

SUPPLY STANDARD OPERATING PROCEDURES



MARINE AIR GROUND TASK FORCE TRAINING CENTER (MAGTFTC),
MARINE CORPS AIR GROUND COMBAT CENTER (MCAGCC)

Version 3.2
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SECTION A – GENERAL OVERVIEW

1.0 - Applicability

The contents of this Standard Operating Procedure (SOP) are applicable to the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) staff and directorates; and when noted, tenant activities which receive installation property support (i.e., Garrison Property).

MAGTFTC, MCAGCC subordinate commands with budget execution and property management responsibilities as outlined in CCO 4400.10, *Budget Execution and Property Management Internal Control Roles and Responsibilities*, are expected to utilize and execute the procedures within this SOP until local procedures are approved by MAGTFTC, MCAGCC key stakeholders (i.e., AC/S G4 and G8) and published.

2.0 - References

The references identified in table 1-1 were used in the development of this SOP.

Reference	Description
OMB CIRCULAR A-123, 21 Dec 04	Office of Management And Budget (OMB) Circular which defines management's responsibility for Internal Controls.
DOD 7000.14-R, date varies	Department of Defense (DOD) Financial Management Regulation
MCO 3900.15B, 10 Mar 08	Marine Corps Expeditionary Force Development System (EFDS)
MCO 5200.24D, 19 May 08	Marine Corps Managers' Internal Control (MCMIC) Program
MCO 4400.150, 29 Jan 14	Consumer Level Supply Policy
MCO 4400.201, 13 Jun 16	Management of Property in the Possession of the Marine Corps
MARADMIN 556/14, 29 Oct 14	Deputy Commandant, Installations and Logistics Internal Controls and Audit Readiness Assurance Preparations for Military Equipment, Operating Materials and Supplies, and Inventory
LPC message 031431Z Feb 15	Mandatory Requirement to Upload and Maintain PR Builder Systems Access Documents
MCO 7300.21B, 18 May 15	Marine Corps Financial Management Standard Operating Procedure Manual
MARADMIN 331/15, 9 Jul 15	Offline and Internet-Based Ordering Policy
MARADMIN 417/15, 21 Aug 15	Clarification of Document Retention Requirements to Support Marine Corps Logistics Audit Readiness
LPC message 261810Z Aug 15	Global Combat Support System – Marine Corps (GCSS-MC) System Authorization Access Request (SAAR) Retention Guidance
LPC message 152105Z Sep 15	Clarification of the DD Form 577 "Appointment/Termination Record-Authorized Signature," and NAVMC 11869 "Notice of Delegation of Authority"
MCO 5311.1E, 18 Nov 15	Total Force Structure Process

LPC message 281519Z Dec 15	Notification of Findings and Recommendations (NFR) 14-15: MILSTRIP - ServMART Requisitioning Internal Controls
LPC message 031431Z Feb 16	Mandatory Requirement to Upload and Maintain Purchase Request
LPC message 221456Z Mar 16	Mandatory Requirement to Upload and Maintain Purchase Request
CCO 4400.10, 27 May 16	Budget Execution and Property Management Internal Control Roles and Responsibilities
NAVMC 4000.5B, 15 Aug 16	Supply Officer’s Internal Controls Handbook
LPC message 071458Z Sep 16	Purchase Request Builder Procedural Notice
MCBul 4440.4, 12 Sep 16	Financial Liability of Property Loss
EGEM message 241744Z Jan 17	Updated Clarification of the DD Form 577 “Appointment/Termination Record-Authorized Signature,” and NAVMC 11869 “Notice of Delegation of Authority”

Table 1-1 - References

3.0 – Consolidated Material Support Center (CMSC)

3.A. Mission. The mission of the Consolidated Material Support Center (CMSC) is to:

3.A.1. Perform the organic MAGTFTC property control and budget execution functions for Headquarters Battalion, Marine Corps Logistics Operations Group (MCLOG), Marine Corps Tactics and Operations Group (MCTOG), and Tactical Training Exercise Control Group (TTECG).

3.A.2. Perform the MCAGCC installation property control and budget execution functions for the Combat Center staff and directorates, and tenant commands.

3.A.3. Serve as the Combat Center Garrison Retail Support Activity for Combat Center activities and visiting exercise forces.

3.A.4. To perform this mission, CMSC is divided into three sections as indicated in figure 1-1.

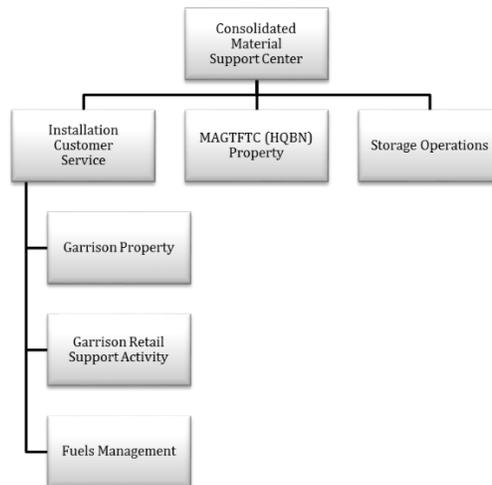


Figure 1-1 – CMSC Organizational Structure

3.B. Leadership. The CMSC leadership directs, plans, and execute supply support operations for the MAGTFTC, MCAGCC staff, tenant and visiting activities.

3.B.1. CMSC Officer in Charge (OIC). The CMSC OIC will be responsible for the implementation of procedures and strict adherence of policies regarding the proper accountability of assets, budget execution and financial reporting. In addition, the OIC will assume administrative control and operational oversight of CMSC’s sub-sections.

3.B.2. CMSC Deputy Officer in Charge. The CMSC Deputy OIC shares the CMSC OICs responsibilities and provides direct assistance in the planning and execution of supply support operations aboard MAGTFTC, MCAGCC. The Deputy OIC is directly responsible for determining requirements, positioning/repositioning items, initiating procurement, and storage/inventory management.

3.B.3. CMSC Staff Non-Commission Officer in Charge (SNCOIC). The CMSC SNCOIC shares the CMSC OICs responsibilities and provides direct assistance in the planning and execution of supply support operations aboard MAGTFTC, MCAGCC. The CMSC SNCOIC is directly responsible for training, mentoring, evaluating, and ensuring the welfare of the Marines and Civilian Marines of CMSC.

3.C. Installation Customer Service. Consists of three distinct installation support activities garrison property, garrison retail support operations and MCAGCC self-serve & bulk fuel.

3.C.1. Garrison Property. Supervises the execution of policies and procedures pertaining to procurement, receipt, storage, care, accountability, maintenance and disposal of MCAGCC Garrison Property assets. Key responsibilities include budget execution for Marine Corps Installation Command (MCICOM) allocated centrally managed funds and property management of MCAGCC Garrison Property accounting records in the Defense Property Accountability System (DPAS).

3.C.1.A. The CMSC OIC will be appointed as the Supply Officer (SupO)/Personal Property Manager (PPM) for the installation garrison property account aligned to Department of Defense Activity Address Code (DoDAAC) M35000.

3.C.1.B. The CMSC Deputy OIC will assist the SupO/PPM, with specific focus on the budget and execution of MCICOM centrally managed funds.

3.C.1.C. The Garrison Property Supply Chief will provide direct assistance to the SupO/PPM in the planning and execution of supply support, specifically property management for Garrison Property aboard MCAGCC. In addition, the Supply Chief will serve as the Automated Information System Manager for DPAS.

3.C.2. Garrison Retail Support Activity. The Garrison Retail Support Activity, also known as USMC ServMart, provides MAGTFTC, MCAGCC staff, tenants, and visiting activities with a mandatory source of supply for office supplies and commercial industrial products. The supervisor is responsible, to the CMSC OIC, for the execution of policies and procedures pertaining to procurement, receipt, storage, care and accountability of retail products & supplies held for sale. In

addition, they provide customer service and consumable supply support to all customers and serve as the Automated Information System Manager for the interface between Garrison Retail Support Center (GRSC) & Hazardous Material Management System (HMMS).

3.C.3. Fuels Management. Supervises the requisitioning, receiving, accounting, storage, shipment, and retail sales of multiple grades of fuel in support of MAGTFTC, MCAGCC staff, tenants and visiting activities ground and air operations. The CMSC Deputy OIC serves as the MCAGCC Fuels Officer and works under the coordinated supervision and guidance of Defense Logistics Agency - Energy (DLAE), Naval Supply Systems Command - Energy (NAVSUPE), to operate the DLAE capitalized fuel facilities aboard MCAGCC. Additional responsibilities are provided below.

3.C.3.A. Manages the Vehicle Identification Link (VIL) fuel key control point in accordance with DLAE policy.

3.C.3.B. Acts as the DLAE contracting officer's representative for the administration of contractor operations of the fuel facilities.

3.C.3.C. Appointed Property Administrator by DLAE for government furnished property and Quality Assurance Evaluator for maintenance projects.

3.C.3.D. Requests and coordinates fuel facilities environmental, maintenance, sustainment, restoration and modernization projects in coordination with DLAE, NAVSUPE, Naval Facilities Engineering Command (NAVFAC), U.S. Army Corps of Engineers (USACE), and U.S. Navy Space & Naval Warfare Systems Command (SPAWAR).

3.D. MAGTFTC (HQBN) Property Section. Supervises the execution of policies and procedures pertaining to requisitioning, proper accountability, and asset reporting of all MAGTFTC, MCAGCC staff and directorate allocated funds and HQMC allocated military equipment. Key responsibilities include budget execution and property management of equipment aligned to Unit Identification Codes (UICs) MS3510, MAGTF Training Command; MS3512, MAGTF Tactical Training Exercise Control Group; M30016, Marine Corps Tactics and Operations Group; and M35211, Marine Corps Logistics Operations Group aligned to DoDAAC M35001. In addition, the section is responsible for the budget execution in support of all MAGTFTC, MCAGCC staff and directorates requiring installation supply support aligned to DoDAAC M35002.

3.D.1. Supply Officer (SupO). The appointed SupO is responsible for all supply functional areas for Military Equipment and responsible for the oversight of all requisitions of MAGTFTC, MCAGCC assigned funds (DoDAACs M35001 and M35002). In support of this effort, the SupO established and ensures implementation of procedures and strict adherence of policies regarding the proper accountability of assets, budget execution and financial reporting.

3.D.2. Supply Chief. The Supply Chief will provide direct assistance to the SupO in the planning and execution of supply support, specifically property management for Military Equipment aligned to MAGTFTC, MCAGCC staff and directorates. In addition, the Supply Chief will provide guidance to command appointed Responsible Officers and serve as the Unit User Account Manager for the Global Combat Support System – Marine Corps (GCSS-MC) for DoDAACs M35001 and M35002.

3.E. Storage Operations. Provides direct consumable and non-consumable material storage capabilities for MAGTF/TC, MCAGCC staff and directorates (i.e., linen, historical uniforms, ceremonial swords and excess garrison property). The Warehouse Chief supervises all warehouse operations and procedures, ensuring positive control and asset visibility for locally stored material in accordance with published policies, and hazardous materials and safety guidelines. Key responsibilities include the management of the care-in-storage program, maintenance of a location verification record, accurate on hand inventory, warehouse physical security program, and receipt and disposition of personal effects. In addition, the Warehouse Chief provides direct supervision to the SupO/PPM appointed receipt & acceptors ensuring shipments are properly received and reporting to the appropriate requisitioning source.

4.0 - Glossary of Symbols

The symbols described in figure 1-2 are used in the process flows throughout this SOP.

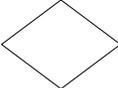
ICON	DESCRIPTION	ICON	DESCRIPTION
	Termination: Start or end to a process		Off-page reference – going out: indicates process proceeds to an off-page process (will have corresponding "Off-page reference - coming in" reference letter and process number)
	Decision point: describe the decision that is to be made		Off-page reference – coming in: indicates process originates from an off-page reference (will have corresponding "Off-page reference -going out" reference letter and process number)
	Process: this is the action of the operator		Process flow: indicates path to the next process step
	Document: document either produced or used during the process step		Process flow: multiple paths: indicates the operator will proceed to more than one process step
	System: automated system used during the process step		

Figure 1-2 – Glossary of Process Symbols

SECTION B - PROCEDURES

PART 1 – BUDGET AND REQUISITION PROCEDURES

Chapter 1 – Budget Formation

1.A. Purpose. A budget is designed to provide a plan against which performance can be measured, variances analyzed, and adjustments made to permit efficient management of resources. The budget formulation process determines and summarizes the command’s funding requirements. There are multiple steps to the process, which begins at the lowest level, where budget execution and mission accomplishment occur and progresses up to the command level. Participation by all levels of command are required to ensure a thorough determination of resources.

The intent of this chapter is to provide a basic understanding of the budget formation process as it relates to both the MAGTF/TC/MCAGCC staff and directorates and the tenant commands that require installation property support. The overall budget process remains a function of the AC/S, G8 and this information is provided to document the process highlights.

1.B. Applicability. This chapter is applicable to the MAGTF/TC, MCAGCC staff and directorates and tenant activities which receive installation property support (i.e., Garrison Property). Unless it is in support of installation property, it does not apply to the Exercise Support or Public Works Divisions, which have separate Accountable Officer and supply sections.

NOTE: In terms of installation property support, the supported tenant command/activity Supply Officer fills the role as Fund Holder/Responsible Officer. The installation Property Officer/Supply Officer fills the role as the Supply Officer. This means that accountable property must be approved and funded by the installation Property Officer/Supply Officer. Tenant command/agency requirements must be registered and budgeted for in accordance with this process.

1.C. Process Flow. The process flow for budget formation is provided below in figure 1-1. A step by step narrative is provided in paragraph 1.D. A larger image can be found under “Process 1” in Part 6 of this SOP.

The process captures two separate flows which are mutually supporting. First, is the budget allocation for MAGTF/TC, MCAGCC staff and directorates. This flow is identified by the green process steps. Second, is the budget maintained by the installation Consolidated Material Support Center (i.e., installation property office) in support of Marine Corps Installation Command (MCICOM) centrally managed funds. This process flow is identified by the white shaded process steps.

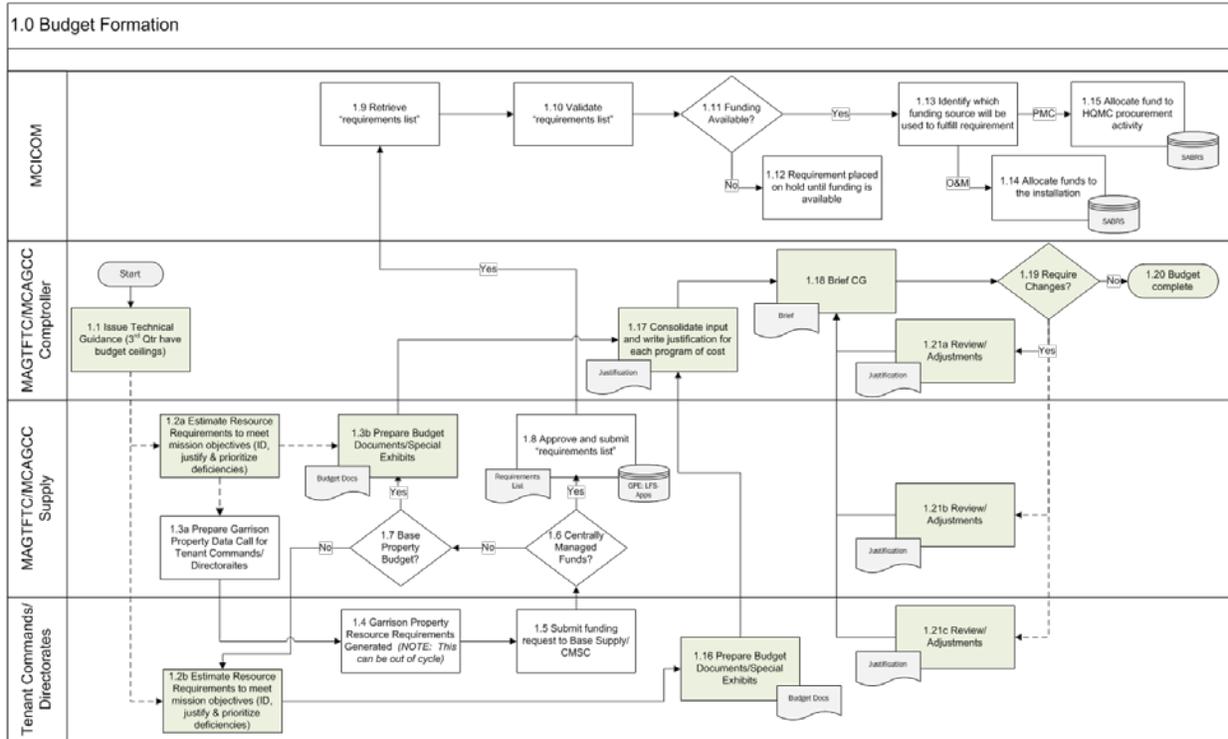


Figure 1-1 – Budget Formation

1.D. Process Narrative. Numbered process steps correspond with the steps identified in table 1-1.

1.1 – In accordance with HQMC and MAGTFTC/MCAGCC policy, budget guidance will be prepared and distributed each Fiscal Year. In the Third Quarter, a budget call will be conducted in order to distribute formulation instructions and budget ceilings. Once commands and principal staff receive their budget ceilings, they will have approximately one month to construct their budget submissions.

1.2a – The installation property office will identify, analyze, and prioritize their requirements against the ceilings established in the guidance, then identify funding deficiencies. Along with identifying deficiencies, they must prioritize and write justifications for the deficiencies.

1.2b – Staff and Directorates will identify, analyze, and prioritize their requirements against the ceilings established in the guidance, then identify funding deficiencies. Along with identifying deficiencies, they must prioritize and write justifications for the deficiencies.

1.3a – The installation property office prepares a Garrison Property data call for tenant commands and activities to identify potential requirements.

NOTE: This process may be initiated outside the normal MAGTFTC G8 budget formation process. Typically, the installation property office receives a data call from MCICOM in May/June. Tenant commands and activities may be requested to provide their requirements at this time.

1.3b – Budget submissions will be prepared in accordance with AC/S G-8 formulation instructions.
Proceed to step 1.17.

1.4 – Tenant commands and activities identify their garrison property requirements. Table 1-1 is provided below to assist with the identification of garrison property funding requirements.

Garrison Property Program Funding	
Program	Description
Personal Support Equipment (PSE)	<ul style="list-style-type: none"> - PSE is best classified as furniture, furnishings, and general purpose equipment. It has a purchase price less than \$100,000 and is primarily purchased through the PSE Centrally Managed Program, but individual items may also be purchased by installations if local O&M funds are available. - The PSE program shall be implemented to repair, replace, augment, or refurbish the PSE inventory. The program goal shall be to attain and maintain the establishment of minimum PSE allowances achieved through efforts coordinated with the respective RO/sub-custodian. - The supporting property office shall receive requirements from ROs (i.e. tenant commands and activities) to determine standard items for procurement. ROs/sub-custodians shall consult and coordinate with the supporting PCO who is responsible to procure all PSE up to \$100k. - Tenants shall not procure PSE independent of the installation property office. If necessary, tenants are authorized to transfer funds to the supporting installation property office to procure PSE for emergency requirements when approved by ADC I&L (LF). - PSE is funding with Operation and Maintenance, Marine Corps (O&M, MC) funds and is for budget purchase is further divided into barracks, mess facilities (excluding Food Preparation and Serving Equipment (FPSE)), and other categories.
Command Support Equipment (CSE)	<ul style="list-style-type: none"> - Plant property used at Marine Corps activities which have a purchase cost of \$100,000 or greater and are purchased with ADC I&L centralized funds. Typically includes lifecycle replacement for equipment/systems such as balers, recycling systems, conveyor belt systems, and audio visual systems. - Operating Forces or tenant activities shall identify requirements to acquire, maintain, or support Garrison Property belonging to the host activity for inclusion in the activity or supporting establishment budget. Includes replacement (end of life cycle), maintenance improvement (recurring maintenance concerns), or new technology (labor savings and greater productivity/efficiency). - CSE is funded with Procurement, Marine Corps (PMC) funding. - Warehouse Modernization provides for more efficient use of limited warehouse space. The objective is to maximize the utilization of cubic storage space, improve the utilization of manpower, and provide timely support for deployment actions. Warehouse equipment includes automated material handling systems, storage systems and support equipment, and preservation, packaging, and packing systems. Typical equipment includes: conveyors, wrapping machines, carton closure equipment, and shelving systems. Wheeled, motorized material handling equipment, such as pallet

	trucks, forklifts, stock selectors, and scooters, are managed and controlled separately under the GME program.
Food Preparation and Serving Equipment (FPSE)	<ul style="list-style-type: none"> - Plant property used in mess hall galleys, serving and dining areas, food service schools, and officers' field ration mess halls, which are general messes for unaccompanied officers. Typical items include ovens, dishwashers, refrigerators, grills, beverage dispensers, slicers, and food mixers. - FPSE provides major equipment support for installation mess halls located in both the continental United States (CONUS) and overseas (OCONUS). - ADC I&L (LF) determines the extent and nature of the FPSE program and is typically funded with O&M, MC funds. - Requirements are coordinated by the installation Food Service Officer (FSO) and are submitted via the installation property office.
Collateral Equipment (CE)	<ul style="list-style-type: none"> - When planning military construction (MILCON) / Facilities Sustainment, Restoration, and Modernization (FSRM) and OCONUS financial improvement plan (FIP) CE requirements for any building/facilities, the Public Works Division, in conjunction with property office, will prepare a realistic and complete CE budget to develop a totally integrated and useful facility. - The CE program is a centrally managed program that supports Expeditionary Forces and Supporting Establishment organizations and activities with one time initial outfitting of military construction projects. Funding may be provided as O&M, MC, Operation and Maintenance, Marine Corps Reserve (O&M, MCR) and/or PMC. - CE includes furniture, furnishings and essential equipment (FF&E) which are loose, portable, or can be detached from a structure so that the facility may be used for its designated purpose. -Types of equipment procured under the CE program include, but are not limited to: Physical Security Equipment (PHSE), CSE, audio visual, and Information Technology Equipment (ITE). - PHSE are intrusion detection systems, access control, assessment and/or closed-circuit television systems and equipment, communications systems, and other plant equipment specifically designed for physical security. - CSE includes Class 3 (non-industrial) and 4 (industrial) equipment such as waste pulping systems, wood & metal grinders, laundry presses, and generator systems. - ITE includes desktops, laptops, and mobile computing devices, including, but not limited to, mobile information storage devices and auxiliary hard drives, regardless of cost, containing personally identifiable information, communication devices and systems, etc.
Display and Heritage Assets (not an official program)	<ul style="list-style-type: none"> - The Installation Commander is responsible for funding the maintenance of authorized display equipment and heritage assets on conditional loan to unit-level commands. - Commands with physical possession of the assets must identify maintenance funding requirements in advance to the Installation Commander to ensure that resources are available to maintain assets in an acceptable and safe condition.

	- This requirement must be considered when requesting display equipment or heritage assets on conditional loan.
Garrison Mobile Equipment (GME) (not an official program)	- GME is equipment used to perform transportation and automotive maintenance functions at Marine Corps installations. - Commercially available GME includes passenger vehicles, cargo vehicles, material handling equipment, engineer equipment, and railway rolling stock. - GME is a centrally managed program and management is maintained at MCICOM.

Table 1.1 – Garrison Property Program Funding

1.5 – Tenant commands and activities formally submit their garrison property funding requirements to the installation property office.

NOTE: This step does not have to follow the MAGTF/TC G8 budget process or MCICOM data call discussed in step 1.3a above. Tenant commands and directorates are encouraged to submit garrison property requirements at any time to the installation property office.

1.6 – The installation property office consolidates and reviews all requirements and determines if it is supported with centrally managed funds with input from the AC/S G4.

If yes, **proceed to step 1.8.**

If no, **proceed to step 1.7.**

1.7 – If not supported with centrally managed funds, is the requirement supported from the installation property office budget?

If yes, **proceed to step 1.3b.**

If no, **proceed to step 1.2b.**

1.8 – The installation property office consolidates inputs into an installation requirements list and submits to MCICOM.

1.9 – MCICOM receives the installation requirements list.

1.10 – MCICOM validates the requirements list.

1.11 – Is current funding available?

If yes, **proceed to step 1.13.**

If no, **proceed to step 1.12.**

1.12 – Funding is not available and the requirement is placed on-hold until funding becomes available.

1.13 – MCICOM identified the funding source (i.e., program), which will be used to fulfill the requirement?

If O&M funded, **proceed to step 1.14.**

If PMC funded, **proceed to step 1.15.**

1.14 – Operation and Maintenance (OM&S) funding is allocated to the supporting installation for follow on execution.

1.15 – Procurement Marine Corps (PMC) funding is allocated to the appropriate Marine Corps procurement activity for follow on execution.

1.16 – Budget submissions will be prepared in accordance with AC/S G-8 formulation instructions.

1.17 – Upon receipt of the submissions, the AC/S G-8 writes justifications for the various deficiencies. These areas can include such things as ADP equipment, TAD, training, maintenance of equipment, and administrative operations. The AC/S G-8 will write one justification for each program area of cost, by consolidating the justifications. The AC/S G-8 will review the consolidated justifications and use the information contained therein to produce a consolidated justification for each program area of cost. The sections may have already written a justification that will serve for that program area of cost.

