsibilities are performed once a year prior to the start of the new fiscal year, generally during August:</p> <ul style="list-style-type: none"> • Prior to the beginning of each fiscal year, new inventory sheets must be prepared for all Equipment Record Jackets. These inventory sheets must be maintained for the current fiscal year and the two previous fiscal years. • Prior to the beginning of each fiscal year a proposal list of expected needed supplies, equipment and repairs is established. This list will help determine the budget for each of the four quarters. This list is maintained in the proposal binder for future reference. <p><u>Additional Duties:</u></p> <ul style="list-style-type: none"> • Ensure the Publication List Management System (PLMS) is updated as per Battalion MMO requirements. • Arrange disposal of unserviceable equipment and materials with the Defense Re-utilization and Marketing Office (DRMO). Appointments are necessary and can be arranged through Battalion Supply. Battalion Supply will also prepare appropriate documents. A copy of all 1348's on items sent to DRMO will be maintained in a folder for the current fiscal year. An additional copy will be placed in the Equipment Record Jacket for all serialized items. • Assist the unit Embark representative with tracking gear, serial numbers, etc and preparing the Unit Deployment List (UDL). • Assist the front desk job planner with related responsibilities to include updating price lists. • Assist maintenance NCO with supplies, vendor information, price quotes and equipment repair history. • Perform any other related duties as tasked by the SNCOIC or OIC. • Maintain adequate performance in his / her MOS. <p><u>Note:</u> The Supply / Fiscal NCO is not responsible for any equipment signed for from another section by an individual Marine. i.e. Cots, 782 gear, Comm. Gear, etc.</p>
<p>Requisition Information:</p>	<p>Types of Requisition:</p> <ul style="list-style-type: none"> • NAVMC 10700 Self Serve Shopping List The Consolidated Materials Service Center for Camp Pendleton is located in Building 22105. Most administrative and routine supplies can be purchased here. Procedures for making a CMSC run are as follows: <ul style="list-style-type: none"> ○ Acquire a list from all section head of supplies needed. ○ Prepare a shopping list either via the internet at

<http://obm.cpp.usmc.mil/> or hand write a list on a NAVMC 10700 (ENCL. 2)

- Obtain the OIC's signature on the list
 - Take the list to the Battalion Supply Fiscal Section who will further authorize allocation of the funds and release you the credit card for purchases.
 - You are then authorized to spend the amount shown on your shopping list. You may not purchase all items listed and you may replace items with other. However, you may not exceed the authorized limit.
 - Items that are out of stock or no longer carried by CMSC can be ordered at the CMSC Customer Service office. You will be furnished with a back order receipt and funds will be allocated at that time. A CMSC receipt will be given when the item is actually delivered. (See Encl. 2)
 - If items are to be delivered such as pallets of paper, take a copy of the receipt to the mail order / receiving section of CMSC and arrange shipping.
 - Maintain one copy of the CMSC receipt in the 1149 binder for the current fiscal year.
 - Return the credit card and the original receipt to Battalion Supply Fiscal.
- DD 1348 Single Line Item Requisition System Document This document is filled out for all items transferred or otherwise obtained that are not purchased from our annual budget.
 - DD 1149 Requisition and Invoice/Shipping Document Used for open purchase requests of items that cannot be obtained from within the DOD. Also used for items that cannot be obtained within a timely manner from within the DOD but can be acquired from a local vendor. Three different priority levels will be used for these purchases.
 - (03) Emergency Request: all production is stopped or combat is imminent.
 - (06) High Routine: we need this within 3 days to prevent a stoppage
 - (13) Low Routine: we need this as part of our quarterly re-supply
- Procedures for DD 1149 Requisitions are as follows:
- Prepare 1149's utilizing the Form Flow Program.
 - Obtain OIC signature
 - Attach and sign a supply credit card check list to the 1149.
 - Take to Battalion Supply Fiscal and obtain a copy with a requisition number and received stamp. File this copy in the pending section of the current fiscal year's 1149 binder.
 - Purchases less than \$2500.00 will be ordered by Battalion Supply. Purchases in excess of \$2500.00 will be sent to Purchasing and Contracting (see note below). Follow up with

	<p>bi-weekly reconciliation to ensure supplies will arrive when needed.</p> <ul style="list-style-type: none"> ○ Once items are received, remove the 1149 copy from the pending section of the binder. Add a copy of the 1149 with final purchase price and receipt signatures. For equipment purchases, a copy of the final 1149 must also be filed in the Equipment Record Jacket. <p><u>Note:</u> Items in excess of \$2500.00 being sent to Purchasing and Contracting must have a sole source vendor letter prepared by the OIC attached. If not the item will be sent up for public bid.</p>
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