1.18 – The AC/S G-8 prepares the MAGTF/TC/MCAGCC budget. Before submission, the budget is presented for the CG's review. Included in the AC/S G-8's budget brief to the CG are budget ceilings and how they compare with those in years past, which command mission requirements are within the financial ceiling, numbers of Civilian employees and associated labor costs, and the AC/S G-8 recommendations as to the funding of essential mission requirements, deficiency priorities, and other aspects of MAGTF/TC/MCAGCC financial functions.

1.19 – Once the AC/S G-8 has completed the brief, the CG will make any changes as deemed necessary to the budget package. The AC/S G-8 will make any changes or corrections to the budget package which may require staff sections to modify and return their submissions within a required timeframe. Are changes required?

If yes, **proceed to step 1.21a** (AC/S G8), **step 1.21b** (MAGTF/TC Property Section), or **step 1.21c** (Staff, Directorates, and Tenant Commands).

If no, **proceed to step 1.20.**

1.20 – Budget is complete.

1.21a – The AC/S G8 makes changes or corrections as requested by the CG. **Return to step 1.18.**

1.21b – Based on guidance from the AC/S G8, the MAGTF/TC Property Sections make the appropriate changes or corrections and return the modified budget submission to the AC/S G8. **Return to step 1.18.**

1.22c – Based on guidance from the AC/S G8, the MAGTF/TC, MCAGCC Staff and Directorates, or Tenant Commands make the appropriate changes or corrections and returns modified budget submission to the AC/S G8. **Return to step 1.18.**

Chapter 2 - Purchase Requests

MARADMIN 331/15, *Offline and Internet-Based Ordering Policy*, directed Marine Corps requisitioning activities to ensure that all requirements for materials and services are inducted through one of the following standard Marine Corps procurement systems of record as the primary option; Global Combat Support System - Marine Corps (GCSS-MC), or Purchase Request Builder (PR Builder). Requests will be reviewed and validated by the activity Supply Officer¹ depending on what is being requested for purchase. The use of these authoritative systems, regardless of whether they will be used to requisition the material(s) or service(s), establishes a formal, documented, request and approval process to strengthen internal controls and audit readiness within each organization.

The intent of MARADMIN 331/15 is to re-establish the Supply Officer in all material resource management aspects that are inherent to the Supply Officer billet. This is to ensure that the requisitioning process, specifically the purchase request, is executed in a means that support strong internal controls. It also highlights the need to establish and publish the requisition processes within MAGTFTC, MCAGCC to establish local controls which ensure compliance with published Marine Corps policy. The purchase request, either utilizing GCSS-MC or PR Builder and the workflows associated with that purchase request are the required foundation for all follow-on efforts.

The requisition process is comprised of four components and involves corresponding supply and fiscal cycles which parallel one another as each event in the process occurs. These components apply to all types of Marine Corps funding and are outlined in Chapter 3 of MCO 4400.150.

This particular chapter will address the workflows and internal controls associated with the first component – requests. Further details on the supply process for each component is outlined in follow on chapters.

Purchase requests are a way for an end user or customer (i.e., requestor) to submit a requirement to their respective Fund Holder/Responsible Officer. The Fund Holder/Responsible Officer reviews the requirement to confirm the necessity/availability of funds and, if warranted, makes a formal request to the Supply Resource Manager, another functional title for the Supply Officer.

All purchase requests will be initiated as a supply system or non-system request and adhere to the associated workflows described below.

NOTE: The following purchase request and workflows do not apply to Temporary Additional Duty (TAD). TAD will be addressed at a future date and all current internal controls and workflows will remain in effect.

2.A. Supply System/Customer Service Purchase Requests (GCSS-MC).

To the maximum extent possible, all requests for materiel support and services should be fulfilled through the Marine Corps Supply System (i.e., GCSS-MC) from existing Marine Corps held stores and

¹ In terms of Garrison Property support, the Supply Officer in the requisition process is always the installation Supply Officer. Appointed Supply Officers from tenant commands/activities perform Responsible Officer functions.

supporting activities. Although there are some exceptions, if a required item has a National Stock Number it should be requested via the supply system. For additional assistance in purchase request routing, end users/customers can refer to Chapter 3 “Initiating a Requisition Request” of this SOP or contact the CMSC military equipment section.

End users/customers will use GCSS-MC to initiate a supply system purchase (e.g., parts requirement/service request). Prior to routing the request for approval and fulfillment, the customer must ensure the identifying information for the item(s) is correct. If the item cannot be requisitioned using GCSS-MC, despite a valid NSN, CMSC military equipment will return the service request and indicate that the item must be requisitioned using PR Builder.

CMSC has established two GCSS-MC accounts which are aligned to spend both TECOM (Work Center Indicator (WCI) M47884) or MCICOM (WCI M47399) allocated funds. Requests which utilize TECOM funds will be generated using DoDAAC M35001 and requests which utilize MCICOM funds will use M35002.

2.A.1. Workflow. The MAGTFTC, MCAGCC Supply System/Customer Service Purchase Request Workflow (Figure 2.1) consists of three basic steps which are described in table 2.1 .



Figure 2.1 – Supply System Requisition Workflow

Supply System/Customer Service Purchase Request Workflow	
Step	Description
1	Requirement determination by the end user/customer that initiates a GCSS-MC service request to identify the requirement to the Fund Holder.
2	Review by the Fund Holder to confirm the necessity/availability of funds and, if warranted, make a formal request to the Supply Officer.
3	Requirements reviewed/approved by the Supply Officer to ensure sufficient property/internal controls and validate purchase workflows are utilized.

Table 2.1 – Supply System/Customer Service Purchase Request Workflow

2.A.2. GCSS-MC Access. The majority of GCSS-MC users will be uniformed personnel in a logistics role or billet. However, GCSS-MC is not limited to only these users. Any individual operating within the Marine Corps that needs to request any type of logistical support is also a potential user within GCSS-MC.

2.A.2.A. Applicability. Individuals assigned to MAGTFTC, MCAGCC staff, directorates, or tenant organizations requiring base property support, which require GCSS-MC access in order to execute a system requisition workflow (discussed in para 2.A) or register any other applicable logistical requests.

2.A.2.B. Unit User Account Manager (UUAM). All units have a CO/AO appointed GCSS-MC UUAM. Within MAGTFTC, MCAGCC the GCSS-MC UUAM is the Consolidated Material Support Center SNCOIC and the alternate UUAM is the ESD MMO (which serves in the capacity of the MAGTFTC, MCAGCC MMO). The GCSS-MC UUAM’s primary responsibility is to

control access to GCSS-MC. An integral part in requisition management, the UUAM approves, as the “Information Owner”, DD Form 2875s, *System Authorization Access Requests (SAAR)* for role requests in GCSS-MC. The UUAM assigns GCSS-MC roles to users based on their billet function and capacity within in an organization. These roles allow a user to execute the essential functions in GCSS-MC. Additionally, the UUAM creates and manages resource groups, which allow users to execute roles within their respective organization. Other responsibilities include assigning financial approvers with access to approval groups, ensuring users have access to organizational addresses and sub-inventories, and managing user account accuracy (i.e., check in/check out).

2.A.2.C. Authorized User Requirements. GCSS-MC users must possess a Common Access Card with DoD e-mail PKI certificates and an assigned Billet Identification Code (BIC) for the establishment of a GCSS-MC Human Resource (HR) record. Individuals without an assigned BIC are encouraged to contact the UUAM for assistance in gaining access to GCSS-MC.

GCSS-MC users must have a completed DD Form 2875 prior to gaining access to the system. In accordance with DC, I&L message 261810Z AUG 15, UUAMs must “retain DD2875 forms for all GCSS-MC users within the organization upon user check in or upon initial system access”.

Certain GCSS-MC roles are directly linked to supply functions such as committing/obligating funds or property management. These users are required to be appointed to these respective supply roles by the Accountable Officer (AO) prior to being assigned the applicable GCSS-MC role. A copy of this documentation will be provided to the UUAM for file retention.

2.A.2.C. Authorized User Roles. Within MAGTFTC, MCAGCC, GCSS-MC roles in support of supply functions are limited to those identified in table 2.2. Many of these will be further restricted for use by supply personnel and users are encouraged to contact the UUAM to discuss role assignment prior to formally requesting GCSS-MC access.

Authorized GCSS-MC User Roles in Support of Supply Functions	
Role	Description
GCSS-MC DBI Inventory / Supply Analyst	Bundled access to 4 Dashboards: Customer Fulfillment Mgt, Inventory Mgt, Plan Mgt, & Shipping Management
GCSS-MC Document Management Query Only	GCSS-MC Document Management Query Only
GCSS-MC Financial Inquirer	Anyone requiring read-only access to perform a Budget availability inquiry (funding check) or view General Ledger Budget Account entries.
GCSS-MC Install Base Property Clerk	Responsible for authorized additions & deletions (gains & losses) to the Install Base (IB trackable items) T/O & E items
GCSS-MC Install Base Property Manager	Responsible for managing the Install Base (IB trackable items) T/O & E items; Directing and ensuring completion of authorized additions & deletions (gains & losses) to the Install Base. Assignment of AO & RO's in the IB.
GCSS-MC Inventory / Supply Account Manager	Responsible for Period End close out and costing / valuation changes to inventory account under their control.
GCSS-MC Inventory / Supply Admin Chief	Assigns supply personnel and applies resources to fulfill demands for products. Maintain visibility of orders and reports status to OM.

	Maintain visibility of supply resources and reports status to Inventory Capacity Management.
GCSS-MC Inventory / Supply Admin Clerk	Ensuring supply document completeness and accuracy and orders are fulfilled and adhering to policies and local SOP's.
GCSS-MC Inventory / Supply Admin NCO	Ensuring supply document completeness and accuracy and orders are fulfilled and adhering to policies and local SOP's at a supervisory level.
GCSS-MC Inventory / Supply Asst Warehouse Chief / NCO	Responsible for managing & stocking items received to proper locators; Pick and pack items for customer order fulfillment.
GCSS-MC Inventory / Supply Quality Control Inspector	Ensures the condition, quantity, and completeness of goods upon receipt or delivery; ensures proper entries and adjustments, if required, in the system.
GCSS-MC Inventory / Supply Records / Publications Clerk	Manages publication library and records for an Inventory Organization / Sub-Organization.
GCSS-MC Inventory / Supply Shipping & Receiving NCO	Physically manages incoming and outgoing items; interacts directly with customers at warehouse locations.
GCSS-MC Inventory / Supply Shipping & Receiving SNCO	Supervisor managing customer flow; Physically manages incoming and outgoing items; interacts directly with customers at warehouse locations.
GCSS-MC Inventory / Supply Tech & Research	GCSS-MC Inventory / Supply Tech & Research
GCSS-MC Inventory / Supply Warehouse Chief	Supervisor level responsible for managing warehouse personnel, work load, stock locators; any other warehouse operations to ensure customer order fulfillment.
GCSS-MC Inventory / Supply Warehouseman	Responsible for stocking items received to proper locators; Pick and pack items for customer order fulfillment.
GCSS-MC Inventory Capacity Planner	The Enterprise level planner determines what inventory (by item / item category) is required, how much should be held, where it should be held (location) and when it should be reordered to support current and future demands at the enterprise level.
GCSS-MC Inventory Planner	The Unit level planner determines what inventory (by item / item category) is required, how much should be held, where it should be held (location) and when it should be reordered to support current and future demands at the unit level.
GCSS-MC PEB / Spares Manager	Maintenance or Supply personnel using the Spares Min-Max application to manage an Inventory / Sub-Inventory Organization (Unit supply accounts), or demand supported items.
GCSS-MC Requestor	Any licensed user that identifies a need for products and services and submits (creates) Field Service Service Request within the GCSS-MC system.
GCSS-MC Responsible Officer	Responsible for safeguarding and 'keeping track' of Install Base (IB trackable items) T/O & E items assigned to them.

Table 2.2 – GCSS-MC roles in support of supply functions

2.A.2.D. Requesting Access. Users may gain access to GCSS-MC by completing the steps identified in table 2.3.

Requesting GCSS-MC Access	
Step	Description
1	Contact the appointed MAGTF/TC, MCAGCC UUAM for current GCSS-MC user account SAAR instructions.
2	Complete the DD Form 2875 and submit along with all applicable supply appointment documentation to the appointed MAGTF/TC, MCAGCC UUAM.
3	Register for a GCSS-MC account utilizing the “Request an Account” link on the GCSS-MC portal https://gcssmc-oam-tri.usmc.mil/ . Registration for other service members, contractors, and civilians will need to submit the HR template excel spreadsheet (UUAM will provide instructions with appropriate input guidance).
4	Upon receiving and verification of all documents, the UUAM will conduct the appropriate GCSS-MC processes outlined in UM 4000-125 to grant all required access.

Table 2.3 – Requesting GCSS-MC Access

2.B. Non-System Requisitions (PR Builder).

There are many cases in which materiel and services are not available from existing Marine Corps held stores or supporting activities and thus are not obtainable through submission of an authorized system requisition (para 2.A above). In these situations, the material or service is obtained through a non-system requisition and the request is initiated via PR Builder. Examples include, but are not limited to, open-market commercial vendors, Garrison Retail Support Centers (i.e., ServMart), Defense Logistics Agency prime vendors, or the Government Service Agency. For additional assistance in purchase request routing, end users/customers can refer to Chapter 3 “Initiating a Requisition Request” of this SOP or contact the CMSC customer service section.

NOTE: MARADMIN 331/15 indicates either PR Builder or GCSS-MC can be used to initiate and track purchase request for non-system requisitions; however, with MAGTF/TC, MCAGCC PR Builder was chosen as the default system. Please contact CMSC if you would like to discuss the use of GCSS-MC to submit purchase request for non-system requisitions.

2.B.1. Workflow. Within MAGTF/TC, MCAGCC there are three separate Non-System Requisition Purchase Request workflows (Figure 2.2) that will be used in PR Builder. Two are Standard Accounting, Budgeting, and Reporting System (SABRS) enabled and one is a non-SABRS enabled workflow.

The SABRS enabled workflows interface with SABRS which automates the commitment process for all goods and services purchased through a contract or Inter-Government Transfer (IGT). Automation reduces the customer’s workload by eliminating the need to commit funds manually in SABRS. The two types of SABRS enabled workflows are the IGT/non-contract purchase request (e.g., DD Form 448, DD Form 1149, NAVCOMPT 2275, NAVCOMPT 2276, as well as miscellaneous pay documents), or the contract purchase request (e.g., “SU” - order for supplies or services or “RC” – request for Contractual Services open market contracts.).

Non-SABRS enabled workflows remove the interface to SABRS eliminating the automated commitment process. This workflow supports purchase requests which will eventually use a

requisition execution mechanism (i.e., Government Commercial Purchase Card (GCPC) or ServMart card) that simultaneously commits and obligates funds within SABRS.

2.B.1.A. **SABRS ENABLED, Non-Contract Purchase Request.** The purpose of the SABRS enabled, non-contract purchase request workflow is to request material or services that will ultimately be executed via an IGT. An IGT is an agreement between two government agencies in which one provides material or services to another in exchange for financial compensation. This workflow is most often used to initiate actions on a DD Form 1149, *Requisition and Invoice/Shipping Document*; DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*; NAVCOMPT 2275, *Order for Work and Services*; or NAVCOMPT 2276, *Request for Contractual Procurement*. This workflow may be used to meet other IGT requirements and Fund Holders and/or other PR Builder users should contact supply for assistance.

The MAGTFTC, MCAGCC SABRS enabled, non-contract purchase request workflow identified in Figure 2.2 has multiple parts and requires close coordination with the AC/S, G8. A description of workflow steps is provided in table 2.4.



***PR Builder roles are identified in red parenthesis.

Figure 2.2 – Non-System, SABRS Enabled Non-Contract Requisition Workflow

SABRS ENABLED, Non-Contract Purchase Request	
Step	Description
1	Requirement determination by the actual end user/customer (i.e., section requestor) in coordinated with the appropriate G8 requestor who initiates a PR Builder purchase request to identify the requirement. <i>NOTE: Unless previously coordinated, the requestor will always be a Supply Officer appointed individual within G8 or the supply section.</i>
2	The fiscal clerk reviews the request and adds the Line of Accounting (LOA) to the purchase request. <i>NOTE: Unless previously coordinated, the requestor will always be a Supply Officer appointed individual within G8 or the supply section.</i>
3	Review by the Fund Holder to confirm the necessity, ensure availability of funds, and review the LOA.
4	The G8 Budget Officer provides a funds check.
5	Final review and approval by the Supply Officer which creates a SABRS commitment.
6	Purchase request returns to the G8 accounting section who conducts the necessary coordination with the supporting agency.

Table 2.4 – SABRS ENABLED, Non-Contract Requisition Workflow

2.B.1.B. SABRS ENABLED, Contract Purchase Request. Fulfillment of material or service support via a commercial source is authorized if (1) the item is not currently available within DoD inventories, (2) DoD sources cannot fulfill the requirement by the required delivery date, or (3) the material/service can be purchased commercially at a lower cost. This workflow is most often used to initiate a commercial source contract with a document type code of “SU” or “RC”.

The MAGTFTC, MCAGCC SABRS enabled, contract purchase request workflow identified in figure 2.3 has multiple parts. A description of workflow steps is provided in table 2.5.

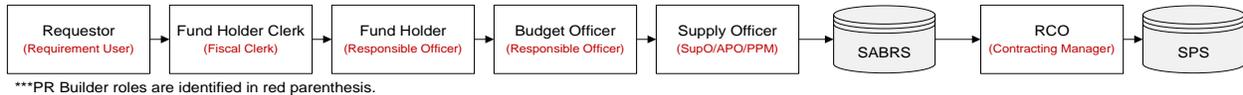


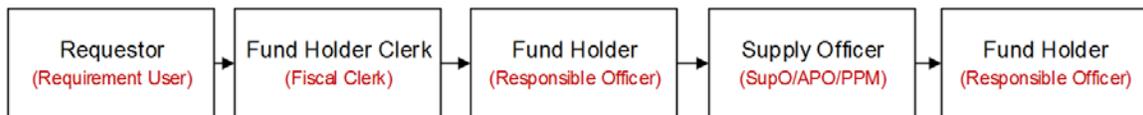
Figure 2.3 – Non-System, SABRS Enabled Contract Requisition Workflow

SABRS ENABLED, Contract Purchase Request	
Step	Description
1	Requirement determination by the end user/customer (i.e., requestor) who initiates a PR Builder purchase request to identify the requirement.
2	The fiscal clerk reviews the request and adds the Line of Accounting (LOA) to the purchase request.
3	Review by the Fund Holder to confirm the necessity, ensure availability of funds, review the LOA, and if warranted, forward the request to the Supply Officer via the G8 Budget Officer.
4	The G8 Budget Officer provides a funds check.
5	Review by the Supply Officer to validate source of supply, funding, and assess accountability requirements; and final approval creates a SABRS commitment.
6	Purchase request arrives to the contracting office for follow on contracting actions.

Table 2.5 – SABRS ENABLED, Contract Requisition Workflow

2.B.1.C. NON-SABRS ENABLED, Purchase Request. There are several requisition mechanisms that commit/obligate or commit/obligate/expense funds at the point of sale. Examples include the ServMart card, GCPC or manual entry requisitions (e.g., SF 182 “Authorization, Agreement and Certification of Training”, DD Form 1149s in support of AOA or prime vendors, etc). In these situations, the purchase request routed through a SABRS enabled workflow will generate a double commitment/obligation/expense within SABRS. As a result, these requests will be routed via the Non-SABRS enabled workflow.

The MAGTFTC, MCAGCC non-system, non-SABRS enabled purchase request workflow identified in figure 2.4 has four main parts. A description of workflow steps is provided in table 2.6.



***PR Builder roles are identified in red parenthesis.

Figure 2.4 – Non-System, Non-SABRS Enabled Requisition Workflow

NON-SABRS ENABLED, Purchase Request	
Step	Description
1	Requirement determination by the end user/customer (i.e., requestor) who initiates a PR Builder purchase request to identify the requirement. In most cases, the PR Builder purchase request will have an associated attachment comprised of the GCPC purchase form, vendor quote or screenshot, ServMart shopping list, completed SF 182, Prime Vendor shopping list, etc.
2	The fiscal clerk reviews the request and adds the Line of Accounting (LOA) to the purchase request.
3	Review by the Fund Holder to confirm the necessity, ensure availability of funds, and if warranted, forward the request to the Supply Officer.
4	Review by the Supply Officer to validate source of supply, funding, and assess accountability requirements. Final approval is returned to Fund Holder.
5	Fund Holder receives approved request and takes appropriate execution action (e.g., coordinates with the GCPC Approving Official/Cardholder for purchase, etc.) NOTE: This step is Fund Holder optional and ensures the request is returned to the Fund Holder after Supply Officer approval. If not added, the Fund Holder will still receive a PR Builder e-mail notification that the request received final Supply Officer approval.

Table 2.6 – NON-SABRS ENABLED, Purchase Request Workflow

2.B.1.D. General workflow notes as they apply to all PR Builder workflows are provided in table 2.7.

General PR Builder Workflow Notes	
Note	Description
1	The Requestor, Fund Holder Clerk, and Fund Holder (PR Builder Requirement User, Fiscal Clerk and Responsible Officer) cannot all be performed by the same individual in the same workflow. They are able to perform two of these roles (i.e., Requestor and Fund Holder Clerk, or Requestor and Responsible Officer, or Fund Holder Clerk and Fund Holder).
2	It is not necessary for a Fund Holder to appoint a Fund Holder Clerk. In these situations, the Fund Holder will serve as both the Fiscal Clerk (Fund Holder Clerk) and Responsible Officer (Fund Holder) within PR Builder and is not able to be the Requestor (see Note 1).
3	The first PR Builder Responsible Officer in all workflows will always be the AO appointed Fund Holder or AO appointed Responsible Officer with fund management responsibility.
4	In SABRS ENABLED workflows, the second PR Builder Responsible Officer will always be an individual appointed within G8 to execute the Budget Officer funds check.
5	In SABRS ENABLED Non-Contract requisition workflows, the last PR Builder Responsible Officer will always be an individual within G8 Accounting.
6	In NON-SABRS ENABLED workflows, the second and/or last PR Builder Responsible Officer will be the same as the first PR Builder Responsible Officer.
7	SABRS ENABLED, Non-Contract requisitions are returned to G8 to coordinate administrative requirements with the gaining activity

Table 2.7 – General PR Builder Workflow Notes

2.B.1.D. Special Workflows. In certain instances, workflows will need to be established in order to incorporate additional roles assigned to users from other commands. For instance, the item or service requested will be purchased via an existing contract established by MARCORSSYSCOM (e.g., computer assets). In these situations, the Fund Holder must contact the UUAM and provide them with the role, name of individual filling the role, DoDAAC in which the individual is assigned the role, and justification for the special workflow. Once provided, the UUAM will modify the existing workflow to create the new special workflow with the individual assigned to the appropriate role.

2.B.2. Naming Convention

2.B.2.A. Standard PR Builder workflows (those identified in paragraphs 2.B.1.A, 2.B.1.B, and 2.B.1.C). To enhance local internal controls and to support quarterly PR Builder access reconciliations, standard PR Builder workflows will follow a strict naming convention. Workflows that do not follow this naming convention are subject to immediate closure. The workflow name will consist of three elements as described in Table 2.8 below and will be written with a “/” between each element (e.g., “G4-CLD/NSE/Smith”)

Workflow Naming Convention	
Field	Description
Unit Identification	The Supply Officer will assign a unique unit name to each appointed Fund Holder that provides a brief description of the unit. With the exception of the supply office, no unit names will be assigned without an appointed Fund Holder. Unit names can be found by contacting the supply office.
Workflow Type	The second element will be an acronym of the three PR Builder workflow types described in the paragraphs above. “SE-NC”: SABRS enabled, non-contract purchase request workflow (para 2.B.1.A) “SE-C”: SABRS enabled, contract purchase request workflow (para 2.B.1.B) “NSE”: Non-SABRS enabled purchase request workflow (para 2.B.1.C)
Fiscal Clerk Name	This element is only required when there are more than one assigned Fiscal Clerk in a workflow. Due to the functionality of the system, each Fiscal Clerk will be assigned their own respective workflow. In other words, a Fund Holder who appoints two different Fund Holder Clerks (i.e., Fiscal Clerks) will have two similar workflows with the Fiscal Clerk being the only difference. For example, “G4-CLD/SE-NC/Smith/Brown” and “G4-CLD/SE-NC/Smith/Black”.

Table 2.8- Workflow Naming Convention

2.B.2.B. Special PR Builder workflows (identified in paragraph 2.B.1.D.). Special workflows will be named with the name of the external command preceding the standard PR Builder workflow naming convention (outlined in paragraph 2.B.2.A.) For example, the standard PR Builder workflow name, “G4-CLD/SE-NC/Smith/Brown” would be modified to be “SYSCOM/G4-CLD/SE-NC/Smith/Brown”.

2.B.3. PR Builder Access. PR Builder is a Supply Automated Information System

(AIS) that enables purchase request routing via an established electronic workflow with the added ability to directly interface with SABRS. As these capabilities enhance supply internal controls, MARADMIN 331/15 designated the use of PR Builder for non-system (i.e., offline/internet-based) requisitions outside of GCSS-MC.

There are seven roles within PR Builder that can be assigned. While an individual can, and is able to, hold multiple roles and be assigned to multiple workflows, a separation of function is required. Commanders, heads of staff agencies, and managers at all levels must ensure personnel utilizing PR Builder are assigned in writing and maintain all required appointment documentation.

2.B.3.A. Applicability. Individuals assigned to MAGTFTC, MCAGCC staff, directorates, or tenant organizations requiring installation supply support will require PR Builder access in order to execute a non-system requisition workflow (discussed in para 2.B).

2.B.3.B. Authorized User Requirements. PR Builder users must have a completed PR Builder role appointment letter and a DD Form 2875 prior to gaining access to the system.

Additionally, certain PR Builder roles are directly linked to supply functions such as committing/obligating funds or property management. These users are required to be appointed to these respective supply roles by the Accountable Officer (AO) prior to being assigned the applicable PR Builder role.

All of these supporting documents are required to be uploaded into PR Builder by the AO appointed PR Builder UUAM. See enclosures (1) and (2) for a sample of the required PR Builder role appointment letter and DD Form 2875; and refer to MCO 4400.150 for examples of supply appointment letters.

2.B.3.C. Roles. The seven PR Builder roles are identified in tables 2-9 through 2-15 below. Each role includes the legacy role (updated in second quarter FY 16), a brief description, identification of the individual within this command that would fill the role, and specific guidance on local appointment requirements.

Unit User Account Manager (UUAM)	
Legacy Role:	User Administrator
Description:	Performs administrative functions for their organizations to include: assigning user roles, creating/modifying user accounts, and assigning organizations to users. They will also reconcile user accounts semi-annually. The UUAM can also be assigned the role of the Workflow Manager.
Who:	AO appointed Supply AIS administrator (this role performed within RCO)
Appointment Requirements:	<p><u>OPTION 1</u> (Primary)</p> <p>(1) PR Builder role appointment letter signed by the Contracting Officer with the AO signed Supply AIS Administrator (UUAM) appointment letter included as an enclosure.</p> <p>(2) DD Form 2875 signed by the Contracting Officer (supervisor) and UUAM (information owner).</p> <p>(3) Access documents (requirements 1 & 2) submitted to the PR Builder Program Manager for authorization to perform the UUAM role.</p>

	<p>OPTION 2 (Alternate) (1) PR Builder role appointment letter signed by the Contracting Officer with the AO signed Supply AIS Administrator (UUAM) appointment letter included as an enclosure. (2) DD Form 2875 signed by the Contracting Officer (supervisor) and UUAM (information owner).</p>
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Table 2.9 – Unit User Account Manager (UUAM)

Workflow Manager	
Legacy Role:	Workflow Manager
Description:	Creates and modifies workflows in PR Builder. They directly control how a PR will be routed by assigning specific permissions. The Workflow Manager can also be assigned the role of UUAM.
Who:	Assigned individuals (this role performed within RCO)
Appointment Requirements:	(1) PR Builder role appointment letter signed by Supply Officer with the AO signed Supply Officer appointment letter with the corresponding AO signed DD Form 577, Appointment/Termination Record, included as an enclosure. (2) DD Form 2875 signed by the Contracting Officer (supervisor) and UUAM (information owner).

Table 2.10 – Workflow Manager

Requirements User	
Legacy Role:	Requirement User
Description:	Creates, modifies, and routes Purchase Requests (PRs) for approval within their organization. Cannot input funding data unless also assigned the PR Builder role of Fiscal Clerk. <i>NOTE: A requirements user can be assigned the PR Builder Fiscal Clerk or Responsible Officer role concurrently, but cannot be all three in the same workflow.</i> <i>NOTE: The requirement user can initiate a PR utilizing any PR Builder workflow. It is the Fund Holder responsibility to ensure the requirement user has been delegated as their requestor.</i>
Who:	(1) Fund Holder delegated individuals, or (2) Responsible Officer delegated individuals, or (3) Supply Officer delegated individual.
Appointment Requirements:	<p>OPTION 1 (Fund Holder delegated individual) (1) PR Builder role appointment letter signed by OIC, Director, or AC/S with (a) the Fund Holder signed delegation NAVMC 11869, and (b) the AO signed Fund Holder appointment letter with the corresponding AO signed DD Form 577, Appointment/Termination Record, included as an enclosures. (2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p> <p>OPTION 2 (Responsible Officer delegated individual) (1) PR Builder role appointment letter signed by OIC, Director, or AC/S with (a) the Responsible Officer signed delegation NAVMC 11869, and (b) the AO signed Responsible Officer appointment letter with the corresponding AO signed DD Form 577 included as enclosures.</p>

	<p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p> <p><u>OPTION 3</u> (Supply Officer delegated individual)</p> <p>(1) PR Builder role appointment letter signed by OIC, Director, or AC/S with (a) the Supply Officer signed delegation NAVMC 11869, and (b) the AO signed Supply Officer appointment letter with the corresponding AO signed DD Form 577 included as enclosures.</p> <p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p>
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Table 2.11 – Requirement User

Fiscal Clerk	
Legacy Role:	Fiscal user (AKA: Funds Certifying Official)
Description:	<p>Add Financial Information Pointers (FIP) or Line of Accounting (LOA) information to the PR. This role is required for PR Builder Workflows that interact with the Standard Accounting, Budgeting, and Reporting System (SABRS) and must come before the Supply Officer.</p> <p><i>Note: A Fiscal Clerk can be assigned the PR Builder Requirement User or Responsible Officer roles concurrently, but cannot be all three in the same workflow.</i></p> <p><i>Note: This role will have FIP/LOA administration rights assigned to them by the UUAM in PR Builder. The Comptroller is responsible for providing the FIP/LOA construct.</i></p>
Who:	<p>(1) AO appointed Fund Holder, or</p> <p>(2) Fund Holder appointed Fund Holder Clerk, or</p> <p>(3) AO appointed Responsible Officer, with financial management function, or</p> <p>(4) Responsible Officer, with financial management function, appointed Fund Holder Clerk, or</p> <p>(5) Supply Officer appointed Fund Holder Clerk.</p>
Appointment Requirements:	<p><u>OPTION 1</u> (Fund Holder)</p> <p>(1) PR Builder role appointment letter signed by OIC, Director, or AC/S with the AO signed Fund Holder appointment letter and corresponding AO signed DD Form 577 included as an enclosure.</p> <p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p> <p><u>OPTION 2</u> (Fund Holder appointed Fund Holder Clerks)</p> <p>(1) PR Builder role appointment letter signed by OIC, Director, or AC/S with (a) the Fund Holder signed Fund Holder clerk appointment letter, and (b) the AO signed Fund Holder appointment letter and corresponding AO signed DD Form 577 included as an enclosures.</p> <p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p> <p><u>OPTION 3</u> (Responsible Officer, with financial management function)</p>

	<p>(1) PR Builder role appointment letter signed by OIC, Director, or AC/S with the AO signed Responsible Officer appointment letter and corresponding AO signed DD Form 577 included as an enclosure.</p> <p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p> <p>OPTION 4 (Responsible Officer, with financial management function, appointed Fund Holder Clerks)</p> <p>(1) PR Builder role appointment letter signed by OIC, Director, or AC/S with</p> <p>(a) the Responsible Officer signed Fund Holder clerk appointment letter, and</p> <p>(b) the AO signed Responsible Officer appointment letter and corresponding AO signed DD Form 577 included as an enclosures.</p> <p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p> <p>OPTION 5 (Supply Officer appointed Fund Holder Clerks)</p> <p>(1) PR Builder role appointment letter signed by OIC, Director, or AC/S with</p> <p>(a) the Supply Officer signed Fund Holder clerk appointment letter, and (b) the AO signed Supply Officer appointment letter and corresponding AO signed DD Form 577 included as an enclosures.</p> <p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p>
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Table 2.12 – Fiscal Clerk

Responsible Officer	
Legacy Role:	Approver (AKA: Program Manager, Financial Approval, Funds Holder Approving Official (FHAO) etc.)
Description:	<p>Acts as a requirements validator for their respective organization. The Responsible Officer (RO) is able to approve/disapprove and comment on the individual PR. The RO does not commit or obligate funds.</p> <p><i>Note: A workflow can be built to incorporate multiple Responsible Officers based on the structure of the organization.</i></p> <p><i>Note: A Responsible Officer can be assigned the PR Builder Requirement User or Fiscal Clerk concurrently, but cannot be all three in the same workflow.</i></p>
Who:	<p>(1) AO appointed Fund Holders, or</p> <p>(2) AO appointed Responsible Officers, with financial management function, or</p> <p>(3) Supply Officer appointed individuals (G8 personnel only).</p>
Appointment Requirements:	<p>OPTION 1 (AO appointed Fund Holders)</p> <p>(1) PR Builder role appointment letter signed by OIC, Director, or AC/S with the AO signed Responsible Officer appointment letter and corresponding DD Form 577 as an enclosure.</p> <p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p> <p>OPTION 2 (AO appointed Responsible Officers, with financial management function)</p>

	<p>(1) PR Builder role appointment letter signed by OIC, Director, or AC/S with the AO signed Responsible Officer appointment letter and corresponding DD Form 577 as an enclosure.</p> <p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p> <p>OPTION 3 (Supply Officer appointed individuals)</p> <p>(1) PR Builder role appointment letter signed by the Supply Officer with (a) the Supply Officer signed delegation NAVMC 11869, and (b) the AO signed Supply Officer appointment letter with the corresponding AO signed DD Form 577 included as enclosures.</p> <p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p> <p>OPTION 4 (AO Appointed Fund Holder/Responsible Officer with financial management function delegated individual).</p> <p>(1) PR Builder role appointment letter signed by OIC, Director, or AC/S with (a) the AO appointed Fund Holder/Responsible Officer signed NAVMC 11869, and (b) the AO signed Fund Holder/Responsible Officer appointment letter with the corresponding AO signed DD Form 577 included as enclosures.</p> <p>(2) DD Form 2875 signed by the first SNCO/Officer or civilian equivalent in the chain of command (supervisor) and UUAM (information owner).</p> <p><i>NOTE: This option is only available to allow an individual to stand in for the AO Appointed Fund Holder/Responsible Officer in the event of an extended absence. As such, the delegated individual will only be assigned the PR Builder “Responsible Officer” role and will never be assigned to an actual workflow. This allows the delegated individual to “take ownership” of any purchase request in the AO appointed Fund Holder/Responsible Officer assigned PR Builder workflow.</i></p> <p><i>NOTE: The Fund Holder/Responsible Officer delegated individual is not required to have an AO signed DD Form 577. The delegated individual is performing all functions on behalf of the AO appointed Fund Holder/Responsible Officer which retains fiduciary liability for the delegated individual’s actions.</i></p>
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Table 2.13 – Responsible Officer

Supply Officer/Accountable Property Officer/Personal Property Manager (SupO/APO/PPM)	
Legacy Role:	Fund Holder Approving Official, Funds Holder or Financial Approver
Description:	<p>The Supply Officer role is considered the “final approval” in the routing of the PR for an organization. They have the ability to: approve FIP/LOA information, approve/disapprove PRs, approve PR modifications, and can determine source of supply or services. This role is required for PR Builder Workflows that interact with SABRS and is the final step prior to financial data being sent to SABRS.</p> <p><i>Note: The PR Builder Supply Officer cannot also be the PR Builder Requirements User due to separation of function.</i></p>

	<i>Note: This role will have FIP/LOA administration rights assigned to them by the UUAM in PR Builder. The Comptroller is responsible for providing the FIP/LOA construct.</i>
Who:	(1) AO appointed Supply Officer, or (2) Supply Officer delegated individual, or (3) Supply Chief
Appointment Requirements:	<p><u>OPTION 1</u> (Supply Officer) 1) PR Builder role appointment letter signed by AO with the AO signed Supply Officer appointment letter and corresponding AO signed DD Form 577 included as an enclosure. 2) DD Form 2875 signed by the AO (supervisor) and UUAM (information owner).</p> <p><u>OPTION 2</u> (Supply Officer delegated individual) 1) PR Builder role appointment letter signed by Supply Officer with (a) the Supply Officer signed delegation NAVMC 11869, (b) the AO signed DD Form 577, and (c) AO signed Supply Officer appointment letter and corresponding AO signed DD Form 577 as enclosures. 2) DD Form 2875 signed by the Supply Officer (supervisor) and UUAM (information owner).</p> <p><u>OPTION 3</u> (Supply Chief) 1) PR Builder role appointment letter signed by Supply Officer with the AO signed DD Form 577 included as an enclosure. 2) DD Form 2875 signed by the Supply Officer (supervisor) and UUAM (information owner). <i>NOTE: This option is only available to allow an individual to stand in for the Supply Officer in the event of an absence and is typically limited to the individual filling the Supply Chief billet. The AO signed DD Form 577 must specifically state that the individual is authorized to act as the Supply Officer only in the absence of the AO appointed individual.</i></p>

Table 2.14 – Supply Officer/Accountable Property Officer/Personal Property Manager (SupO/APO/PPM)

Contracting Manager	
Legacy Role:	Contracting Manager
Description:	Provides final approval of a PR or PR modification when a contract is ready to be executed.
Who:	Contracting Officer appointed individual (this role performed within RCO)
Appointment Requirements:	1) PR Builder role appointment letter signed by the Contracting Officer. 2) DD Form 2875 signed by the Contracting Officer (supervisor) and UUAM (information owner).

Table 2.15 – PR Builder Roles, descriptions, and Appointment Requirements.

2.B.3.C. Requesting Access. In accordance with DC, I&L message 031431Z Feb 16, “Mandatory Requirement to Upload and Maintain Purchase Request”, commands are required to upload and maintain PR Builder system access documents in PR Builder. All appointment requirement documentation identified in tables 2-6 through 2-15 above must be saved

electronically and sent to the appointed UUAM (contact CMSC for assistance if required). Users will not be assigned a role nor placed into a workflow until the appropriate documentation is provided.

Individual PR Builder role appointment letters and DD Form 2875s must be saved as two separate files using the following naming convention.

Last Name (space) First Name (space) Rank (space) Form Name (see table 2.16 for form name convention)

Form Name Convention	
Form Name	Document
ApptLtr	PR Builder Appointment letter with applicable enclosures
11879	DD Form 2875 - System Authorization Access Request

Table 2.16 – Form Name convention

2.C. SF 182 “Authorization, Agreement and Certification of Training” Amplifying Guidance

2.C.1. Executed with GCPC.

2.C.1.A. All signatures/approval prior to Section E of the SF 182 will remain the same. Refer to the form instructions for amplifying guidance.

2.C.1.B. Section E of the SF 182 will state "See DD 1149". The SF 182 is not required to be sent to the Comptroller's Office for Section E signature when payment is made using the GCPC.

2.C.1.C. The Cardholder, Fund Holder (Funds Approver), and Approving Official will digitally or manually sign in the block at the bottom of the SF 182.

2.C.1.D. The SF 182 will then be included as an attachment in PR Builder when generating and routing the DD 1149 using the non-SABRS enabled workflow. The trainee's full name and EDIPI (e.g., "Bob R Smith, 0123456789") will be typed in the PR Builder item description box in order to "link" the documents (i.e., SF 182 and DD 1149) together.

2.C.1.E. After the non-SABRS enabled workflow is completed, the signed SF 182 and DD 1149 is provided to the GCPC cardholder for execution. The GCPC cardholder must retain all paperwork for their records/auditability.

2.C.1.F. Use of the GCPC as a payment vehicle in concert with the SF-182 requires additional Cardholder training beyond the standard GCPC training requirements. GCPC Approving Officials and Cardholders are encouraged to discuss the requirements with their supporting Agency Program Coordinator.

2.C.2. Executed utilizing manual entry by Comptroller’s Office.

2.C.2.A. All signatures/approval prior to Section E of the SF 182 will remain the same. Refer to the form instructions for amplifying guidance.

2.C.2.B. Section E of the SF 182 will state "See DD 1149". The SF 182 is not required to be sent to the Comptroller's Office prior to completion of the DD 1149 in the non-SABRS enabled workflow.

2.C.2.C. The SF 182 will then be included as an attachment in PR Builder when generating and routing the DD 1149 using the non-SABRS enabled workflow. The trainee's full name and EDIPI (e.g., "Bob R Smith, 0123456789") will be typed in the PR Builder item description box in order to "link" the documents (i.e., SF 182 and DD 1149) together.

2.C.1.D. After the non-SABRS enabled workflow is completed, the signed SF 182 and DD 1149 is provided to the Comptroller's office for execution.

2.C.1.E. Once the training is completed, the appointed Fund Holder will sign the SF 182 Section F acknowledging that the training was completed and resubmit to the Comptroller for record retention.

Chapter 3 – Initiating a Requisition Purchase Request

3.A. Purpose. The intent of this chapter is to assist the requirement generator in the proper method to initiate a purchase request in accordance with applicable policy and directives. In many cases, improper purchase requests lead to unnecessary delays in the requisitioning process and the ultimate goal is to ensure supplies and services are delivered in an expeditious manner.

The process flow and narratives within this chapter take into consideration such factors as authorizations, required waivers, and mandatory sources of supply, which will guide the requirement generator to the appropriate mechanism for the purchase of property. Follow on chapters will provide further detail on the requisition execution and associated requirements.

3.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates; and tenant activities which receive installation property support (i.e., Garrison Property). Unless it is in support of installation property, it does not apply to the Exercise Support or Public Works Divisions which have separate Accountable Officer and supply sections.

NOTE: In terms of installation property support, the supported tenant command/activity Supply Officer fills the role as Fund Holder/Responsible Officer. The installation Property Officer/Supply Officer fills the role as the Supply Officer.

3.C. Process Flow. The process flow for initiating a requisition purchase request is provided below in figure 3-1. A step by step narrative is provided in paragraph 3.D. A larger image can be found under “Process 3” in Part 6 of this SOP.

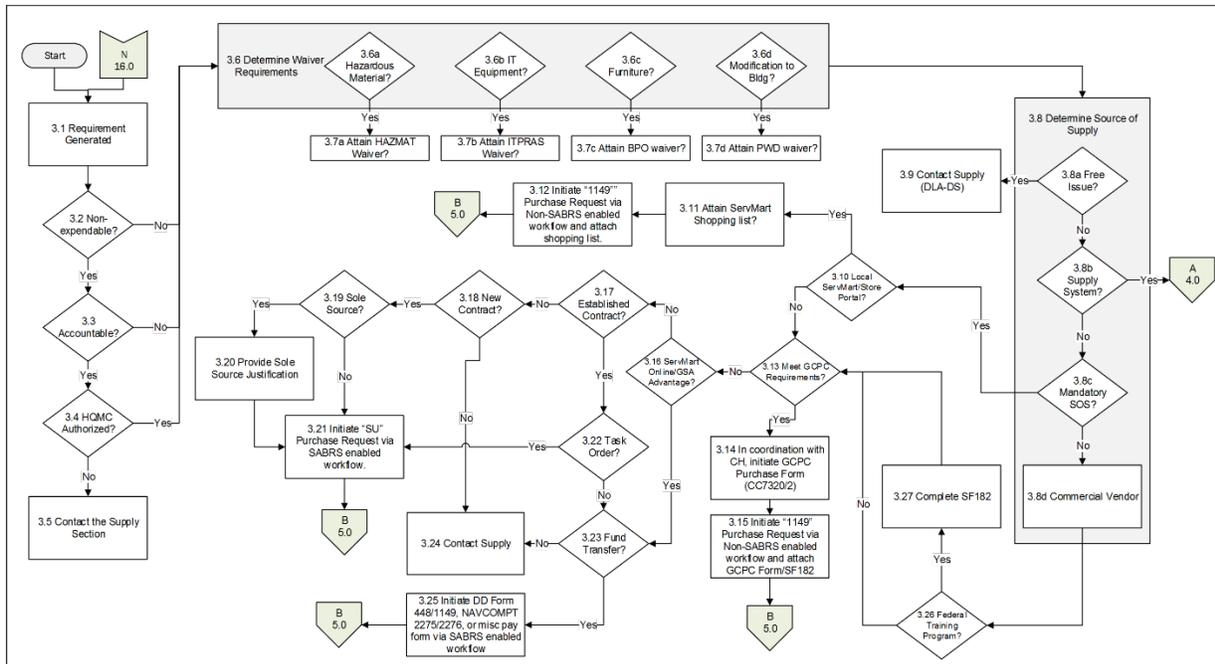


Figure 3-1 – Initiating a Requisition Purchase Request

3.D. Process Narrative. Numbered process steps correspond with the step identified in table 3-1.

START:

3.1 – A requirement for a good or service is generated.

In from off-page reference (Process 16 Intragovernmental Agreements, reference point “N”)

NOTE: If the requirement requires reimbursement/transfer of funds to another agency, a reimbursable intragovernmental agreement is required prior to the initiation of a purchase request. Once the approved reimbursable intragovernmental agreement is in place, it serves as a Key Supporting Document (KSD) to the purchase request. As such, the approved reimbursable agreement must be reference when submitting a corresponding purchase request. Refer to Section B, Chapter 16 for additional information on Intragovernmental Agreements.

3.2 – Is the requirement for a nonexpendable item?

NOTE: Nonexpendable items are materiel which, after issue, are not chemically or physically altered with use to such an extent that would preclude economical reuse of its original purpose and/or which is normally returned to a storage or industrial activity for repair. Nonexpendable items do not lose their identity in the process of work or in the rendering of services, this includes weapons, vehicles, machines, tools, furniture, instruments, etc. Nonexpendable property requires formal supply accounting down to the user level throughout the life of the asset. Refer to MCO 4400.150 for additional information.

If yes, **proceed to step 3.3.**

If no, **proceed to step 3.6.**

3.3 – Is the nonexpendable item accountable?

NOTE: Nonexpendable items are accountable when (1) the acquisition cost of a purchased or leased (capital or operating leases as applicable) item is \$5,000 or more, (2) acquisition cost is below \$5,000 and are sensitive, classified, or meet ALL of the following criteria: pilferable, critical to the activity's business/mission and hard to repair or replace. Refer to SECNAVISNT 7320.10A for additional information.

If yes, **proceed to step 3.4.**

If no, **proceed to step 3.6.**

3.4 – Is the nonexpendable accountable asset a Headquarters Marine Corps authorized allowance item?

NOTE: An allowance item is an item of supply or equipment prescribed by Marine Corps Table of Equipment (T/E) or other authorized allowance publications. An activity or unit equipment allowance is validated by Marine Corps Combat Development Command (MCCDC), specifically Combat Development & Integration (CD&I), and are documented on the units Table of Organization & Equipment (TO&E) in the Total Force Structure Management System (TFSMS). Refer to MCO 4400.150 or MCO 5311.1_ for additional information.

If yes, **proceed to step 3.6.**

If no, **proceed to step 3.5.**

3.5 – Contact the supply section for additional guidance. The below scenarios may apply.

- The requested item is an allowance item and the requestor needs to initiate a Table of Organization & Equipment Change Request (TOECR) to request an adjustment to the unit allowance. Refer to Section B, Chapter 14 for additional information in regards to TOECRs.

- The requested item is an allowance item and the unit is currently deficient.

- The requested item is not currently within the Marine Corps inventory and the requestor needs to register the requirement via the Universal Needs Statement (UNS). Refer to Section B, Chapter 14.

NOTE: Current Marine Corps policy only documents allowances for Military Equipment. As such, the above scenarios will always apply.

NOTE: Policy is currently being drafted which may potentially require the creation of Garrison Property (GP) allowances; however, this policy is not in the immediate future. As a result, the supply section should always be consulted prior to purchase of any nonexpendable accountable items. At which time, they will provide follow on instructions.

NOTE: Garrison Mobile Equipment (GME) allowances are centrally maintained by Marine Corps Installation Command (MCICOM) and requirements should be routed to the local Southwest Regional Fleet Transportation (SWRFT) representative.

3.6 – For some requirements, appropriate installation waivers are necessary prior to the requisition. In an attempt to ensure the timely execution of requisitions, the requirement generator should obtain these waivers prior to submitting the purchase request.

3.6a – Is the requirement Hazardous Material?

If yes, **proceed to step 3.7a.**

If no, **proceed to step 3.6b.**

3.6b – Is the requirement for Information Technology?

If yes, **proceed to step 3.7b.**

If no, **proceed to step 3.c.**

3.6c – Is the requirement for Furniture?

If yes, **proceed to step 3.7c.**

If no, **proceed to step 3.6d.**

3.6d – Does the requirement require a modification to a building/facility?

If yes, **proceed to step 3.7d.**

If no, **proceed to step 3.8.**

3.7a – Obtain the applicable waiver and **proceed to step 3.6b.**

3.7b – Obtain the applicable waiver and **proceed to step 3.6c.**

3.7c – Contact the Base Property Office to obtain a furniture waiver. Proceed to step 3.6d.

3.7d – Attain the applicable waiver and **proceed to step 3.8.**

3.8 - The first step in the acquisition process is screening requirements for their availability from the mandatory Government sources of supply as identified in the Federal Acquisition Regulations (FAR) 8.002. The sources identified in table 3-1 are statutory and are listed in descending order of priority. These questions in this process flow ensure compliance with the FAR. If necessary, contact the supply section for assistance.

Mandatory Government Sources of Supply	
Supplies	Agency inventories (e.g., SASSY Management Unit, MARCORLOGCOM Inventory Control Points, etc).
	Excess inventory from other agencies
	Federal Prison Industries (FPI)/UNICOR
	National Industry for the Blind (NIB)/Severely Disabled (NISH)
	Wholesale Supply Sources
	Mandatory Federal Supply Schedules (FSS)
	Optional use FSS
	Commercial Sources (including educational and nonprofit institutions)
Services	NIB/NISH
	Mandatory Federal Supply Schedules (FSS)
	Optional use FSS
	FPI/UNICOR or Commercial Sources (including educational and nonprofit institutions)

Table 3-1 – Mandatory Government Sources of Supply (per FAR 8.002).

3.8a – Can the requirement be sourced from free issue? The primary free issues source is Defense Logistics Agency – Distribution Services (DLA-DS). Contact the supply section for assistance in searching the DLA-DS inventory.

If yes, **proceed to step 3.9.**

If no, **proceed to step 3.8b.**

3.8b – In accordance with MCO 4400.150, requests for materiel and services support at the consumer-level of supply should be fulfilled through the Marine Corps Supply System from existing Marine Corps held stores and supporting activities. As such, all requests for items with a registered National Stock Number will be requested via GCSS-MC. If the requisition receives a cancellation status or a back-order status with excessive delivery time, the supply system will be bypassed and the requisition will be move to the next source of supply (step 3.8c).

If yes, **proceed to off-page reference (Process 4.0 Supply System Request, reference point “A”)**

If no, **proceed to step 3.8c.**

3.8c – The Garrison Retail Support Centers (GRSC) is the next primary mandatory source of supply. These locations allow for General Services Administration (GSA) inventory management (i.e., they ensure use of mandatory sources of supply) and provides the Marine Corps with store fronts for requisitioning. This includes, but is not limited to, USMC ServMart stores, USMC ServMart online, USMC Store Portal and GSA Advantage. Another available source of supply is FEDMALL (formally known as DoD EMALL). Similar to the GRSCs, this is a government sponsored source of supply which ensures the use of the mandatory sources. Lastly, DLA prime vendor contracts are another source of supply, but only if approved by HQMC and should only be used if the GRSCs are unable to support. Questions regarding other government sources of supply, contact the supply section for clarification and guidance.

NOTE: Access to many of the internet based sources of supply require strict control due to the ability to obligate government funds. As a result, request for access to any of these systems must be coordinated via the supply section.

If yes, **proceed to step 3.10.**

If no, **proceed to step 3.8d.**

3.8d – Requests for supplies or services which are not available through the sources of supply mentioned in steps 3.8a, 3.8b., or 3.8c, must be filled by an alternate source of supply. In most cases, this will be a commercial vendor, but there are some other exceptions. If you are at this step and are unsure of the correct source of supply, contact the supply section for assistance.

Proceed to step 3.26.

3.9 - Coordinate with the supply section to assist with sourcing the DLA-DS inventory and/or to coordinate the transfer of requested assets.

3.10 - Can your request be filled by the local ServMart (i.e., storefront located in building 1102) or USMC Store Portal?

If yes, **proceed to step 3.11.**

If no, **proceed to step 3.13.**

3.11- Obtain a ServMart shopping list. This list is required for the submission of the purchase request.

3.12 - Initiate a Shipping Document (DD 1149) purchase request utilizing the Purchase Request Builder (PR Builder) Non-SABRS enabled workflow (refer to chapter 2, paragraph 2.B.1.D.). The purchase request must have the ServMart shopping list (step 3.11) attached as supporting documentation.

→ **Proceed to off-page reference (Process 5.0 Purchase Request Builder (PRBuilder) Requisition, reference point "B")**

3.13 - Can your request be executed using the Government Commercial Purchase Card (GCPC)?

NOTE: The GCPC is utilized to execute requisitions from commercial vendors, FEDMALL, or in support of training requirements (SF 182) when it does not exceed the GCPC dollar thresholds.

If yes, **proceed to step 3.14.**

If no, **proceed to step 3.16.**

3.14 – In coordination with a GCPC cardholder, initiate the GCPC Purchase Request (CC 7320/2).

NOTE: In support of training requirements, the completed SF 182 may be substituted for the CC 7320/2.

3.15 – Initiate a Shipping Document (DD 1149) purchase request utilizing the PR Builder Non-SABRS enabled workflow (refer to chapter 2, paragraph 2.B.1.D.). The purchase request must have the CC 7320/2 attached as supporting documentation.

→ **Proceed to off-page reference (Process 5.0 Purchase Request Builder (PRBuilder) Requisition, reference point “B”)**

3.16 – Can your request be filled by USMC ServMart online or GSA Advantage?

If yes, **proceed to step 3.23.**

If no, **proceed to step 3.17.**

3.17 – Can your request be filled utilizing an existing commercial contract?

If yes, **proceed to step 3.22.**

If no, **proceed to step 3.18.**

3.18 - Does your request require a new commercial contract?

If yes, **proceed to step 3.19.**

If no, **proceed to step 3.24.**

3.19 – Does your request require a sole source vendor?

If yes, **proceed to step 3.20.**

If no, **proceed to step 3.21.**

3.20 - Complete the sole source justification. Contact the Regional Contracting Office (RCO), for additional information on sole source justifications.

3.21 – Initiate an “SU” purchase request utilizing the PR Builder SABRS enabled contract request workflow (refer to chapter 2, paragraph 2.B.1.B.). If necessary, the purchase request must include the sole source justification.

→ **Proceed to off-page reference (Process 5.0 Purchase Request Builder (PRBuilder) Requisition, reference point “B”)**

NOTE: Contract actions for services that exceed \$1 million in total contract value inclusive of options are subject to Contract Review Board (CRB) prior to award. The CRB is an internal control mechanism that consists of a review board that meets on an as-needed basis to review and monitor contract

actions to ensure compliance and legal sufficiency within acquisition policies, procedures and regulations, and to ensure that contracting decisions reflect sound business judgment. The results of the CRB will be documented via the “CRB Summary and Approval” which serves as a KSD to the purchase request. As such, the “CRB Summary and Approval” must be attached when submitting the corresponding purchase request. Contact the Regional Contracting Office for additional information and a copy of the Standard Operating Procedure.

3.22 - Can your requirement be filled against an existing Task Order contact?

NOTE: A task order contract means a contract for goods or services that does not procure or specify a firm quantity and provides for the issuance of orders for the performance of tasks during the period of the contract. It may be referred to as a requirement contract, indefinite quantity contracts, or delivery order contracts.

If yes, **proceed to step 3.21.**

If no, **proceed to step 3.23.**

3.23 – Does your requirement require a funds transfer?

NOTE: A funds transfer may be required for various reasons to include, but are not limited to, provide funds to an external organization for execution (i.e., external organization existing contract) or payment for goods or services (i.e., USMC ServMart online or GSA Advantage). These are typically executed via a DD Form 448/1149, NAVCOMPT 2275/2276, or a miscellaneous pay document.

If yes, **proceed to step 3.25.**

If no, **proceed to step 3.24.**

3.24 – If the proper process to initiate your purchase request has not been discussed, you may have a unique situation and you must contact the supply section for assistance.

3.25 – Initiate a DD Form 448/1149, NAVCOMPT 2275/2276, or miscellaneous pay purchase request utilizing the PR Builder SABRS enabled non-contract request workflow (refer to chapter 2, paragraph 2.B.1.A.).

→ **Proceed to off-page reference (Process 5.0 Purchase Request Builder (PRBuilder) Requisition, reference point “B”)**

3.26 – Is your requirement in support of the Federal Training Program?

If yes, **proceed to step 3.27.**

If no, **proceed to step 3.13.**

3.27 – Completed the SF182 and **proceed to step 3.13.**

Chapter 4 – Supply System Requisition

4.A. Purpose. The intent of this chapter is to outline the process for supply system requisitions in accordance with applicable policy and directives. Previous chapters have outlined the necessary workflows and steps that have brought the requirement generator to the supply system to fill their requirement. Follow on chapters will provide further detail on the receipt and acceptance process.

4.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates. It does not apply to the Exercise Support Division, which has the organic capability to initiation supply system requisitions.

4.C. Process Flow. The process flow for supply system requisitions is provided below in figure 4-1. A step by step narrative is provided in paragraph 4.D. A larger image can be found under “Process 4” in Part 6 of this SOP.

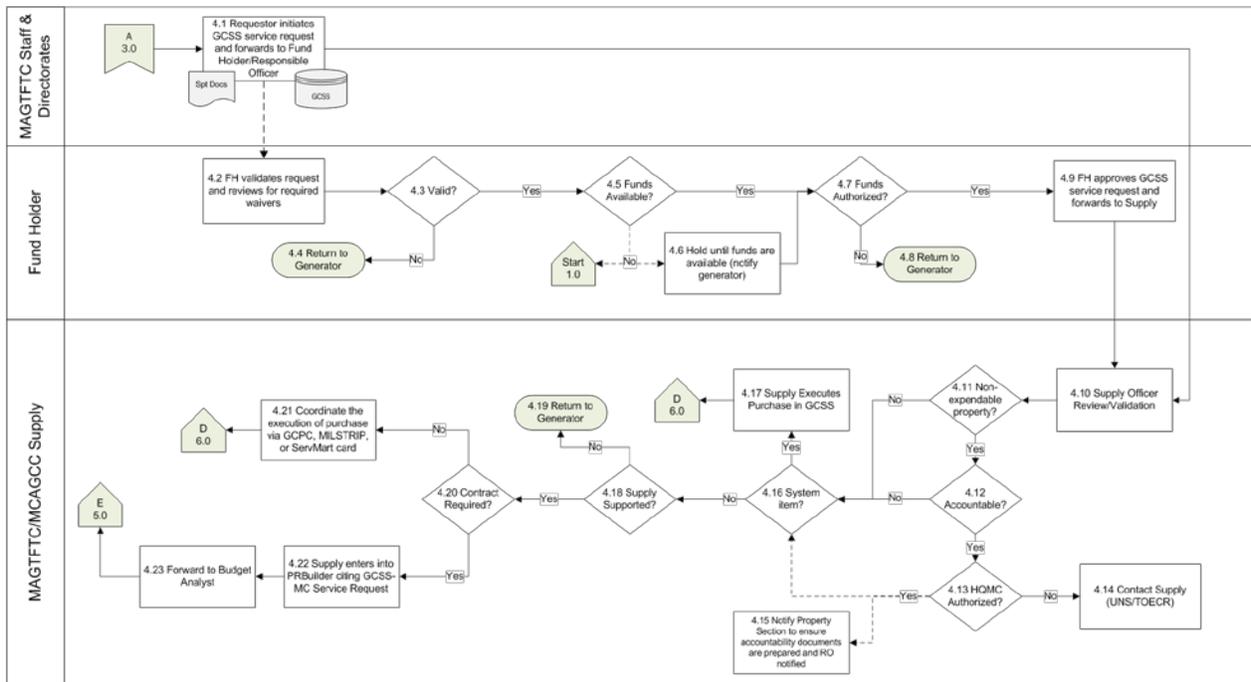


Figure 4-1 – Supply System Requisition

4.D. Process Narrative. Numbered process steps correspond with the step identified in table 4-1.

START: In from off-page reference (*Process 3.0 Initiating a Requisition Purchase Request, reference point “A”*)

4.1 – Requestor initiates a GCSS-MC service request and forwards to their respective Accountable Officer (AO) appointed Fund Holder (FH) or Responsible Officer (RO) with fund execution authority. This GCSS-MC service request is a required Key Supporting Document (KSD) for the requisition. Refer to Chapter 2, paragraph 2.A for additional information on supply system workflows and access.

*NOTE: If a Fund Holder is not an authorized funds approver in GCSS-MC, the request does not have to be routed to the Fund Holder in GCSS-MC. In these situations, the requestor must state “FUNDS WERE APPROVED BY FUND HOLDER [insert name of Fund Holder] FOR AMOUNT [insert dollar amount of request] ON [insert date]. FUND HOLDER CONTACT INFORMATION IS [insert FUND HOLDER contact information].” in the remarks section of the GCSS-MC service request. In these situations, **skip steps 4.2 through 4.9 and proceed directly to step 4.10.***

4.2 – The AO appointed FH/RO validates the request and reviews for required waivers (as outlined in chapter 3).

4.3 – Is the request valid?

NOTE: The request is not valid if (1) it is not a valid requirement and government funds should not be utilized, (2) it is for supplies that should be requested via another purchase request flow identified in chapter 1 (i.e., not a supply system item), or (3) it is for a service that should be requested via another purchase request flow identified in chapter 1.

If yes, **proceed to step 4.5.**

If no, **proceed to step 4.4.**

4.4 – Request is returned to the requestor to initiate via the appropriate purchase request process or returned to the requirement generator as it is not a valid requirement.

4.5 – Are funds available?

If yes, **proceed to step 4.7.**

If no, **proceed to step 4.6 or proceed to off-page reference (Process 1.0 Budget process, reference point “start”) to initiate the budget process.**

4.6 – Hold the requirement until funds become available. When funding is available **proceed to step 4.7.**

4.7 – Does the AO appointed FH/RO authorize the use of government funds?

NOTE: Authorization of government funds is the FH/RO approval to obligate government funds. Although the actual obligation in SABRS may not take place at this point in the process, this FH/RO approval is the point in the process in which authority is granted to execute against their allocated funds and is part of the FH/RO fiduciary responsibility. In terms of internal controls and in accordance with policy, it is essential that this individual be appointed by the AO. If this person has not been appointed to this role, contact the supply section for assistance.

If yes, **proceed to step 4.9.**

If no, **proceed to step 4.8.**

4.8 – Funds are not authorized and the request is returned to the requestor/requirement generator.

4.9 – The AO appointed FH/RO approves the GCSS service request and forwards to the supply section.

4.10 – The Supply Officer, or their delegated individuals, reviews and validates the purchase request.

4.11 – Is the requirement for a nonexpendable item?

NOTE: Nonexpendable items are materiel which, after issue, are not chemically or physically altered with use to such an extent that would preclude economical reuse of its original purpose and/or which is normally returned to a storage or industrial activity for repair. Nonexpendable items do not lose their identity in the process of work or in the rendering of services, this includes weapons, vehicles, machines, tools, furniture, instruments, etc. Nonexpendable property requires formal supply accounting down to the user level throughout the life of the asset. Refer to MCO 4400.150 for additional information.

If yes, **proceed to step 4.12.**

If no, **proceed to step 4.16.**

4.12 – Is the nonexpendable item accountable?

NOTE: Nonexpendable items are accountable when (1) the acquisition cost of a purchased or leased (capital or operating leases as applicable) item is \$5,000 or more, (2) acquisition cost is below \$5,000 and are sensitive, classified, or meet ALL of the following criteria: pilferable, critical to the activity's business/mission and hard to repair or replace. Refer to SECNAVISNT 7320.10A for additional information.

If yes, **proceed to step 4.13.**

If no, **proceed to step 4.16.**

4.13 – Is the nonexpendable accountable asset a Headquarters Marine Corps authorized allowance item?

NOTE: An allowance item is an item of supply or equipment prescribed by Marine Corps Table of Equipment (T/E) or other authorized allowance publications. An activity or unit equipment allowance is validated by Marine Corps Combat Development Command (MCCDC), specifically Combat Development & Integration (CD&I), and are documented on the units Table of Organization & Equipment (TO&E) in the Total Force Structure Management System (TFSMS). Refer to MCO 4400.150 or MCO 5311.1_ for additional information.

If yes, **proceed to step 4.15 and 4.16**

If no, **proceed to step 4.14.**

4.14 – If required, the supply section will contact the requestor/requirement generator and provide additional guidance. The below scenarios may apply.

- The requested item is an allowance item and the requestor needs to initiate a Table of Organization & Equipment Change Request (TOECR) to request an adjustment to the units TO&E.
- The requested item is an allowance item and the unit is currently deficient.
- The requested item is not currently within the Marine Corps inventory and the requestor needs to register the requirement via the Universal Needs Statement (UNS).

NOTE: Current Marine Corps policy only documents allowances for Military Equipment. As such, the above scenarios will always apply. Policy is currently being drafted which may potentially require the creation of Garrison Property (GP) allowances; however, this policy is not in the immediate future. As a result, the supply section should always be consulted prior to purchase of any nonexpendable accountable items. At which time, they will provide follow on instructions. Lastly, Garrison Mobile Equipment (GME) allowances are centrally maintained by Marine Corps Installation Command (MCICOM) and requirements should be routed to the local Southwest Regional Fleet Transportation (SWRFT) representative.

4.15 – Notify the property section (internal to supply) to ensure accountability documentation is prepared and placed in a pending action file. Additionally, notify the respective RO of pending property addition.

4.16 – Is the request for a supply system item?

If yes, **proceed to step 4.17.**

If no, **proceed to step 4.18.**

4.17 – Supply executes the supply system requisition.

→ **Proceed to off-page reference (Process 6.0 Receipt and Acceptance, reference point “D”)**

4.18 – Does the supply section have the ability and resources to support the request?

NOTE: For various reasons, a supply system purchase request initiated via this process may not be able to be executed via the supply system. In these cases and in order to reduce a delay in meeting the requestor/requirement generator’s requirement, the supply section will make every effort to continue to process the request via other execution methods.

If yes, **proceed to step 4.20.**

If no, **proceed to step 4.19.**

4.19 – The purchase request is returned to the requestor/requirement generator with the additional guidance on appropriate request procedures.

4.20 – Does execution of the purchase require contracting action?

If yes, **proceed to step 4.22.**

If no, **proceed to step 4.21.**

4.21 – The supply section will coordinate the execution of the purchase via GCPC, MILSTRIP, or ServMart card.

NOTE: The supply section is not required to initiate the purchase request in PR Builder. For audit purposes, the initial GCSS purchase request will serve as the FH/RO approval and ensures compliance with MARADMIN 331/15. However, requisitions that require MILSTRIP may be required to be initiated using the PR Builder SABRS enabled non-contract request workflow (refer to chapter 2, paragraph 2.B.1.A.).

→ **Proceed to off-page reference (*Process 6.0 Receipt and Acceptance, reference point “D”*)**

4.22 – The supply section will initiate a “SU” purchase request utilizing the PR Builder SABRS enabled contract request workflow (refer to chapter 2, paragraph 2.B.1.B.).

NOTE: If necessary, the supply section may contact the requestor/requirement generator for a sole source justification.

4.23 – The PR Builder request will go directly to the G8 Budget Analyst for review.

NOTE: The PR Builder workflow will not include the AO appointed FH/RO. For audit purposes, the initial GCSS purchase request will serve as the FH/RO approval.

→ **Proceed to off-page reference (*Process 5.0 Purchase Request Builder (PRBuilder) Requisition, reference point “E”*)**

Chapter 5 – Purchase Request Builder (PR Builder) Requisition

5.A. Purpose. The intent of this chapter is to outline the process for PR Builder requisitions in accordance with applicable policy and directives. Previous chapters have outlined the necessary workflows and steps that have brought the requirement generator to PR Builder to fill their requirement. Follow on chapters will provide further detail on the receipt and acceptance process.

5.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates. It does not apply to Exercise Support or Public Works Divisions, which have separate Accountable Officer and supply sections.

5.C. Process Flow. The process flow for PR Builder requisitions is provided below in figure 5-1. A step by step narrative is provided in paragraph 5.D. A larger image can be found under “Process 5” in Part 6 of this SOP.

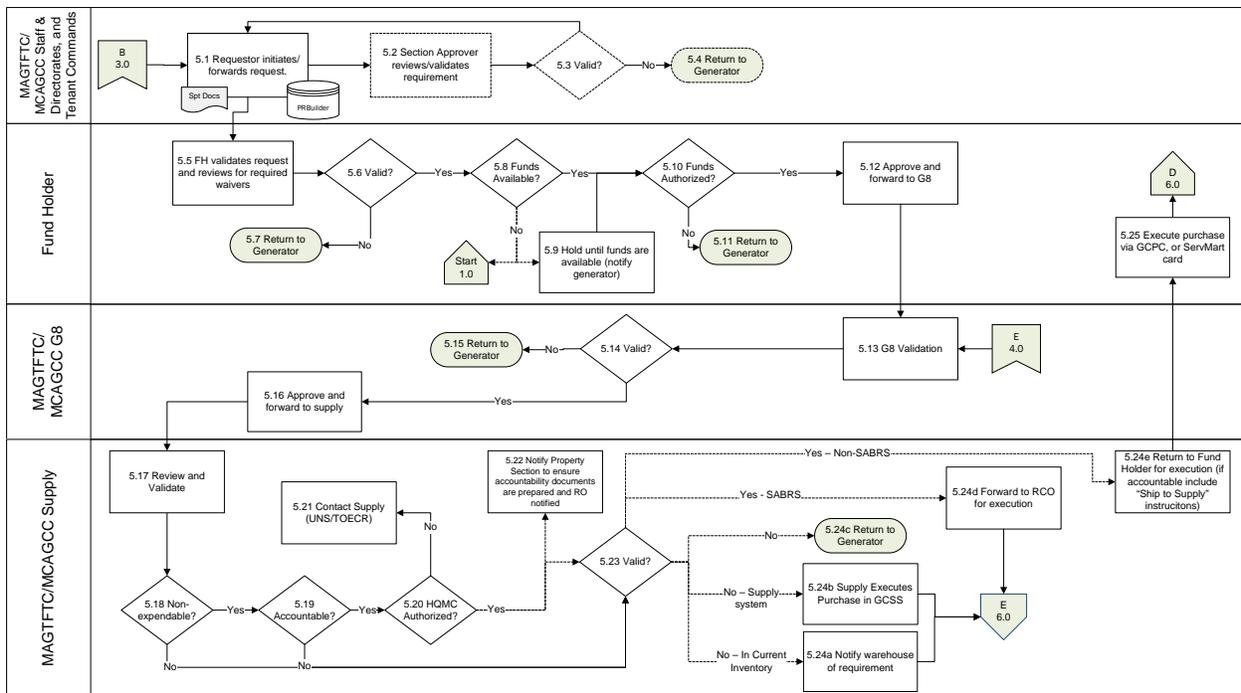


Figure 5-1 – Purchase Builder Request Requisition

5.D. Process Narrative. Numbered process steps correspond with the step identified in table 5-1.

START: In from off-page reference (*Process 3.0 Initiating a Requisition Purchase Request, reference point “B”*)

5.1 – Requestor initiates a PR Builder request utilizing the appropriate PR Builder workflow and forwards to their respective Accountable Officer (AO) appointed Fund Holder (FH) or Responsible Officer (RO) with fund execution authority. This PR Builder request is a required Key Supporting Document (KSD) for the requisition. Refer to Chapter 2, paragraph 2.B for additional information on PR Builder workflows and access.

*NOTE: If internal section business rules dictate, the requestor may be required to forward the request to a designated section approver (i.e., an individual other than the AO appointed FH/RO) within the section that approves all section requirements. In this situation, the designated section approver does not have to be assigned a role in PR Builder and the request process is based on internal section SOP and does not have to be tracked in PR Builder. **Steps 5.2 through 5.4** are included in the process flow to capture this possibility. If this internal SOP does not exist, **proceed directly to step 5.5.***

5.2 – Section approver reviews and validates the requirement.

5.3 – Is it a valid requirement?

NOTE: The request is not valid if it is not a valid requirement and government funds should not be utilized.

If yes, **return to step 5.1** and initiate PR Builder request and **proceed directly to step 5.5.**

If no, **proceed to step 5.4.**

5.4 – Request is returned to the requirement generator as it is not a valid requirement.

5.5 – The AO appointed FH/RO validates the request and reviews for required waivers (as outline in chapter 3).

5.6 – Is the requested valid?

NOTE: The request is not valid if (1) it is not a valid requirement and government funds should not be utilized, (2) it is for supplies that should be requested via another purchase request flow identified in chapter 1 (i.e., a supply system item), or (3) it is for a service that should be requested via another purchase request flow identified in chapter 1.

If yes, **proceed to step 5.8.**

If no, **proceed to step 5.7.**

5.7 – Request is returned to the requestor to be initiated via the appropriate purchase request process or returned to the requirement generator as it is not a valid requirement.

5.8 – Are funds available?

If yes, **proceed to step 5.10.**

If no, **proceed to step 5.9 or proceed to off-page reference (Process 1.0 Budget process, reference point “start”) to initiate the budget process.**

5.9 – Hold the requirement until funds become available. When funding is available **proceed to step 5.10.**

5.10 – Does the AO appointed FH/RO authorize the use of government funds?

NOTE: Authorization of government funds is the FH/RO approval to obligate government funds. Although the actual obligation in SABRS may not take place at this point in the process, this FH/RO approval is the point in the process in which authority is granted to execute against their allocated

funds and is part of the FH/RO fiduciary responsibility. In terms of internal controls and in accordance with policy, it is essential that this individual be appointed by the AO. If this person has not been appointed to this role, contact the supply section for assistance.

If yes, **proceed to step 5.12.**

If no, **proceed to step 5.11.**

5.11 – Funds are not authorized and the request is returned to the requestor/requirement generator.

5.12 – The AO appointed FH/RO approves the PR Builder request and forwards to G8.

→ **In from off-page reference (Process 4.0 Supply System Request, reference point “E”)**

5.13 – G8 executes a funds validation.

5.14 – Is this a valid request (i.e., funding is available)?

If yes, **proceed to step 5.16.**

If no, **proceed to step 5.15.**

5.15 – Funds are not available and the request is returned to the requestor.

5.16 – Approve the PR Builder request and forward to the supply section.

5.17 – The Supply Officer, or their delegated individuals, reviews and validates the purchase request.

5.18 – Is the requirement for a nonexpendable item?

NOTE: Nonexpendable items are materiel which, after issue, are not chemically or physically altered with use to such an extent that would preclude economical reuse of its original purpose and/or which is normally returned to a storage or industrial activity for repair. Nonexpendable items do not lose their identity in the process of work or in the rendering of services, this includes weapons, vehicles, machines, tools, furniture, instruments, etc. Nonexpendable property requires formal supply accounting down to the user level throughout the life of the asset. Refer to MCO 4400.150 for additional information.

If yes, **proceed to step 5.19.**

If no, **proceed to step 5.23.**

5.19 – Is the nonexpendable item accountable?

NOTE: Nonexpendable items are accountable when (1) the acquisition cost of a purchased or leased (capital or operating leases as applicable) item is \$5,000 or more, (2) acquisition cost is below \$5,000 and are sensitive, classified, or meet ALL of the following criteria: pilferable, critical to the activity's business/mission and hard to repair or replace. Refer to SECNAVISNT 7320.10A for additional information.

If yes, **proceed to step 5.20.**

If no, **proceed to step 5.23.**

5.20 – Is the nonexpendable accountable asset a Headquarters Marine Corps authorized allowance item?

NOTE: An allowance item is an item of supply or equipment prescribed by Marine Corps Table of Equipment (T/E) or other authorized allowance publications. An activity or unit equipment allowance is validated by Marine Corps Combat Development Command (MCCDC), specifically Combat Development & Integration (CD&I), and are documented on the units Table of Organization & Equipment (TO&E) in the Total Force Structure Management System (TFSMS). Refer to MCO 4400.150 or MCO 5311.1_ for additional information.

If yes, **proceed to step 5.22 and 5.23 (concurrent steps).**

If no, **proceed to step 5.21.**

5.21 – If required, the supply section will contact the requestor/requirement generator and provide additional guidance. The below scenarios may apply.

- The requested item is an allowance item and the requestor needs to initiate a Table of Organization & Equipment Change Request (TOECR) to request an adjustment to the units TO&E.
- The requested item is an allowance item and the unit is currently deficient.
- The requested item is not currently within the Marine Corps inventory and the requestor needs to register the requirement via the Universal Needs Statement (UNS).

NOTE: Current Marine Corps policy only documents allowances for Military Equipment, as such the above scenarios will always apply. Policy is currently being drafted which may potentially require the creation of Garrison Property (GP) allowances; however, this policy is not in the immediate future. As a result, the supply section should always be consulted prior to purchase of any nonexpendable accountable items. At which time, they will provide follow on instructions. Lastly, Garrison Mobile Equipment (GME) allowances are centrally maintained by Marine Corps Installation Command (MCICOM) and requirements should be routed to the local Southwest Regional Fleet Transportation (SWRFT) representative.

5.22 – Notify the property section (internal to supply) to ensure accountability documentation is prepared and placed in a pending action file. Additionally, notify the respective RO of pending property addition.

5.23 – Is this a valid request (i.e., is it the correct source of supply and appropriate workflow)?

If no, asset is available from within existing inventory, **proceed to step 5.24a.**

If no, asset is available from within the supply system, **proceed to step 5.24b.**

If no, **proceed to step 5.24c.**

If yes, requisition is process via a SABRS ENABLED workflow, **proceed to step 5.24d.**

If yes, requisition is processed via a NON-SABRS ENABLED workflow, **proceed to step 5.24e.**

5.24a – Return the request to the requestor in PR Builder and notify them that the requirement can be filled via existing inventory. Then notify the warehouse or storage location of the specific requirement and coordinates issue.

→ **Proceed to off-page reference (Process 6.0 Receipt and Acceptance, reference point “E”)**

5.24b – Return the request to the requestor and notify them that the requirement will be filled via the supply system. The supply section executes the requirement via the supply system identifying the PR Builder purchase request number in the supply system requisition.

NOTE: The supply section is not required to initiate the supply system requisition via a GCSS-MC service request. For audit purposes, the initial PR Builder purchase request will serve as the FH/RO approval and ensures compliance with MARADMIN 331/15. However, the supply section must identify the original PR Builder request number in the remarks section of the supply system requisition.

→ **Proceed to off-page reference (Process 6.0 Receipt and Acceptance, reference point “E”)**

5.24c – Return the request to the requestor and provide clarification and/or amplifying guidance as to why the request was returned.

5.24d – Approve the purchase request and route to the Regional Contracting Office for execution.

NOTE: Once the PR Builder is approved by supply, an obligation of funds occurs in the financial system. At this point, the FH/RO will have visibility of the financial transaction in SABRS and begins their fiduciary responsibility to ensure all financial transactions are properly posted and ultimately closed.

→ **Proceed to off-page reference (Process 6.0 Receipt and Acceptance, reference point “E”)**

5.24e – Approve the purchase request and return to the FH/RO for follow on execution.

→ **Proceed to off-page reference (Process 6.0 Receipt and Acceptance, reference point “E”)**

5.25 – The FH/RO coordinates with their respective execution agent (i.e., GCPC AO/CH, ServMart cardholder, etc) to make the requisition.

NOTE: At the time of the transaction (i.e., swipe of the GCPC or ServMart card), the FH/RO will have visibility of financial transaction in SABRS and begins their fiduciary responsibility to ensure all financial transactions are properly posted and ultimately closed.

→ **Proceed to off-page reference (Process 6.0 Receipt and Acceptance, reference point “D”)**

Chapter 6 – Receipt and Acceptance

6.A. Purpose. The intent of this chapter is to outline the process for the proper receipt and acceptance of requisitions in accordance with applicable policy and directives. Previous chapters have outlined the necessary workflows and subsequent steps for the execution of the requirement and this is the final stage needed to ensure the requisition is completed.

6.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates; and tenant activities which receive installation property support (i.e., Garrison Property). It does not apply to Exercise Support or Public Works Divisions, which have separate Accountable Officer and supply sections.

6.C. Process Flow. The process flow for receipt and acceptance is provided below in figure 6-1. A step by step narrative is provided in paragraph 6.D. A larger image can be found under “Process 6” in Part 6 of this SOP.

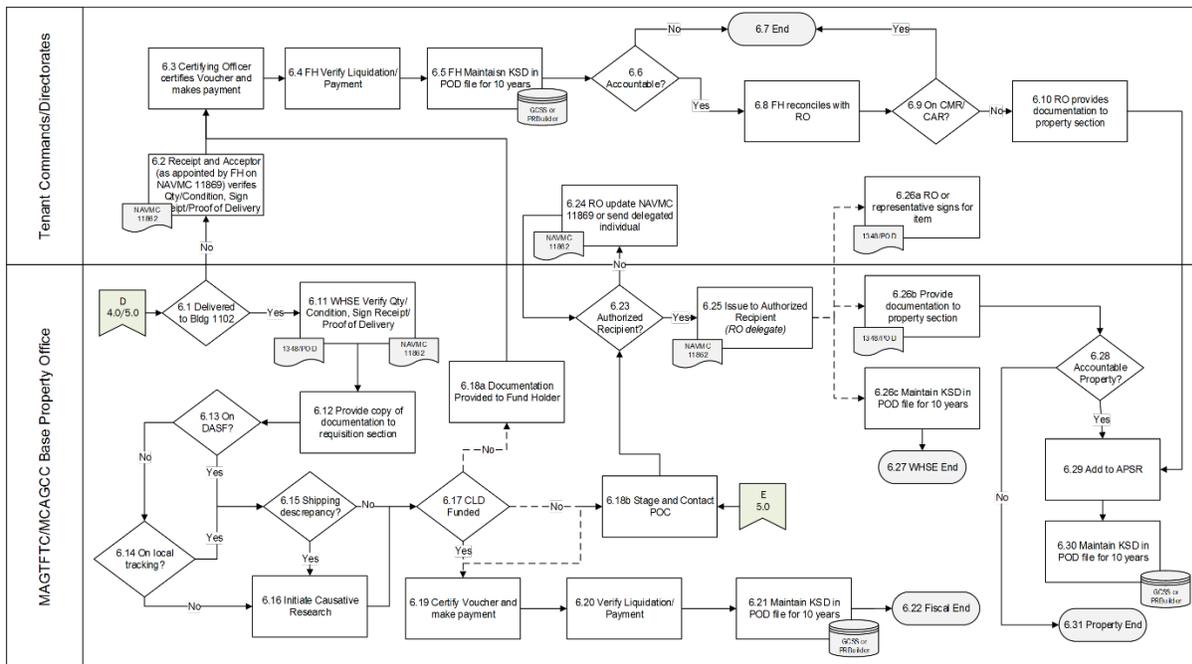


Figure 6-1 – Receipt and Acceptance

6.D. Process Narrative. Numbered process steps correspond with the step identified in table 6-1.

START: In from off-page references (*Process 4.0 Supply System Request and Process 5.0 Purchase Request Builder (PRBuilder) Requisition, reference point “D”*)

6.1 – Is the required item delivered to building 1102 (supply section receiving)?

If yes, **proceed to step 6.11.**
 If no, **proceed to step 6.2.**

6.2 – The delegated Receipt and Acceptor verifies the quantity and condition of the assets, and signs and dates the proof of delivery (POD) documentation.

NOTE: In accordance with policy and to ensure requisition internal controls, the delegated Receipt and Acceptor is required to be delegated in writing by the applicable Accountable Officer (AO) appointed Fund Holder (FH) via a NAVMC 11869, Notice of Delegation of Authority. The applicable FH is the individual that approved the obligation of government funds for this particular requisition.

6.3 – Unless this requisition was executed via Government Commercial Purchase Card (GCPC), skip to Step 6.4. The signed/dated POD is provided to the AO appointed Certifying Officer for voucher certification and subsequent payment.

NOTE: For this command, this step is only applicable to GCPC and Defense Travel System (DTS) in which the Approving Official or Approver serves as the Certifying Officer. As this process is addressing the receipt and acceptance of goods or services, DTS is not applicable. All other execution methods are ultimately certified by the Defense Financial and Accounting Services (DFAS).

6.4 – Receipt of the good or service does not end the requisition process. As part of their fiduciary responsibility, the FH is obligated to ensure the requisition transaction has liquidated (i.e, been paid). As such, the FH monitors the financial management system (Standard Accounting Budget Reporting System or SABRS) to verify the requisition payment has liquidated.

NOTE: Monitoring of the financial management system is executed via the SABRS Management Analysis Retrieval System (SMARTS) whose access is currently limited to G8 and Supply. SMARTS reports will be provided to FHs by the supply section of a bi-monthly basis or upon request.

6.5 – The POD documentation is a Key Supporting Document (KSD) and must be maintained in a POD file for 10 years.

NOTE: The POD file is a unit file that maintains a record of all receipts and should be turned over upon FH replacement. It is advisable and encouraged that the FH maintains a personal copy for their records, but the requirement is for a unit POD file.

NOTE: It is important to note that the POD documentation is only a single KSD associated to a requisition. Other requisition KSDs include, but are not limited to, the purchase request (which is now documented in PR Builder/GCSS-MC), applicable appointment letters (FH appointment letter and DD Form 577), and delegation documentation (NAVMC 11869). All of which are subject to auditability and should be maintained at the unit and by the respective appointed FH. Certain KSDs will be maintained by the supply sections (AO appointment letters, DD Form 577s, etc), but others will not (NAVMC 11867, POD documentation, etc). With the understanding that there will be redundancy in file retention, the FH should establish local procedures to maintain all KSDs which must ultimately be turned over to their replacement.

6.6 – Was the good that was received accountable property?

NOTE: Nonexpendable items are accountable when (1) the acquisition cost of a purchased or leased (capital or operating leases as applicable) item is \$5,000 or more, (2) acquisition cost is below \$5,000 and are sensitive, classified, or meet ALL of the following criteria: pilferable, critical to the activity's

business/mission and hard to repair or replace. Refer to SECNAVISNT 7320.10A for additional information.

If yes, **proceed to step 6.8.**

If no, **proceed to step 6.7.**

6.7 – Requisition process ends.

6.8 – The FH reconciles with their respective RO (i.e., the individual who has a property account with the supply section) to determine if the asset has been added to the Consolidated Memorandum Receipt (CMR) or Consolidated Asset Report (CAR).

NOTE: The CMR is used to sub-custody Military Equipment and the CAR is used to sub-custody Garrison Property.

NOTE: The FH may also serve as the RO. If not, all sections with an allocation of funds (i.e., have an appointed FH) should also have an appointed RO. The FH should contact the supply section if the respective RO is unknown or if one needs to be appointed.

6.9 – Has the asset been added to the CMR/CAR?

If yes, **proceed to step 6.7.**

If no, **proceed to step 6.10.**

6.10 – The RO forwards a copy of the POD documentation to the supply section in order for the asset to be added to the property records. **Proceed to step 6.29.**

6.11 – The supply warehouse section verifies the quantity and condition of the assets; and signs and dates the POD documentation.

NOTE: In accordance with policy and to ensure requisition internal controls, the warehouse section will be delegated as Receipt and Acceptor by the Supply Officer via a NAVMC 11869, Notice of Delegation of Authority.

6.12 – The warehouse section provides a copy of the POD to the requisition section.

6.13 – Is the received item resident on the Due-In Status File (DASF)?

If yes, **proceed to step 6.15.**

If no, **proceed to step 6.14.**

6.14 – Is the received item on a local tracking system?

If yes, **proceed to step 6.15.**

If no, **proceed to step 6.16.**

6.15 – Was there a shipping discrepancy (e.g., was the requisition properly filled)?

If yes, **proceed to step 6.16.**

If no, **proceed to step 6.17.**

6.16 – The supply section initiates causative research to determine the requisitioning source and/or to address the shipping discrepancy.

6.17 – Was the requisition funded by Center Logistics Division funding?

If yes, **proceed to step 6.19 and step 6.18b (concurrent steps).**

If no, **proceed to step 6.18a and step 6.18b (concurrent steps).**

6.18a – Provide the POD documentation to the appropriate FH. **Proceed to step 6.3.**

NOTE: The appropriate FH is the appointed individual who approved the obligation of government funds on the purchase request.

6.18b – Stage the item in the warehouse and contact the appropriate point of contact to coordinate delivery. **Proceed to step 6.23**

→ **In from off-page reference (*Process 5.0 Purchase Request Builder (PRBuilder) Requisition, reference point “E”*)**

6.19 – Unless this requisition was executed via Government Commercial Purchase Card (GCPC), skip to Step 6.19. The signed/dated POD is provided to the AO appointed Certifying Officer for voucher certification and subsequent payment.

NOTE: For this command, this step is only applicable to GCPC and Defense Travel System (DTS) in which the Approving Official or Approver serves as the Certifying Officer. As this process is addressing the receipt and acceptance of goods or services, DTS is not applicable. All other execution methods are ultimately certified by the Defense Financial and Accounting Services (DFAS).

6.20 – Receipt of the good or service does not end the requisition process. As part of their fiduciary responsibility, the FH, in addition to the Supply Officer is obligated to ensure the requisition transaction has liquidated (i.e, been paid). As such, the FH monitors the financial management system (Standard Accounting Budget Reporting System or SABRS) to verify the requisition payment has liquidated.

6.21 – The POD documentation is a Key Supporting Document (KSD) and must be maintained in a POD file for 10 years.

6.22 – Fiscal portion of the requisition process ends.

6.23 – Is the individual who arrives at building 1102 to pick up the item an RO, FH, or RO/FH delegated Receipt and Acceptor.

NOTE: In terms of requisition internal controls, the Supply Officer delegated Receipt and Acceptor has the authority to receipt and accept all deliveries for all the respective DoDAACs FHs. For non-accountable property, this step is an additional control that aligns with sound supply procedures to

ensure positive chain of custody. For accountable property, it is a necessary step in accordance with current Marine Corps policy.

NOTE: The delegated Receipt and Acceptor is required to be delegated in writing by the applicable AO appointed FH (non-accountable assets) or RO (accountable assets) via a NAVMC 11869. This documentation must be maintained on file in order to receive an issue from the supply section.

If yes, **proceed to step 6.25.**

If no, **proceed to step 6.24.**

6.24 – The FH or RO updates their current NAVMC 11869 to delegate the individual to be a Receipt and Acceptor. The delegated Receipt and Acceptor, or the actual FH/RO picks up the asset from the supply section. **Return to step 6.23.**

6.25 – The warehouse section issues the property to the FH/RO or delegated Receipt and Acceptor?

6.26a – **Concurrent step with 6.26b and 6.26c.** The FH/RO or delegated Receipt and Acceptor receipts for the property. This individual will verify the quantity and condition of the asset and signs and dates the POD documentation.

6.26b – **Concurrent step with 6.26a and 6.26c.** The warehouse section provides a copy of the documentation to the property section. **Proceed to step 28**

6.26c – **Concurrent step with 6.26a and 6.26b.** The warehouse section maintains a copy of the KSD in the POD file for 10 years.

6.27 – Warehouse portion of the process ends.

6.28 – Is the item accountable?

NOTE: Nonexpendable items are accountable when (1) the acquisition cost of a purchased or leased (capital or operating leases as applicable) item is \$5,000 or more, (2) acquisition cost is below \$5,000 and are sensitive, classified, or meet ALL of the following criteria: pilferable, critical to the activity's business/mission and hard to repair or replace. Refer to SECNAVISNT 7320.10A for additional information.

If yes, **proceed to step 6.29.**

If no, **proceed to step 6.31.**

6.29 – The property section adds the accountable item to the Accountable Property System of Record (APSR) and sub-custodies as required.

NOTE: The APSR for military equipment is GCSS-MC which enables the sub-custody of equipment to ROs via the Consolidated Memorandum Receipt (CMR). The APSR for garrison property is the Defense Property Accountability System (DPAS) which enables the sub-custody of equipment to ROs via the Custodian Inventory Report (CAR).

NOTE: All accountable assets will be assigned to an appointed RO for sub-custody.

6.30 – The property section maintains a copy of the KSD in the POD file for 10 years.

6.31 – This ends the requisition process

PART 2 – PHYSICAL INVENTORY

Chapter 7 – Garrison Property (Defense Property Accountability System (DPAS))

7.A. Purpose. The intent of this chapter is to outline the local process for the physical inventory of Garrison Property. Physical inventories are management tools for ensuring effective control, accounting, and physical security of materiel and are a valuable part of the Accountable Officer’s Physical Internal Control Program. On a quarterly basis, appointed Responsible Officers (ROs) are required to ensure all materiel maintained on hand is inventoried via the quarterly Custodian Inventory Report (CIR). These are inventories generated by DPAS based on the Consolidated Asset Report (CAR). CIRs are reconciled with the Supply Officer and reported to the AO. On an annual basis, the Supply Officer is required to ensure all materiel maintained on hand is inventoried in order to determine the accuracy of the formal accountable property records (i.e., DPAS). The Supply Officer’s annual inventory will be in conjunction with a quarterly RO inventory.

It is important to note, that this chapter integrates the Financial Liability Investigation of Property Loss (FLIPL) process and incorporates the use of the DD Form 200, Financial Liability Investigation of Property Loss (FLIPL), in lieu of the traditional Request for Investigation (RFI).

NOTE: Nonexpendable items are accountable when (1) the acquisition cost of a purchased or leased (capital or operating leases as applicable) item is \$5,000 or more, (2) acquisition cost is below \$5,000 and are sensitive, classified, or meet ALL of the following criteria: pilferable, critical to the activity’s business/mission and hard to repair or replace. It is vital that ROs identify/report assets that meet this criteria to the Garrison Property Office at the time of acquisition/procurement in order to properly establish accountability. At the very least, the inventory process outlined in this chapter provides a means to report accountable assets on a quarterly basis.

7.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates and tenant activities, which receive installation property support (i.e., Garrison Property).

7.C. Process Flow. The process flow for the physical inventory of garrison property is provided below in figure 7-1. A step by step narrative is provided in paragraph 7.D. A larger image can be found under “Process 7” in Part 6 of this SOP.

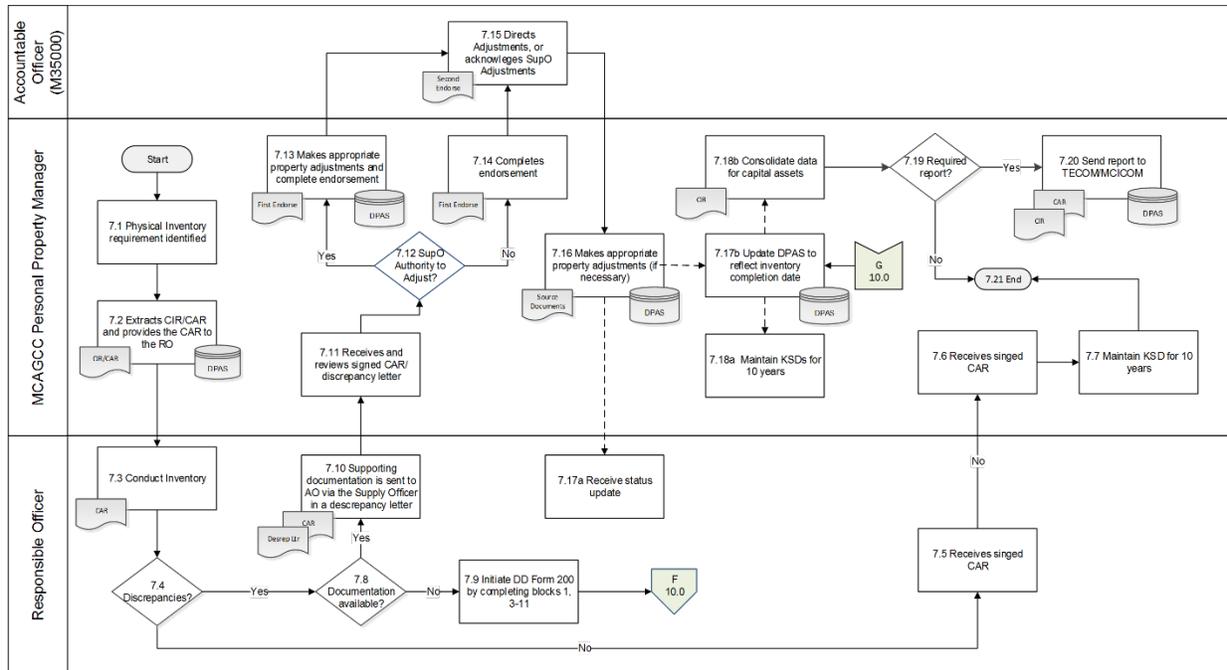


Figure 7-1 – Physical Inventory – Garrison Property

7.D. Process Narrative. Numbered process steps correspond with the step identified in figure 7-1.

START:

7.1 – A requirement for a physical inventory has been identified.

7.2 – The Garrison Property Office extracts the CAR from DPAS. From the CAR, the CIR is generated, which identifies assets that have been placed under the custody of an appointed Responsible Officer (RO). The CIRs are then distributed accordingly to the respective ROs.

7.3 – Upon receipt of the CIR, the RO has fifteen (15) calendar days to conduct a physical inventory.

NOTE: A physical inventory consists of verifying each line item's identifying attributes, container marking, location, and quantity between the CIR and the physical asset, known as a "Book to Floor" inventory. It also involves the counting of physical property, comparing this count to the CIR record balance, and adjusting or correcting records so that record balance and quantity of property on hand are identical, known as a "Floor to Book" inventory.

7.4 – Are there discrepancies between what is identified on the CIR and what is physically on hand?

NOTE: Discrepancies include, but are not limited to, variances in National Stock Number (NSN), quantity, or serial number.

If yes, **proceed to step 7.8.**

If no, **proceed to step 7.5.**

7.5 – The RO signs and dates the CIR and CIR update letter, initials the bottom right corner of each page of the CIR, and returns to the Garrison Property Office.

7.6 – The RO signed/initialialed and dated copy of the CIR and CIR update letter is returned to the Personal Property Manager (PPM).

7.7 – The PPM ensures required Key Supporting Documents (KSD) are maintained on file in accordance with Marine Corps Orders. **Proceed to step 7.21.**

7.8 – Are the discrepancies supported by documentation?

NOTE: To avoid unnecessary discrepancy letters, ROs are encouraged to provide supporting documentation to the PPM at the time of the transaction (i.e., receipt, disposal documentation, message traffic to correct NSNs, etc) rather than waiting for the inventory process.

If yes, **proceed to step 7.10.**

NOTE: If discrepancies exist which are supported by documentation and were not corrected prior to the reconciliation process, the PPM shall make the necessary adjustments to the CAR to reflect the true physical inventory within five working days.

If no, **proceed to step 7.9.**

NOTE: Any discrepancy that does not have supporting documentation shall be forwarded to the PPM as a FLIPL for follow on action.

7.9 – The RO completes blocks 1, 3 – of the DD Form 200 and submits to the CO/AO via the PPM. Instructions for completing the DD Form 200 are provided in enclosure (4). Questions or concerns shall be directed to the PPM.

NOTE: Known loss, damage, or destruction of government property; or any unaccounted for controlled, sensitive, or pilferable item, will not be reported by the RO in a Discrepancy Letter. In these situations, the RO will submit a DD Form 200 immediately upon discovery to the AO via the PPM. Bottom line, a directed (quarterly or annual) inventory does not need to be initiated or in progress to report this incidence. Refer to Chapter 9 for additional details.

NOTE: The DD Form 200 will be used to document the circumstances leading to the loss or damage of government property. For clarity, serial number and NSN changes are considered property losses without supporting documentation and must be documented via a DD Form 200. Initiating a DD Form 200 does not always require the appointment of a Financial Liability Officer (FLO) for a formal investigation.

NOTE: At this point, the responsible individual can elect to make voluntary payment for the loss, damage or destruction of government property. To do this, the individual includes the following statement in block 9 of the DD Form 200, "I elect to make voluntary payment for the government property identified in this DD Form 200. I understand by making this statement, my decision is final and I waive my right to any FLIPL process actions outlined in Marine Corps policy."

→ **Proceed to off-page reference (Process 10.0 FLIPL Initiation, reference point "F")**

7.10 – Discrepancies with supporting documentation must be identified to the CO/AO in an RO Discrepancy Letter. This letter will be endorsed by the PPM and forwarded to the CO/AO. Additionally, an RO signed and dated copy of the CIR and CIR update letter shall be returned to the PPM with the bottom right of each page of the CIR initialed.

NOTE: If the PPM and the RO agree that the CIR is in error and there is supporting documentation, the PPM will make appropriate pen changes (NSN/NIIN, serial number, quantity) to the CIR and both the PPM and RO will initial the changes.

NOTE: If the PPM and RO do not agree on disputed CIR errors as identified in the Discrepancy Letter, the RO will still sign the CIR and CIR update letter. The CIR will be annotated with the statement “Discrepancy Letter dated DD MMM YY has been submitted” and both the PPM and RO will initial the statement. Since the RO will be simultaneously reporting the discrepancies in writing, it will be that discrepancy letter that documents the RO’s position on the disputes.

7.11 – The PPM receives, reviews, and reconciles the signed CIR and Discrepancy Letter.

7.12 – Does the PPM have the authority to make the adjustments?

If yes, **proceed to step 7.13.**

If no, **proceed to step 7.14.**

7.13 – Unless the CO/AO has stated otherwise, the PPM is authorized to approve adjustments that meet the criteria identified in MCO 4400.201, once all causative research has been completed. The PPM will direct such adjustments and notify the CO/AO of such actions in their first endorsement to the RO’s Discrepancy Letter. **Proceed to step 7.15.**

7.14 – The PPM completes the first endorsement to the RO’s Discrepancy Letter making appropriate recommendations to the CO/AO.

7.15 – The CO/AO completes the second endorsement to the RO’s Discrepancy Letter directing the appropriate property adjustments, or acknowledging the PPM adjustments identified in the first endorsement.

7.16 – If necessary, the PPM makes the necessary adjustments to DPAS as directed in the CO/AO endorsement. Additionally, the PPM notifies the RO of the adjustments.

7.17a – **Concurrent step with 7.17b.** The RO receives the status update regarding adjustments to the CAR.

→ **In from off-page reference (Process 10.0 FLIPL Initiation, reference point “G”)**

7.17b – **Concurrent step with 7.17a.** The PPM updates DPAS to reflect the inventory completion date.

7.18a – **Concurrent step with 7.18b.** The PPM ensures required KSDs are maintained on file in accordance with Marine Corps Orders.

7.18b – **Concurrent step with 7.18a.** The PPM consolidates data for all Capital Assets.

NOTE: Capital Assets are those assets that meet all the criteria identified in table 7.1.

CRITERIA	DESCRIPTION
1	Has an acquisition cost, book value, or when applicable, an estimated fair value equal to or greater than the Marine Corps capitalization threshold. a. DoD Threshold. As of September 2013, the Director, Defense Finance and Accounting Service Comptrollers/ Chief Financial Officers of the Defense Agencies released a memo increasing the capitalization threshold from \$100,000 to \$250,000 for all GP purchased with general funds. These changes applied to asset acquisitions, modifications, and improvements accepted by DoD and placed into service October 1, 2013, and after. For those assets purchased before this date, the capitalization threshold remained at \$100,000. b. Per P&R guidance the capitalization threshold for Marine Corps General Equipment, including GP & GME is \$100,000 regardless of the date purchase.
2	Has an estimated recovery period equal to or greater than 24 months.
3	Is not intended for sale in the ordinary course of operations.
4	Has been acquired or constructed with the intention of being used or available to be used by the Marine Corps in its operations.

Table 7.1 – Capital Asset Criteria

7.19 – Is a Capital Asset Report submission required?

NOTE: Capitalized property reports are used for financial reporting and to project equipment requirements for budget purposes, and ensure personal property accountability of the entire Marine Corps equipment inventory is accurately reported. Capital Asset Reports are required on a quarterly and annual basis and includes a physical inventory of the capital assets, see table 7.2 below. This inventory can be in conjunction with the quarterly CIR reconciliation.

REPORT	CRITERIA
Quarterly Capital Asset Report	DPAS generated report, required by the 15 th day following the end of each quarter.
Annual Capital Asset Report	Required to be physically inventoried by the Supply Officer and submitted by January 15 th .

Table 7.2 – Capital Asset Report Criteria

If yes, **proceed to step 7.20.**

If no, **proceed to step 7.21.**

7.20 – The PPM submits the required Capital Asset Report.

7.21 – End

7.E. G6 Repair Procedures. When within the MAGTFTC, MCAGCC G6 scope of capabilities, MAGTFTC, MCAGCC staff offices and directorates as well as tenant commands may be directed to turn over Information Technology (IT) assets to the G6 for repair. These procedures apply to all IT assets on the MAGTFTC, MCAGCC Military Equipment or Garrison Property accountable property records. In order to ensure the proper chain of custody of these assets, the following procedures apply.

7.E.1. Responsibility. It is incumbent upon MAGTFTC, MCAGCC appointed Responsible Officers (ROs) to maintain any documentation related to the submission of an IT asset for repair. All required actions related to the submission of a remedy ticket for repair and coordination related to the repair between the G6 and the customer, are separate from this policy.

7.E.2. Turn-In. When an IT asset (i.e. computer etc.) is physically turned-in to the G6, the appointed RO will complete Sections 1-3 of the CC 4400/1, Custody Control Document (CCD), in advance. This form will act as the official receipt/custody document between the G6 and the customer and will accompany the asset upon turn-in. If the appointed Responsible Officer is not physically turning in the asset, the CCD will identify the properly delegated individual in Section 3. A sample of the CCD is provided in enclosure (3).

7.E.3. Acceptance. G6 maintenance personnel will complete Section 4. Both the RO or properly appointed delegate and the G6 will maintain a copy of this form until physical return of the asset.

7.E.4. Return. When the G6 either returns the asset or contacts the RO or delegated individual identified by the contact information in Section 3 to pick-up the asset, the RO will provide the form for G6 to acknowledge the return of the asset in Section 5. The RO or delegated individual listed will complete Section 6 confirming receipt. Both entities will keep a copy for their records.

7.E.5. Disposition. If an asset cannot be repaired and must be retained by the G6 for any reason, the CCD will be annotated in Section 5 as “Not Returned” with a description for its retention and signed by G6 personnel. The RO will provide this document to their respective Supply/Garrison Property office to adjust accountable property records.

Chapter 8 – Military Equipment (Global Combat Support System – Marine Corps (GCSS-MC))

8.A. Purpose. The intent of this chapter is to outline the local process for the physical inventory of Military Equipment (ME) also known as Table of Equipment (T/E). Physical inventories are management tools for ensuring effective control, accounting, and physical security of materiel and are a valuable part of the Accountable Officer’s Physical Internal Control Program. On a quarterly basis, appointed Responsible Officers (ROs) are required to ensure all materiel maintained on hand is inventoried via the quarterly Consolidated Memorandum Receipt (CMR), which are reconciled with the Supply Officer and reported to the AO. On an annual basis, the Supply Officer is required to ensure all materiel maintained on hand is inventoried in order to determine the accuracy of the formal accountable property records (i.e., GCSS-MC). The Supply Officer’s annual inventory (Wall to Wall) will be in conjunction with a quarterly RO inventory.

It is important to note, that this chapter integrates the Financial Liability Investigation of Property Loss (FLIPL) process and incorporates the use of the DD Form 200, Financial Liability Investigation of Property Loss (FLIPL), in lieu of the traditional Request for Investigation (RFI).

8.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates. It does not apply to Exercise Support or Public Works Divisions, which have separate Accountable Officers and supply sections.

8.C. Process Flow. The process flow for the physical inventory of military equipment is provided below in figure 8-1. A step by step narrative is provided in paragraph 8.D. A larger image can be found under “Process 8” in Part 6 of this SOP.

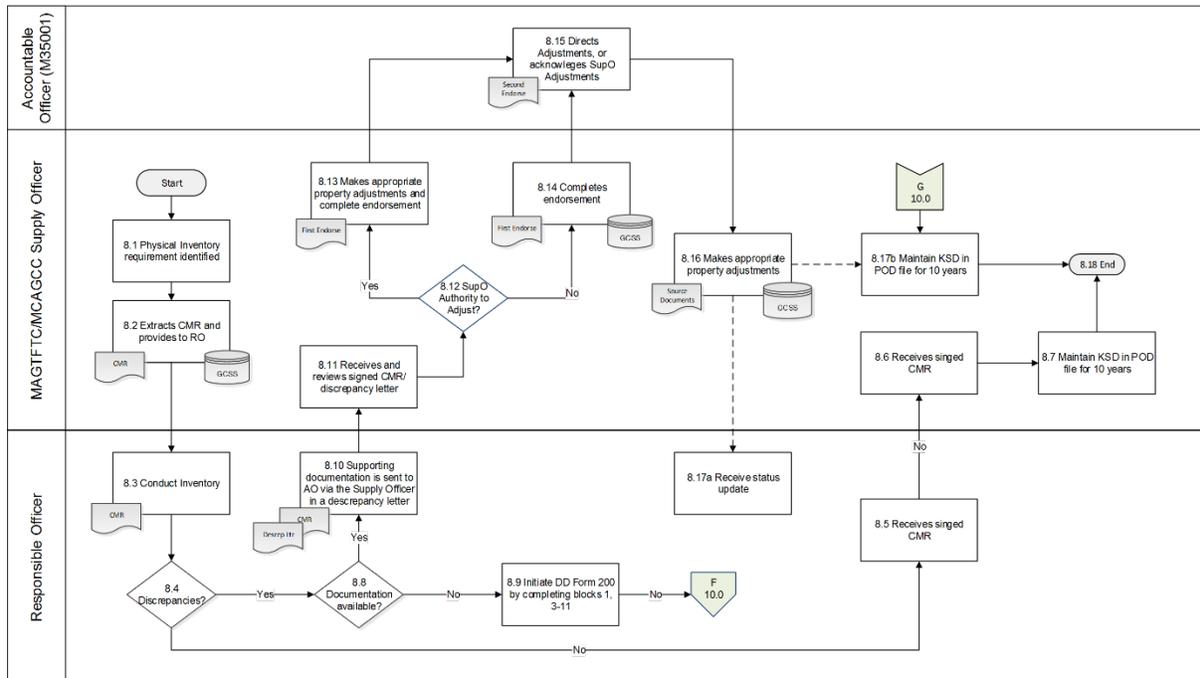


Figure 8-1 – Physical Inventory – Military Equipment

8.D. Process Narrative. Numbered process steps correspond with the step identified in figure 8-1.

START:

8.1 – A requirement for a physical inventory has been identified.

8.2 – The CMSC ME Office extracts the CMR from GCSS-MC which identifies assets that have been placed under the custody of an appointed Responsible Officer (RO). The CMRs are then distributed accordingly to the respective ROs.

NOTE: If the required inventory is in conjunction with annual inventory, the Supply Officer will coordinate and execute a physical inventory of all accountable material which is managed by the Supply Officer (i.e., warehouse locations).

8.3 – Upon receipt of the CMR, the RO has fifteen (15) calendar days to conduct a physical inventory.

NOTE: A physical inventory consists of verifying each line item's identifying attributes, container marking, location, and quantity between the CMR and the physical asset, known as a "Book to Floor" inventory. It also involves the counting of physical property, comparing this count to the CMR record balance, and adjusting or correcting records so that record balance and quantity of property on hand are identical, known as "Floor to Book" inventory.

NOTE: Establishing parent/child relationships is incumbent upon the RO. The ME Office will provide technical guidance and assistance. During quarterly inventories, the RO will validate configuration management by NIIN and serial number for each item on-hand.

8.4 – Are there discrepancies between what is identified on the CMR and what is physically on hand?

NOTE: Discrepancies include, but are not limited to, such things as variances in National Stock Number (NSN), quantity, or serial number.

If yes, **proceed to step 8.8.**

If no, **proceed to step 8.5.**

8.5 – The RO signs and dates the CMR and CMR update letter, initials the bottom right of each page of the CMR, and returns to CMSC.

8.6 – The RO signed/initialed and dated copy of the CMR and CMR update letter is returned to the Supply Officer.

8.7 --The Supply Officer ensures required Key Supporting Documents (KSD) are maintained on file in accordance with Marine Corps Orders. **Proceed to step 8.18.**

8.8 – Are the discrepancies supported by documentation?

NOTE: To avoid unnecessary discrepancy letters, ROs are encouraged to provide supporting documentation to the Supply Officer at the time of the transaction (i.e., receipt, disposal documentation, message traffic to correct NSNs, etc) rather than waiting for the inventory process.

If yes, **proceed to step 8.10.**

NOTE: If discrepancies exist which are supported by documentation and were not corrected prior to the reconciliation process, the Supply Officer shall make the necessary adjustments to the CMR to reflect the true physical inventory within five working days.

If no, **proceed to step 8.9.**

NOTE: Any discrepancy that does not have supporting documentation shall be forwarded to the Supply Officer as a FLIPL for follow on action.

8.9 – The RO completes blocks 1, 3 – 11 of the DD Form 200 and submits to the CO/AO via the Supply Officer. Instructions for completing the DD Form 200 are provided in enclosure (4). Questions or concerns shall be directed to the Supply Officer.

NOTE: Known loss, damage, or destruction of government property; or any unaccounted for controlled, sensitive, or pilferable item is not a discrepancy to be reported by the RO in a Discrepancy Letter. In these situations, the RO will submit a DD Form 200 immediately upon discovery to the CO via the Supply Officer. Bottom line, a directed (quarterly or annual) inventory does not need to be initiated or in progress to report this incidence. Refer to Chapter 9 for additional details.

NOTE: The DD Form 200 will be used to document the circumstances leading to the loss or damage of government property. For clarity, serial number and NSN changes are considered property losses without supporting documentation and must be documented via a DD Form 200. Initiating a DD Form 200 does not always require the appointment of a Financial Liability Officer (FLO) for a formal investigation.

NOTE: At this point, the responsible individual can elect to make voluntary payment for the loss, damage or destruction of government property. To do this, the individual includes the following statement in block 9 of the DD Form 200, "I elect to make voluntary payment for the government property identified in this DD Form 200. I understand by making this statement, my decision is final and I waive my right to any FLIPL process actions outlined in Marine Corps policy."

→ **Proceed to off-page reference (Process 10.0 FLIPL Initiation, reference point "F")**

8.10 – Discrepancies with supporting documentation must be identified to the CO/AO in an RO Discrepancy Letter. This letter will be endorsed by the Supply Officer and forwarded to the CO/AO. Additionally, a RO signed and dated copy of the CMR and CMR update letter shall be returned to the Supply Officer with the bottom right of each page of the CMR initialed.

NOTE: If the Supply Officer and the RO agree that the CMR is in error and there is supporting documentation, the Supply Officer will make appropriate pen changes (NSN/NIIN, serial number, quantity) to the CMR and both the Supply Officer and RO will initial the changes.

NOTE: If the Supply Officer and RO do not agree on disputed CMR errors as identified in the Discrepancy Letter, the RO will still sign the CMR and CMR update letter. The CMR will be annotated with the statement “Discrepancy Letter dated DD MMM YY has been submitted” and both the Supply Officer and RO will initial the statement. Since the RO will be simultaneously reporting the discrepancies in writing, it will be this letter that documents the RO's position on disputed quantities.

8.11 – The Supply Officer receives, reviews, and reconciles the signed CMR and Discrepancy Letter.

8.12 – Does the Supply Officer have the authority to make the adjustments?

If yes, **proceed to step 8.13.**

If no, **proceed to step 8.14.**

8.13 – Unless the CO/AO has stated otherwise, the Supply Officer is authorized to approve adjustments that meet the criteria identified in MCO 4400.201, once all causative research has been completed. The Supply Officer will direct such adjustments and notify the CO/AO of such actions in their endorsement to the RO's Discrepancy Letter. **Proceed to step 8.15.**

8.14 – The Supply Officer completes the first endorsement to the RO's Discrepancy Letter making appropriate recommendations to the AO/CO.

8.15 – The CO/AO completes the second endorsement to the RO's Discrepancy Letter directing the appropriate property adjustments, or acknowledging the Supply Officer adjustments identified in the first endorsement.

8.16 – If necessary, the Supply Officer makes the necessary adjustments to GCSS-MC as directed by the AO/CO. Additionally, the Supply Officer notifies the RO of the adjustments.

8.17a – **Concurrent step with 8.17b.** The RO receives the status update regarding adjustments to the CMR.

→ **In from off-page reference (*Process 10.0 FLIPL Initiation, reference point “G”*)**

8.17b – **Concurrent step with 8.17a.** The Supply Officer ensures required Key Supporting Documents (KSD) are maintained on file in accordance with Marine Corps Orders.

8.18 - End

NOTE: If a required inventory is in conjunction with an annual inventory, the Supply Officer will reconcile the physical inventories (warehouse locations and CMRs) in order to validate the accuracy of on hand assets and serial numbers versus what is identified on the APSR. Detailed causative research will be conducted to resolve all discrepancies. Upon conclusion of the reconciliation, a naval letter stating the results of the inventory will be provided to the CO/AO for certification. The Supply Officer will make recommendations to the CO/AO to resolve any unresolved discrepancies. In their certification, the CO/AO will acknowledge the results of the inventory, direct property adjustments, or initiate a command investigation as necessary.

8.E. G6 Repair Procedures. When within the MAGTFTC, MCAGCC G6 scope of capabilities, MAGTFTC, MCAGCC staff offices and directorates as well as tenant commands may be directed to

turn over Information Technology (IT) assets to the G6 for repair. These procedures apply to all IT assets on the MAGTFTC, MCAGCC Military Equipment or Garrison Property accountable property records. In order to ensure the proper chain of custody of these assets, the procedures outlined in paragraph 7.E of Section B.

Chapter 9 – Annual Small Arms/Light Weapons Verification (CRANE)

9.A. Purpose. The intent of this chapter is to outline the local process for the CRANE Annual Asset Verification. Commanders and Directorates who possess small arms/light weapons must assist in the conduct and completion of the Annual Asset Verification in support of the Marine Corps Serialized Small Arms/Light Weapons Accountability Program.

9.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates; and tenant activities which receive installation property support (i.e., Garrison Property).

9.C. Process Flow. The process flow for the CRANE is provided below in figure 9-1. A step by step narrative is provided in paragraph 9.D. A larger image can be found under “Process 9” in Part 6 of this SOP.

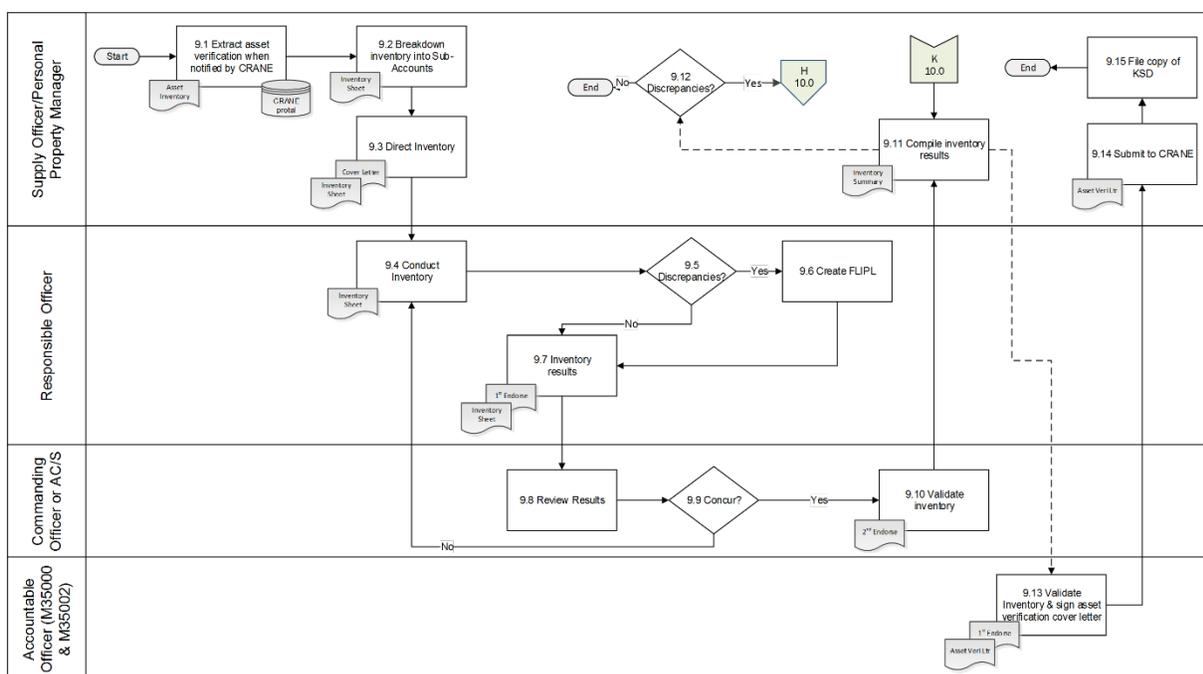


Figure 9-1 – Annual Small Arms/Light Weapons Verification (CRANE)

9.D. Process Narrative. Numbered process steps correspond with the step identified in figure 9-1.

START:

9.1 – The Marine Corps Registry will provide, at a minimum, an annual Serialized Small Arms/Light Weapons Inventory Report (commonly referred to as the "Annual Verification Report" or "CRANE report"), by serial number, of all small arms/light weapons on record as accountable to MCAGCC (DoDAAC - M35000) or MAGTFTC (DoDAAC – M35002). The Supply Officer/Personal Property Manager (PPM) will download the Annual Verification Report from the CRANE web-portal upon notification.

9.2 – The serialized listing will be broken down into applicable 'sub-accounts' as inventory sheets.

9.3 – The Supply Officer/PPM will direct the inventory and provide a cover letter and enclosed inventory sheets to applicable Responsible Officers (ROs).

9.4 – Upon receipt, ROs will conduct an inventory of ALL on-hand small arms/light weapons to include Garrison Property (ceremonial and display) assets. Upon completion, the RO will sign the certification statement.

9.5 – Are their discrepancies between what is identified on the inventory sheet and what is physically on hand?

NOTE: Discrepancies include, but are not limited to, such things as variances in National Stock Number (NSN), quantity, or serial number.

If yes, **proceed to step 9.6.**

If no, **proceed to step 9.7.**

9.6 – The RO prepares a FLIPL to the CO/AO via the Supply Officer/PPM to be submitted with the inventory results.

9.7 – Upon conclusion of the inventory, the RO notifies the Accountable Officer (AO) via their Commanding Officer (CO) or AC/S (in the case of MAGTF/TC/MCAGCC Directorates) and Supply Officer/PPM of inventory results by endorsing the Supply Officer/PPM cover letter and providing the completed inventory sheet as an enclosure.

9.8 – The Commanding Officer (tenants) or applicable AC/S (MAGTF/TC, MCAGCC directorates) will review the inventory results for concurrence.

9.9 – Does the Commanding Officer or AC/S concur with the Responsible Officer's inventory results.

If yes, **proceed to step 9.10.**

If no, **return to step 9.4.**

9.10 – The Commanding Office or AC/S validates the inventory by signing below the RO certification on the inventory sheet.

→ **In from off-page reference (Process 10.0 FLIPL Initiation, reference point "K")**

9.11 – Upon completion of FLIPL process and/or receipt of all RO inventories the Supply Officer/PPM will compile all inventory results in the form of an Inventory Summary. **Proceed to concurrent steps 9.12 and 9.13.**

9.12 – **Concurrent step with 9.13.** Did the RO report discrepancies via a FLIPL?

If yes, **proceed to off-page reference (Process 10.0 FLIPL Initiation, reference point "H")**

If no, **END.**

9.13 – **Concurrent step with 9.12.** The AO validates the inventory through an endorsement to the Inventory Summary and signs the Annual Asset Verification certification statement page.

9.14 – The Supply Officer/PPM submits the Annual Asset Verification cover letter to CRANE. Any discrepancies between the Annual Verification Report and the results of the physical inventory will be identified and supported by valid issue, receipt, and/or adjustment documentation. All supporting documentation will be attached to the certification statement page and returned with the Annual Verification Report.

9.15 – The Supply Officer/PPM ensures required Key Supporting Documents (KSD) are maintained on file in accordance with Marine Corps Orders.

End

PART 3 – FINANCIAL LIABILITY**Chapter 10 –Financial Liability Investigation for Property Loss (FLIPL) Initiation**

10.A. Purpose. The intent of this chapter is to outline the initial phase of the FLIPL resolution process. In accordance with directives, mandatory requirements for a FLIPL are provided in table 10.1 and reasons when a FLIPL is not required are provided in table 10.2. In most circumstances, the FLIPL will be initiated by an Responsible Officer (RO), which is highlighted in Chapter 7 and 8 of this SOP, but any individual within the command can initiate the FLIPL. The mere fact a FLIPL is initiated does not mean investigative action is required. It is at the discretion of the Commanding Officer/Accountable Officer (CO/AO) to determine if an investigation is warranted based on guidance prescribed in directives in order to prevent needless administrative action. The CO/AO will determine if an investigation is necessary and initiate investigative action through their subsequent endorsement.

REQUIREMENT	DESCRIPTION
1	Any controlled item as identified by a Controlled Inventory Item Code (CIIC) of 1-6, 8, 9, N, P, Q or R has been lost, damaged, or destroyed.
2	There is evidence of abuse, gross negligence, willful misconduct, or deliberate unauthorized use, fraud, theft, or if negligence is suspected in the management of government property.
3	Initial causative research for lost or missing property is non-conclusive and does not identify the cause of the discrepancy in the supply system or property account.
4	Supply system stock records are adjusted in excess of \$2,500 for pilferable items.
5	Supply system stock records are adjusted in excess of \$16,000 for non-controlled or non-pilferable items.
6	The specific handling loss of a specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds \$1,000.
7	Marine Corps property in the possession of a contractor is lost, damaged, or destroyed.
8	Public funds or other negotiable instruments are lost and the value is \$750 or greater.
9	Repetitive cases of loss, damage, or destruction occur, even though any one by itself would not warrant the processing of a FLIPL.
10	Marine Corps property is lost, damaged or destroyed while under the control of a non-appropriated fund (NAF) organization. Coordination with the NAF activity is essential because items procured with NAF funds are processed differently than those procured with O&M funds.
11	The requirements for a FLIPL apply whether or not the government property is recorded on an accountable record.

Table 10.1 – Mandatory reasons for a FLIPL

REQUIREMENT	DESCRIPTION
1	An individual voluntarily wishes to pay for property that was lost, damaged, or destroyed and the item(s) is not one that requires a FLIPL.
2	A vehicle accident investigation report indicates that gross negligence, willful misconduct, or deliberate unauthorized use was not involved and it is not necessary to adjust property records.
3	Property belonging to other DoD activities is lost, damaged, or destroyed by Marine Corps military or civilian personnel attached to another DoD activity. If required, these instances are handled under the owning component’s regulations or inter-service support agreements. Marine Corps personnel or employees held liable for the loss of, or damage to, another DoD component’s property are subject to FLIPL procedures of the other component.
4	Losses or damage due to combat operations or natural disaster.

Table 10.2 – Reasons when a FLIPL is not required

10.B. Applicability. This chapter is applicable to the MAGTF/TC, MCAGCC staff and directorates; and tenant activities, which receive installation property support (i.e., Garrison Property).

10.C. Process Flow. The process flow for the initiation of a FLIPL is provided below in figure 10-1. A step by step narrative is provided in paragraph 10.D. A larger image can be found under “Process 10” in Part 6 of this SOP.

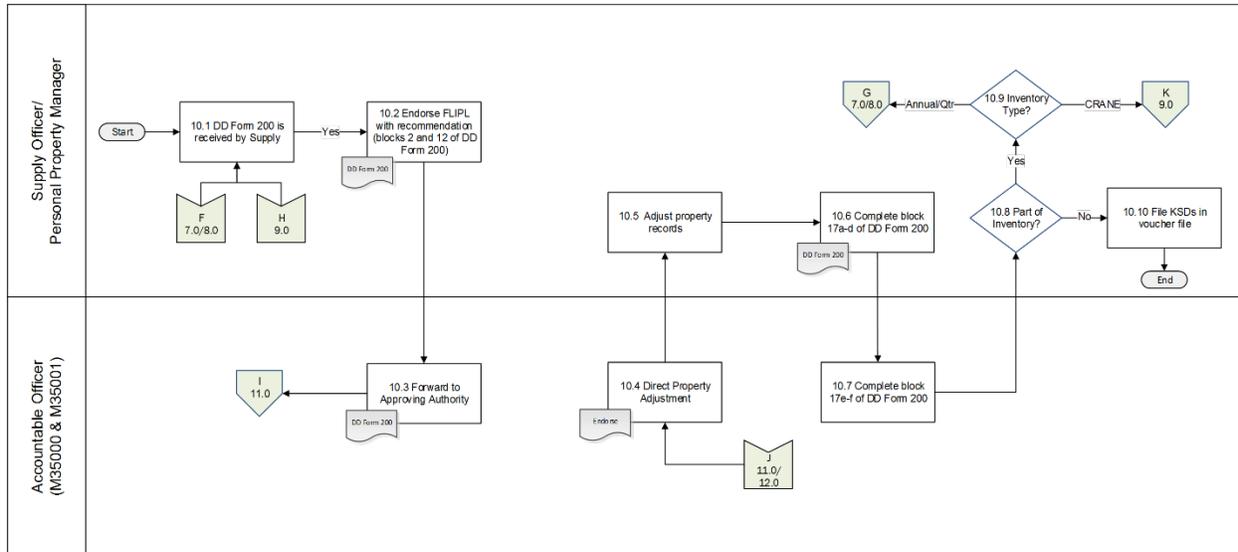


Figure 10-1 – FLIPL Initiation

10.D. Process Narrative. Numbered process steps correspond with the step identified in figure 10-1.

START: Any individual within the command can initiate a FLIPL whenever there is known loss, damage, or destruction of government property; or any unaccounted for controlled, sensitive, or

pilferable item is discovered. In these situations, an individual will complete blocks 1, 3 – 11 of the DD Form 200 and submit to the Supply Officer/PPM to initiate the process below. For MAGTF TC/MCAGCC, this will be the CMSC Property Control Officer. In addition, the process may be initiated by one of the off page references identified below.

NOTE: Instructions for completing the DD Form 200 are provided in enclosure (4). Questions or concerns shall be directed to the Supply Officer/PPM.

→ **In from off-page reference (Process 7.0 Physical Inventory – General Equipment and Process 8.0 Physical Inventory – Military Equipment, reference point “F”)**

→ **In from off-page reference (Process 9.0 Annual Small Arms/Light Weapons Asset Verification, reference point “H”)**

10.1 – The DD Form 200 is received by the Supply Officer/PPM.

10.2 – The Supply Officer/PPM conducts causative research and makes appropriate recommendations to the AO/CO on the DD Form 200 by completing blocks 2 and 12.

NOTE: Instructions for completing the DD Form 200 are provided in enclosure (4).

10.3. The AO reviews the Supply Officer/PPM’s recommendations and forwards to the appropriate Approving Authority.

NOTE: The Accountable Officer (AO) duties for MAGTF/TC, MCAGCC property have been delegated by the Commanding General to the Director, Center Logistics Division. As part of these duties, the AO retains the authority to adjust the property records, but will not execute Approving Authority actions, which will remain aligned to the applicable Commanding Officer (CO) with Convening Authority. In other words, the Approving/Appointing Authority is the first Approving/Appointing Authority in the responsible individual’s administrative chain of command. Due to this fact, all FLIPLs will be forwarded to the applicable Approving Authority (i.e., CO) to allow them to execute their appropriate authority to assess financial liability.

NOTE: Additional details on the Approving/Appointing Authority roles and responsibilities can be found in paragraph 11.B.3. of this SOP.

NOTE: In those situations in which the AO is the Approving Authority, this step is bypassed and the process proceeds directly to the off-page reference provided below.

→ **Proceed to off-page reference (Process 11.0 Financial Liability Investigation of Property Loss (FLIPL), reference point “I”)**

→ **In from off-page reference (Process 11.0 Financial Liability Investigation of Property Loss (FLIPL) and Process 12.- Financial Liability Investigation of Property Loss (FLIPL) Appeals, reference point “J”)**

10.4 – The AO completes an endorsement to the DD Form 200 and directs the appropriate property adjustments.

NOTE: In those situations in which the AO is the Approving Authority, the AO will direct the appropriate property adjustments in their DD Form 200 block 14.b comments (step 11.30 of this SOP) and this step is bypassed.

NOTE: If applicable, the AO endorsement can be substituted with a statement in block 17a of the DD Form 200 which directs the property adjustment utilizing the applicable document numbers.

10.5 – The Supply Officer/PPM executes the directed property adjustments.

10.6 – The Supply Officer/PPM completes blocks 17a of the DD Form 200 to identify the document number utilized to adjust the property records.

10.7 – The AO completes blocks 17b – f of the DD Form 200 to validate the property adjustments.

NOTE: If warranted, a copy of the completed DD Form 200 is provided to the Appointing/Approval Authority.

10.8 – Was the FLIPL initiated as the result of a command directed inventory?

If yes, **proceed to step 10.9.**

If no, **proceed to step 10.10.**

10.9 – Was the inventory a CRANE inventory or a quarterly/annual inventory?

If part of the CRANE inventory, **proceed to off-page reference (Process 9.0 Annual Small Arms/Light Weapons Asset Verification, reference point “K”)**

If part of quarterly/annual inventory, **proceed to off-page reference (Process 7.0 Physical Inventory – General Equipment and Process 8.0 Physical Inventory – Military Equipment, reference point “G”)**

10.10 - The Supply Officer/PPM ensures required Key Supporting Documents (KSD) are maintained on file in accordance with Marine Corps Orders. **Process ENDS.**

Chapter 11 – Financial Liability Investigation of Property Loss (FLIPL) Investigation

11.A. Purpose. The intent of this chapter is to outline the local FLIPL investigation process which builds on information provided in Chapter 10 of this SOP. In accordance with Marine Corps Bulletin (MCBUL) 4400.4, the FLIPL is replacing the traditional Judge Advocate General Manual investigation associated with lost, damaged, or destroyed government property. Actions associated to the FLIPL are a significant change from Marine Corps policy and replace the legacy Request For Investigation process in many circumstances.

11.A. General information

11.B.1. Purpose of the FLIPL

11.B.1.A. Research and investigate the cause of loss, damage, or destruction of government property and determine if it was attributable to an individual's negligence or abuse.

11.B.1.B. Assess financial liability against individuals who have lost, damaged, or destroyed government property or relieve them from liability if there is no evidence of negligence, willful misconduct, or deliberate unauthorized use of the property.

11.B.1.C. Provide documentation that can be used to support the adjustment of accountable property records.

11.B.1.D. Provide commanders with historical data which will enable them to take corrective action to prevent the recurrence of the incident.

11.B.2. Financial Liability

11.B.2.A. FLIPLs are used strictly to determine whether financial liability should be assessed against individuals involved with lost, damaged, or destroyed property. Assessment of financial liability will not be used instead of, or as a form of disciplinary action. Commanders must decide if a case warrants taking disciplinary action against personnel under the Uniform Code of Military Justice (UCMJ) or civil service disciplinary guidelines, which is a separate action and is not related to the assessment or relief of financial liability.

11.B.2.B. In order for the Approving Authority to recommend liability, he or she must find, based on the evidence in the report, that the individual willfully or negligently caused the property to be lost or damaged. A summary of the conditions required to assess financial liability are provided in Table 11.1. Additional clarification can be found in paragraph 22 of MCBul 4440.4.

CONDITION	DESCRIPTION
Willful Misconduct	To find the individual liable, the Approving Authority must establish that their intentional wrongful or unlawful act or omission resulted in a loss of government property.
Negligence and Proximate Cause	To find the individual liable, the Approving Authority must establish that they were negligent and that negligence was the proximate cause of the loss. A four-part test must be followed before

	<p>determining financial liability. All parts of the test must be satisfied in order to assign financial liability.</p> <p><u>Part 1:</u> The individual must have a duty to care for the property. This duty can arise in numerous ways, such as: signing for the property, responsibility for supervising individuals using the property, custodial responsibility, or having physical possession of the property.</p> <p><u>Part 2:</u> The individual must have breached the above-described duty of care. Whether the individual has breached the duty of care depends on the circumstances in each case. The standard to be applied is whether they acted in a manner that a reasonable person would have acted if faced with the same situation. Acts or omissions can cause breaches.</p> <p><u>Part 3:</u> The individual’s negligence (breach of duty) was the proximate cause of the loss. The breach of duty cannot be merely a potential factor in the cause of the loss, but rather the act or omission that actually caused the loss.</p> <p><u>Part 4:</u> There must be a loss to the government, which includes loss of accountability.</p>
Gross Negligence	<p>The Approving Authority may also determine gross negligence resulted in the loss. To find gross negligence, the Approving Authority must establish that in addition to breaching the four-part test above, the individual’s conduct was an extreme departure from the course of action to be expected of a reasonably prudent person. An act of gross negligent is characterized by a reckless, deliberate, or wanton disregard of the foreseeable consequences.</p>

Table 11.1 – FLIPL Process Timeline

11.B.3. FLIPL Roles. The FLIPL process introduces several roles that are identified and briefly explained in the following paragraphs.

11.B.3.A. Approving Authority. An Approving Authority is a Marine Corps Officer or Civilian Employee authorized to appoint a Financial Liability Officer (FLO) and to make determinations to either relieve involved individuals from financial responsibility or approve assessment of financial liability. The role of Approving Authority in the Marine Corps for most Operational Forces unit supply accounts will be the Commanding Officer (CO). However, in cases where the commander is a General Officer, the Approving Authority may be delegated to the appropriate staff principal. For MAGTF/TC/MCAGCC, the Approving Authority will always be executed by the first Approving Authority in the responsible individuals (i.e., individual responsible for the physical custody, accountability, and safekeeping of accountable property in their control) administrative chain of command (i.e., their CO). Additionally, the Approving Authority may act as the Appointing Authority or designate an Appointing Authority in writing, but the Approving Authority is normally senior to the Appointing Authority.

11.B.3.B. Appointing Authority. An Appointing Authority is a Marine Corps Officer or Civilian Employee designated in writing by the Approving Authority and must be a Major (O4) or DoD civilian employee in the grade of GS-13 or above. The Appointing Authority appoints FLOs, if required, approves or disapproves the recommendations of the Supply Officer/Personal Property

Manager (PPM) or FLO, when within the Appointing Authority threshold, and recommends actions to the Approving Authority. The Approving Authority is not required to appoint an Appointing Authority and may elect to serve as the Appointing Authority. The Appointing Authority is normally senior to the Supply Officer/PPM and FLO.

11.B.3.C. **Financial Liability Officer (FLO).** A FLO can be a Marine Corps Commissioned Officer, Warrant Officer, Enlisted Marine in the rank of Gunnery Sergeant (E7) or higher or Civilian Employee (GS-12) or higher. The FLO is designated in writing by the Approving/Appointing Authority to conduct FLIPL investigations. The FLO must be a "disinterested" party with no stake or involvement in the custodianship, care, accountability, or safekeeping of the property requiring investigation. Accordingly, organizational supply personnel must not be appointed as a FLO.

11.B.3.D. **Financial Liability Board (FLB).** A FLB provides more resources than a single individual to conduct FLIPL investigations that involve losses that are large, complex, or unique. FLB members must meet the same conditions as a FLO and are appointed in writing by the Approving/Appointing Authority. The FLB will consist of two or more persons with one member being formally appointed as the senior member of the FLB.

11.B.4. FLIPL Dollar Thresholds. Table 11.2 provides the FLIPL dollar thresholds for Appointing and Approving Authorities. Refer to paragraph 11 of MCBUL 4440.4 for additional clarification.

	Major/GS13	O5 Level Commander (LtCol/GS14)	O6 Level Commander (Col/GS15)	CG/SES Level Commander
Below \$2K	Appointing Authority (note 1)	Approving Authority	Approving Authority	Approving Authority
Below \$100K	Delegated Appointing Authority (note 2)	Approving Authority	Approving Authority	Approving Authority
Below \$250K		Approving Authority	Approving Authority	Approving Authority
Below \$500K			Approving Authority (note 3)	Approving Authority
\$500K or above				Approving Authority (note 3)

Table 11.2 – FLIPL Approving and Appointing Authority dollar thresholds.

NOTE 1 - The Appointing Authority has the authority to make the final decision on a FLIPL when the value of the loss or damage is less than \$2,000 and there is no negligence, willful misconduct, or deliberate unauthorized use.

NOTE 2 - This can be executed by the Appointing Authority, if they are appointed in writing by the Approving Authority AND the appointment letter authorizes the Appointing Authority to approve or disapprove FLIPLs when the loss, damage, destruction, or theft is less than \$100,000.

NOTE 3 - When a FLIPL is elevated to the next higher grade level, the lower level Approving Authority becomes the Appointing Authority.

11.B.5. Property Record Adjustments. The authority to adjust the MAGTFTC, MCAGCC property records remains with the delegated AO (Director, Center Logistics Division) and will be directed via separate endorsement to the DD Form 200.

11.B.6. Timeline. Timeframes for the FLIPL process are provided in table 11.3. The entire process will not exceed 150 calendar days.

CALENDAR DAYS	STEP DESCRIPTION
15	From the time of discovery to presentation of the DD Form 200 to the Approving/Appointing Authority
5	From the date of presentation of the DD Form 200 to the Approving/Appointing Authority to their appointment of a FLO/FLB to conduct an investigation (if required) or decision to not assess financial liability.
30	From the appointment of the FLO/FLB to presentation of the DD Form 200 to the Approving/Appointing Authority (i.e., the time allotted for the conduct of the investigation).
20	From presentation of the DD Form 200 (FLO/FLB completed investigation and recommendations) to the Approving Authorities decision concerning financial liability and notification of the decision to the individual involved. <i>NOTE: This includes the legal review when financial liability is being assessed.</i>
5	From providing notification to the individual being charged to submission of a request for reconsideration from the individual to the Approving Authority. The individual also has the option to voluntarily pay the amount assessed.
30	From providing notification to the individual being charged to submission of an appeal by the individual being charged to the next higher level Approving Authority via the original Approving Authority. This includes seeking legal counsel to assist in developing the appeal. <i>NOTE: This only applies if a request for reconsideration is not submitted to the Approving Authority within 5 calendar days.</i>
5	From receipt of a request for reconsideration by the Approving Authority to the Approving Authority's response to either approve or deny the request.
30	From receipt of the Approving Authority's response on the request for reconsideration, to submission of an appeal by the individual being

	charged to the next higher level Approving Authority via the original Approving Authority. This includes seeking legal counsel to assist in developing the appeal.
5	From receipt of the appeal, to forwarding the appeal to the next higher Approving Authority.
30	From receipt of an appeal from the individual to final adjudication on the appeal by the next higher Approving Authority. This includes notifying the individual of the higher headquarters Approving Authority decision to approve or deny the appeal.
5	For initiating collection actions for financial liability and for adjusting the accountable property records.

Table 11.3 – FLIPL Process Timeline

11.C. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates; and tenant activities, which receive installation property support (i.e., Garrison Property).

11.D. Process Flow. The process flow for the FLIPL is provided below in figure 11-1. A step by step narrative is provided in paragraph 11.D. A larger image can be found under “Process 11” in Part 6 of this SOP.

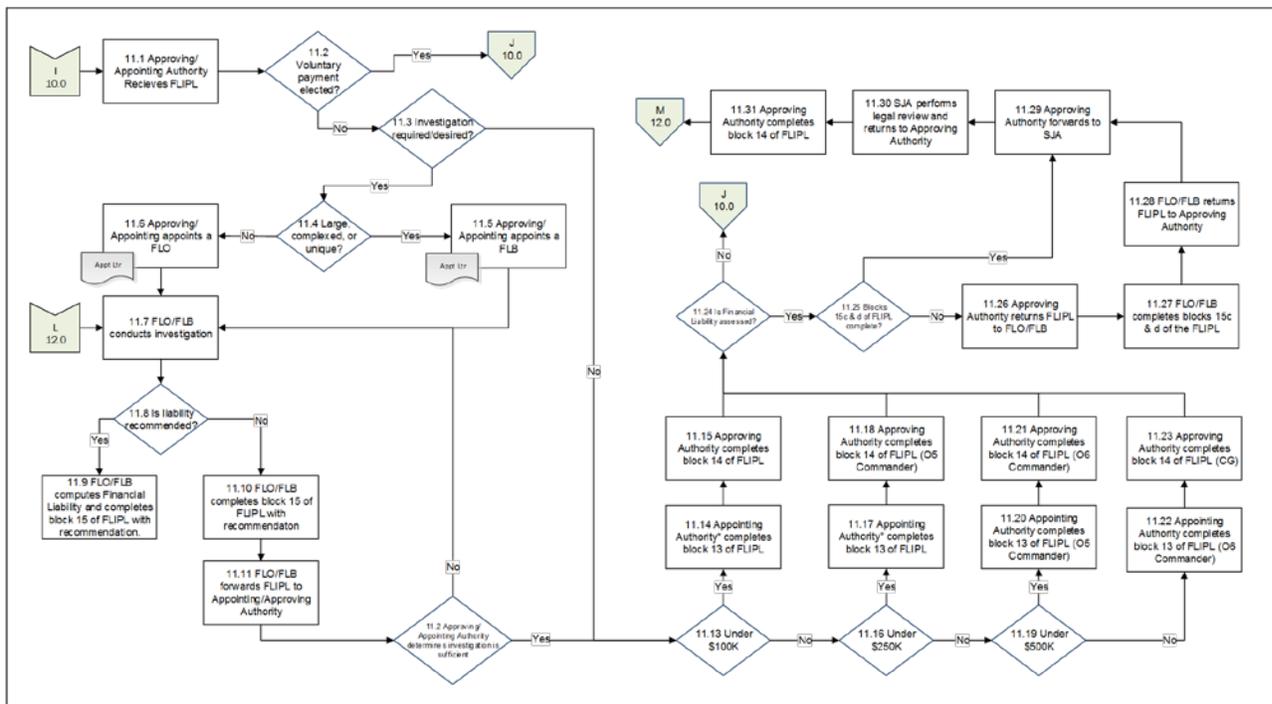


Figure 11-1 – Financial Liability Investigation of Property Loss (FLIPL)

11.E. Process Narrative. Numbered process steps correspond with the step identified in figure 11-1.

START:

→ In from off-page reference (Process 10.1 FLIPL Initiation, reference point “I”)

11.1 - The Approving/Appointing Authority receives the original FLIPL (DD Form 200) and any associated documents from the AO.

11.2 – Did the individual who initiated the FLIPL elect to make voluntary payment in block 9 of the DD Form 200.

If no, **proceed to step 11.3.**

If yes, the DD Form 200 will be forwarded directly to the Approving Authority who will simply concur with the voluntary payment. **Proceed to off-page reference (Process 10.0 FLIPL Initiation, reference point “J”)**

NOTE: The Approving Authority completes section 14 of the DD Form 200 by marking “approve” in block 14a to concur with voluntary payment, provides any explanatory comments in block 14b, marks “N/A” in block 14c, and complete, as applicable, blocks 14d – h.

NOTE: As indicated in Figure 1, this step can be completed by the Appointing Authority if the Approving Authority has given, in writing, the Appointing Authority the authority to approve or disapprove FLIPLs when the loss, damage, destruction, or theft is less than \$100K.

11.3 - The Approving/Appointing Authority will make a determination as to whether a financial liability investigation is required to determine if the loss, damage, or destruction of government property is due to negligence or abuse.

NOTE: In some situations a FLIPL may not be necessary and an Approving Authority may desire to investigate the circumstances of a property discrepancy with possible follow on punitive actions (i.e. Non-Judicial Punishment or counseling, etc).

If yes, **proceed to step 11.4.**

If no, **proceed to step 11.13.**

11.4 - Are the circumstances surrounding or the value of the loss, damage, destruction, or theft of government property large, complex, or unique?

NOTE: If yes, the Approving/Appointing Authority has the ability to appoint a Financial Liability Board (FLB) to conduct the FLIPL investigation. The FLB provides more resources than a single investigator, which may be required to investigate losses that are large, complex, or unique.

If yes, **proceed to step 11.5.**

If no, **proceed to step 11.6.**

11.5 – The Approving/Appointing Authority appoints a FLB to research, develop, assemble records and analyze all available information relative to the loss, damage, or destruction of government property. In addition, the FLB will make recommendations as to assessing or not assessing financial liability against the responsible individual. The FLB is a critical phase of the FLIPL process to ensure that all facts are developed, the interests of the government are served, and the rights of the individuals are protected. Generally, FLB members are Officers, Staff Non-Commissioned Officers (SNCOs), and/or Civilian Employees (GS-13 or above). FLB members are appointed in

writing and will consist of two or more persons. One member will be formally appointed as the senior member of the board. **Proceed to step 11.7.**

11.6 – The Approving/Appointing Authority appoints a Financial Liability Officer (FLO) to research, develop, assemble, record, and analyze all available information relative to the loss, damage, or destruction of government property. In addition, the FLO will make recommendations in the assessment of pecuniary liability against the responsible individual. The FLO investigation is a critical phase of the FLIPL process to ensure that all facts are developed, the interests of the government are served, and the rights of the individuals are protected. Generally, the FLO is an Officer, Staff Non-Commissioned Officer (SNCO), or Civilian Employee (GS-12 or above).

→ **In from off-page reference (*Process 12.0 Financial Liability Investigation of Property Loss (FLIPL) Appeals, reference point “L”*).**

11.7 - The FLO/FLB conducts the investigation and records findings and recommendations in block 15a of the DD Form 200. The FLO/FLB must include a recommendation of financial liability or relief from liability for each individual involved. The FLO/FLB must indicate that the individual's negligence, willful misconduct, or deliberate unauthorized use was the cause of the loss or damage and if financial liability is recommended. Under no circumstances will the FLO recommend disciplinary action.

NOTE: See paragraph 13 of MCBUL 4440.4 for detailed explanations of the FLO responsibilities.

NOTE: See paragraph 14 of MCBUL 4440.4 for detailed explanations of the FLB responsibilities.

11.8 – Based on the results of the investigation, does the FLO/FLB recommend financial liability to be assessed to a responsible individual?

NOTE: All recommendations must be supported by the findings and conclusions of the investigation. A recommendation of financial liability is only warranted when the loss, damage, or destruction of government property is due to a responsible individual's negligence, willful misconduct, or deliberate unauthorized use.

If yes, **proceed to step 11.9.**

If no, **proceed to step 11.10.**

11.9 - The FLO/FLB completes the remainder of block 15 of the DD Form 200. The FLO/FLB will input the value from block 8 in block 15b, input the responsible individual's monthly base pay in block 15c, input recommended amount of financial liability in block 15d, and complete, as applicable, blocks 15e-k. **Proceed to step 11.11.**

NOTE: See paragraph 17 of MCBUL 4440.4 for instructions on computing financial liability.

11.10 – The FLO/FLB completes the remainder of block 15 of the DD Form 200. The FLO/FLB will input the value from block 8 in block 15b, blocks 15c and d will remain blank, and complete, as applicable, blocks 15e-k. Once complete, the FLO/FLB will return to the Approving/Appointing Authority.

11.11 - The FLO/FLB forwards the DD Form 200 and any supporting documentation to the Approving/Appointing Authority.

11.12 - After review of the FLO/FLB findings and recommendations does the Approving/Appointing Authority determine the investigation was sufficient?

If yes, **proceed to step 11.13.**

If no, the Approving Authority returns to the FLO/FLB in order to re-open the investigation to clarify matters specified by the Approving Authority. **Return to step 11.7.**

11.13 - Is the cost of loss to the government less than \$100K (identified in block 8 of the DD Form 200)?

If yes, **proceed to step 11.14.**

If no, **proceed to step 11.16.**

11.14 - The Appointing Authority completes section 13 of the DD Form 200. The Appointing Authority will mark “approve” or “disapprove” in block 13a to concur or non-concur with FLO/FLB recommendations to assess financial liability, and provide explanatory comments as necessary in block 13b; mark “yes” in block 13c if FLO/FLB was appointed, or “no” in block 13c if a FLO/FLB was not appointed; and complete, as applicable, blocks 13d – h.

NOTE: As indicated in Figure 1, if no Appointing Authority is appointed by the Approving Authority, the Approving Authority serves as the Appointing Authority.

*NOTE: If the total cost to the government is less than \$2,000, and if authorized in writing by the Approving Authority, the Appointing Authority is authorized to take final action of the FLIPL when there is no evidence of negligence, willful misconduct, or deliberate unauthorized use. In these cases, the Appointing Authority will execute step 11.14, bypass steps 11.15 through 11.31, and **proceed to off-page reference (Process 10.0 FLIPL Initiation, reference point “J”)***

11.15 - The Approving Authority completes section 14 of the DD Form 200 to make the final financial liability decision. The Approving Authority will mark “approve” or “disapprove” in block 14a to concur or non-concur with FLO/FLB recommendation to assess financial liability, and provide any explanatory comments in block 14b. If relief of financial liability is assessed, the Approving Authority will mark “N/A” in block 14c, and complete, as applicable, blocks 14d – h. If financial liability is assessed blocks 14c-h is left blank until step 11.30. **Proceed to step 11.24.**

NOTE: The Approving Authority does not have to agree with the recommendations of the FLO/FLB or the Appointing Authority.

NOTE: As indicated in Figure 1, this step can be completed by the Appointing Authority if the Approving Authority has given, in writing, the Appointing Authority the authority to approve or disapprove FLIPLs when the loss, damage, destruction, or theft is less than \$100K.

11.16 – Is the loss to the government less than \$250K (identified in block 8 of the DD Form 200)?

If yes, **proceed to step 11.17.**

If no, **proceed to step 11.19.**

11.17 - The Appointing Authority completes section 13 of the DD Form 200. The Appointing Authority will mark “approve” or “disapprove” in block 13a to concur or non-concur with FLO/FLB recommendations to assess financial liability, provide comments as necessary in block 13b, mark “yes” in block 13c, and complete, as applicable, blocks 13d – h.

NOTE: As indicated in Figure 1, if no Appointing Authority is appointed by the Approving Authority, the Approving Authority serves as the Appointing Authority.

11.18 - The Approving Authority completes section 14 of the DD Form 200 to make the final financial liability decision. The Approving Authority will mark “approve” or “disapprove” in block 13a to concur or non-concur with FLO/FLB recommendation to assess financial liability, and provide any explanatory comments in block 14b. If relief of financial liability is assessed, the Approving Authority will mark “N/A” in block 14c, and complete, as applicable, blocks 14d – h. If financial liability is assessed blocks 14c-h is left blank until step 11.30. **Proceed to step 11.24.**

NOTE: The Approving Authority does not have to agree with the recommendations of the FLO/FLB or the Appointing Authority.

NOTE: As indicated in Figure 1, the Approving Authority is the O5 level commander.

11.19 – Is the loss to the government less than \$500K (identified in block 8 of the DD Form 200)?

If yes, **proceed to step 11.20.**

If no, **proceed to step 11.22.**

11.20 – The Appointing Authority completes section 13 of the DD Form 200. The Appointing Authority will mark “approve” or “disapprove” in block 13a to concur or non-concur with FLO/FLB recommendation to assess financial liability; provide explanatory comments as necessary in block 13b; mark “yes” in block 13c if FLO/FLB was appointed, or “no” in block 13c if a FLO/FLB was not appointed; and complete, as applicable, blocks 13d – h.

NOTE: As indicated in Figure 1, the Appointing Authority is the O5 level commander, which is the Approving Authority for FLIPLs under the \$250K threshold.

11.21 - The Approving Authority completes section 14 of the DD Form 200 to make the final financial liability decision. The Approving Authority will mark “approve” or “disapprove” in block 14a to concur or non-concur with FLO/FLB recommendations to assess financial liability, and provide any explanatory comments in block 14b. If relief of financial liability is assessed, the Approving Authority will mark “N/A” in block 14c, and complete, as applicable, blocks 14d – h. If financial liability is assessed blocks 14c-h is left blank until step 11.31. **Proceed to step 11.24.**

NOTE: The Approving Authority does not have to agree with the recommendations of the FLO/FLB or the Appointing Authority.

NOTE: As indicated in Figure 1, the Approving Authority is the O6 level commander.

11.22 - The Appointing Authority completes section 13 of the DD Form 200. The Appointing Authority will mark “approve” or “disapprove” in block 13a to concur or non-concur with FLO/FLB

recommendations to assess financial liability; provide comments as necessary in block 13b; mark “yes” in block 13c if FLO/FLB was appointed, or “no” in block 13c if a FLO/FLB was not appointed; and complete, as applicable, blocks 13d – h.

NOTE: As indicated in Figure 1, the Appointing Authority is the O6 level commander, which is the Approving Authority for FLIPLs under the \$500K threshold.

11.23 - The Approving Authority completes section 14 of the DD Form 200 to make the final financial liability decision. The Approving Authority will mark “approve” or “disapprove” in block 14a to concur or non-concur with FLO/FLB recommendations to assess financial liability, and provide any explanatory comments in block 14b. If relief of financial liability is assessed, the Approving Authority will mark “N/A” in block 14c, and complete, as applicable, blocks 14d – h. If financial liability is assessed blocks 14c-h is left blank until step 11.31. **Proceed to step 11.24.**

NOTE: The Approving Authority does not have to agree with the recommendations of the FLO/FLB or the Appointing Authority.

NOTE: As indicated in Figure 1, the Approving Authority is the General Officer in the chain of command.

11.24 - Does the Approving Authority recommend financial liability to be assessed?

If yes, **proceed to step 11.25.**

If no, **proceed to off-page reference (Process 10.1 FLIPL Initiation, reference point “J”)**

11.25 – Was Financial Liability computed in block 15 by the FLO/FLB?

If yes, **proceed to step 11.29.**

If no, **proceed to step 11.26.**

11.26 – The Approving Authority returns the DD Form 200 to the FLO/FLB in order to compute financial liability.

11.27 – The FLO/FLB completes the remainder of block 15 of the DD Form 200. The FLO/FLB will input the responsible individual’s monthly base pay in block 15c and input recommended amount of financial liability in block 15d.

NOTE: See paragraph 17 of MCBUL 4440.4 for instructions on computing financial liability.

11.28 – The FLO/FLB returns the updated DD Form 200 and any supporting documentation to the Approving/Appointing Authority.

11.29 – The Approving Authority forwards the complete DD Form 200 and any supporting documentation to the Staff Judge Advocate (SJA) for legal review.

11.30 – The SJA will review the entire FLIPL package and provide a written opinion on the adequacy of evidence and propriety of the findings and recommendations. This legal opinion will become a part of the FLIPL file and be returned to the Approving Authority.

11.31 – The Approving Authority reviews the legal opinion and completes section 14 of the DD Form 200, by marking “Yes” in block 14c, and completing, as applicable, blocks 14d – h. **Proceed to off-page reference (*Process 12.0 Financial Liability Investigation of Property Loss (FLIPL) Appeals, reference point “M”*)**

Chapter 12 – Financial Liability Investigation of Property Loss (FLIPL) Reconsiderations and Appeals

12.A. Purpose. The intent of this chapter is to outline the local FLIPL reconsideration and appeals process, which builds on the information provided in Chapter 11 of this SOP. When an assessment of financial liability is determined (Chapter 11), the FLIPL will be forwarded to the responsible individual for acknowledgment. The individual will be advised of their right to request reconsideration of the Approving Authority’s decision, and to submit an appeal to the next higher level in the chain of command if their request for reconsideration is denied.

12.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates; and tenant activities, which receive installation property support (i.e., Garrison Property).

12.C. Process Flow. The process flow for FLIPL reconsideration and appeals is provided below in figure 12-1. A step by step narrative is provided in paragraph 12.D. A larger image can be found under “Process 12” in Part 6 of this SOP.

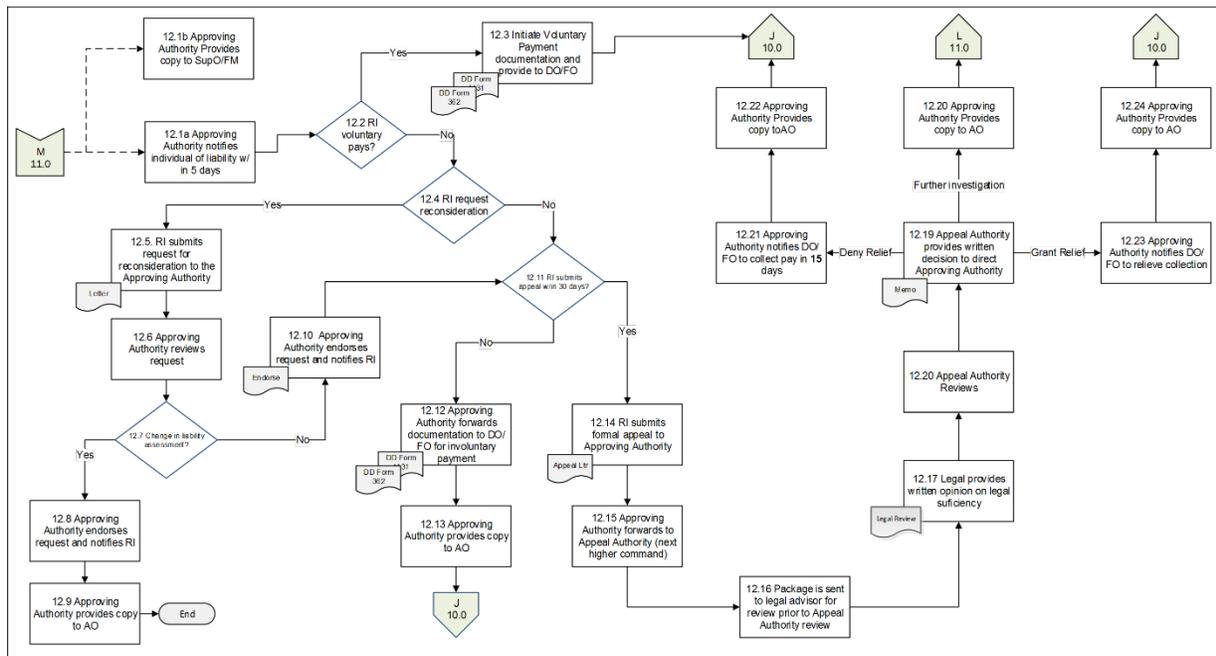


Figure 12-1 – Financial Liability Investigation of Property Loss (FLIPL) Reconsideration and Appeals

12.D. Process Narrative. Numbered process steps correspond with the step identified in figure 12-1.

START:

→ In from off-page reference (*Process 11.0 Financial Liability Investigation of Property Loss (FLIPL)*, reference point “M”)

12.1a – **Concurrent step with 12b.** Within five (5) days of the decision to assess financial liability, the Approving Authority notifies the responsible individual of the financial liability assessment via

a written notification letter and provides a copy of the DD Form 200 for review. The three options available to the responsible individual when assessed financial liability and their rights are identified in table 12.1 and 12.2, respectively.

Option	Description
1 - Voluntary Payment	(a) Pay the amount due in cash to the Disbursing Officer/Finance Officer, using DD Form 1131, Cash Collection Voucher.
	(b) Pay the amount due by authorizing a payroll deduction, using DD Form 362, Statement of Charges for Government Property Lost, Damaged, or Destroyed, under the policies and procedures established in accounting and finance directives.
	(c) Request a written agreement to repay the debt in installments. A request for installment payments must be accompanied by a financial statement submitted under penalty of perjury.
	(d) Provide comments regarding what adverse impact the assessment of financial liability will have upon them. Submission of supporting documentation is optional.
2 - Request Reconsideration	If the responsible individual(s) believes there are errors in the investigation, or have new evidence that may impact the decision to assess financial liability, they may submit a request for reconsideration to the Approving Authority. The request for reconsideration must be in writing and submitted within five days of this notification.
3 - Submit an Appeal	If the request for reconsideration is denied by the Approving Authority, or the responsible individual does not request reconsideration, they have the right to submit an appeal in writing to the next higher Approving Authority for final decision. The appeal must be submitted to the original Approving Authority within 30 days from the date your request for reconsideration is denied.

Table 12.1 – Responsible Individual Options when assessed Financial Liability

Rights	Description
1	To receive legal advice from the local Legal Assistance Office.
2	To inspect and copy Marine Corps records relating to the FLIPL report.
3	To request extension of the collection period.
4	To request waiver or cancellation of the indebtedness.
5	To submit an application to the Board for Correction of Naval Records (BCNR).

Table 12.2 – Responsible Individual Rights when assessed Financial Liability

NOTE: A sample of the Approving Authority notification letter can be found in enclosure (5) of MCBUL 4440.4.

12.1b – **Concurrent step with 12a.** The Approving Authority provides a copy of the current FLIPL package to the Accountable Officer for file retention.

NOTE: For installation tenant commands, it is encouraged that a copy be provided and maintained by the unit Supply Officer/FLIPL manager.

12.2 – Does the responsible individual elect to make a voluntary payment to reimburse the government for the cost of the lost, damaged, or destroyed government property within 30 days of being notified of financial liability?

NOTE: Marine Corps personnel and employees may voluntarily pay the government for lost, damaged, or destroyed government property in accordance with the DoD 7000.14-R, Department of Defense Financial Management Regulation, and Marine Corps Policy. Voluntary payment may be made any time before or during the FLIPL process. In some cases, voluntary payments are made in lieu of a FLIPL. In other cases voluntary payments are made as a result of the FLO's recommendation or Approving Authority's assessment. Voluntary payment may be accepted in lieu of a FLIPL providing the criteria outlined in paragraph 18 of MCBUL 4440.4 are met.

NOTE: In situations in which voluntary payment is elected, the FLIPL process is terminated and the package is annotated to reflect voluntary payment. By making voluntary payment, the individual relinquishes the right of appeal, waiver, remission, or any other relief from financial liability.

If yes, **proceed to step 12.3.**

If no, **proceed to step 12.4.**

12.3 – The responsible individual completes block 16 of the DD Form 200 and notifies the Approving Authority of their intent to make voluntary payment. The Approving Authority initiates voluntary payment documents for the loss, damage, or destruction of government property issued to their activities or to persons under their command or administrative control. Voluntary payments are processed via the Disbursing Officer (DO) on DD Form 1131, Cash Collection Voucher or DD Form 362, Statement of Charges/Cash Collection Voucher. Voluntary payment documents must contain the statement "Used instead of a FLIPL". A copy of this documentation is provided to the Accountable Officer and Supply Officer/FLIPL Manager for file retention. **Proceed to off-page reference (Process 10.1 FLIPL Initiation, reference point "J")**

NOTE: When completing block 16 of the DD Form 200, the responsible individual will mark "Do not intend to make such statement" in block 16a.

12.4 – Does the responsible individual elect to make a request for reconsideration to the Approving Authority within five (5) days of being notified of financial liability?

NOTE: The responsible individual may request reconsideration if they think that the facts of the case do not support an assessment of financial liability. An example of the request for reconsideration is provided as enclosure (6) of MCBUL 4440.4.

If yes, **proceed to step 12.5.**

If no, **proceed to step 12.11.**

12.5 – The responsible individual completes block 16 of the DD Form 200 and provides the Approving Authority their written request for reconsideration.

NOTE: When completing block 16 of the DD Form 200, the responsible individual will mark “Submit the attached statement of objection” in block 16a.

12.6 – The Approving Authority has up to five (5) days to review the request for reconsideration and provide their response to approve or deny the request as an endorsement to the responsible individuals request for reconsideration.

12.7 – Does the Approving Authority desire to change their initial determination that financial liability should be assessed?

If yes, **proceed to step 12.8.**

If no, **proceed to step 12.10.**

12.8 – In the endorsement to the responsible individual’s request for reconsideration, the Approving Authority will approve the request and provide explanatory comments that relieves the responsible individual from financial liability. The responsible individual will be provided a copy of the endorsement as official notification of relief from financial liability.

12.9 – The Approving Authority provides a copy of the final FLIPL package to the Accountable Officer for file retention. **END PROCESS**

NOTE: For installation tenant commands, it is encouraged that a copy be provided and maintained by the unit Supply Officer/FLIPL manager.

12.10 – In the endorsement to the responsible individual’s request for reconsideration, the Approving Authority will deny the request and provide explanatory comments. A copy of the endorsement will be provided to the responsible individual.

12.11 – Does the responsible individual elect to submit an appeal within 30 days of being notified of financial liability, or within 30 days of being notified of the Approving Authority’s denial of their request for reconsideration?

If yes, **proceed to step 12.14.**

If no, **proceed to step 12.12.**

12.12 – After 30 days of the initial financial liability notification or 30 days after the denial of the request for reconsideration without receiving a request for appeal, the Approving Authority certifies completion of the due process and sends a copy of the FLIPL package and associated documentation, and the completed DD Form 139, “Pay Adjustment Authorization”, to the DO/Financial Officer for involuntary payment action.

NOTE: If appropriate, the Approving Authority will prepare a statement that the individual recommended for a charge of financial liability refused to sign block 16g of the DD Form 200 after being given the opportunity.

NOTE: For debt collection purposes, due process consists of notice and an opportunity for review prior to the initiation of collection, unless otherwise required by statute. For additional information on due process procedures, refer to Volume 8, Chapter 8, paragraph 0804 of the DoD 7000.14-R.

NOTE: The statutory authorities for involuntary collection are 37 U.S.C. Section 1007c for military members and 5 U.S.C. Section 5514 for civilian employees. Any portion of the debt uncollected at the time of your employment termination will be collected from final pay and allowances.

12.13 – The Approving Authority provides a copy of the final FLIPL package to the Accountable Officer for file retention. **Proceed to off-page reference (Process 10.1 FLIPL Initiation, reference point “J”)**

NOTE: For installation tenant commands, it is encouraged that a copy be provided and maintained by the unit Supply Officer/FLIPL manager.

12.14 – Within thirty (30) days of the initial financial liability notification or thirty (30) days after the denial of the request for reconsideration, the responsible individual provides the Approving Authority their official appeal letter. If the responsible individual chooses not to submit a request for reconsideration and proceeds directly to submitting an appeal, they will provide the Approving Authority a signed DD Form 200 with block 16 complete.

NOTE: When completing block 16 of the DD Form 200, the responsible individual will mark “Submit the attached statement of objection” in block 16a.

NOTE: An example of the appeal letter is provided as enclosure (7) of MCBUL 4440.4.

12.15 – Within five (5) days of the receipt of the responsible individual’s appeal, the Approving Authority will forward the FLIPL package and associated documentation, to include the request for reconsideration/appeal and endorsements stating the rationale for denying the request for reconsideration to the Appeal Authority (the next higher Approving Authority in the chain of command).

12.16 – Prior to reviewing the responsible individual’s appeal, the Appeal Authority will forward the FLIPL package to a legal advisor with the direction to provide a written opinion as to its legal sufficiency.

12.17 – The legal advisor reviews the FLIPL package, provides written opinions and recommendations as an attachment to the FLIPL package, and returns the FLIPL package to the Appeal Authority.

12.18 – Once received, the Appeal Authority will review the FLIPL and appeal to determine if the evidence offered by the individual charged provides grounds to relieve them from financial liability. After review, the options available to the Appeal Authority are identified in table 12.3.

Option	Description
1	Direct the Approving Authority to reopen the financial liability investigation and conduct further investigation to clarify matters specified by the Appeal Authority.
2	Grant relief of financial liability in whole or in part based on the facts and evidence contained in the file.
3	Deny relief of financial liability to the individual.

Table 12.3 – Options Available to the Appeal Authority after review of FLIPL and Appeal

12.19 – Within thirty (30) days of receiving the FLIPL and appeal, the Appeal Authority will attach a written statement to the FLIPL package stating their decision. The written statement will state the final decisions of the Appeal Authority and the required actions to be taken. The FLIPL package with all supporting documentation will be returned to the Approving Authority for appropriate action.

If the Appeal Authority directs the financial liability investigation to be reopened, **proceed to step 12.20.**

If the Appeal Authority denies relief of financial liability, **proceed to step 12.21.**

If the Appeal Authority grants relief from financial liability, **proceed to step 12.23.**

12.20 – The Approving Authority returns the FLIPL package and supporting documentation to the FLO/FLB in order to re-open the investigation to clarify matters specified by the Appeal Authority. **Proceed to off-page reference (Process 11.0 Financial Liability Investigation of Property Loss (FLIPL), reference point “L”)**

12.21 – The Approving Authority notifies the responsible individual of the Appeal Authority’s decision to deny financial liability relief, certifies completion of the due process, and sends a copy of the FLIPL package and associated documentation, and the completed DD Form 139, “Pay Adjustment Authorization” to the DO/Financial Officer for involuntary payment action.

NOTE: For debt collection purposes, due process consists of notice and an opportunity for review prior to the initiation of collection, unless otherwise required by statute. For additional information on due process procedures, refer to Volume 8, Chapter 8, paragraph 0804 of the DoD 7000.14-R.

NOTE: The statutory authorities for involuntary collection are 37 U.S.C. Section 1007c for military members and 5 U.S.C. Section 5514 for civilian employees. Any portion of the debt uncollected at the time of your employment termination will be collected from final pay and allowances.

12.22 – The Approving Authority provides a copy of the completed FLIPL package and associated documentation to the Accountable Officer for file retention. **Proceed to off-page reference (Process 10.1 FLIPL Initiation, reference point “J”)**

NOTE: For installation tenant commands, it is encouraged that copies be provided and maintained by the unit Supply Officer/FLIPL manager.

12.23 – The Approving Authority notifies the responsible individual of the Appeal Authority’s decision to grant financial liability relief.

12.24 – The Approving Authority provides a copy of the completed FLIPL package and supporting documentation to the Accountable Officer for file retention. **Proceed to off-page reference (Process 10.0 FLIPL Initiation, reference point “J”)**

NOTE: For installation tenant commands, it is encouraged that copies be provided and maintained by the unit Supply Officer/FLIPL manager.

Chapter 13 – Bachelor Billeting Division (BBD) Financial Liability Investigation of Property Loss (FLIPL)

13.A. Purpose. The intent of this chapter is to outline the local FLIPL process when a FLIPL is required due to loss, damage, or destruction of government property provided by housing, specifically barracks, to include equipment or furnishings therein, and there is evidence of abuse, gross negligence, willful misconduct, or deliberate unauthorized use, fraud, or theft.

It is important to note, that this chapter specifically addresses the MCBul 4440.4, *Financial Liability Investigation of Property Loss (FLIPL)*, requirement as it applies to the MCAGCC Bachelor Billeting Division's (BBD) determination that the loss or damage to MCAGCC BBD managed facilities, to include equipment and furnishings, are beyond normal wear and tear. This is an independent process from those outlined in Chapters 10 – 12 of this SOP, which specifically address garrison property and military equipment. Those process mentioned in this SOP still apply if the lost, damaged or destroyed government property is not the direct result of a MCAGCC BBD determination.

Unlike Chapter 10 -12 of this SOP, the Commanding General MCAGCC will maintain FLIPL Approving Authority. This authority has been delegated to the MCAGCC AC/S G4, who will ensure compliance with published FLIPL requirements. As a result of the current unit reimbursement procedures outlined in the installation Bachelor Enlisted Quarters Instruction Manual, the initiation of a FLIPL will rarely result in the Approving Authority's initiation of a financial liability investigation. However, tenant commanders are highly encouraged to initiate internal FLIPL actions to assess individual financial liability.

13.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates; tenant activities; and visiting units which utilize BBD managed facilities. For the purpose of this SOP, BEQs include all quarters or facilities managed by MCAGCC BBD.

13.C. Process Flow. The process flow for BBD FLIPLs is provided below in figure 13-1. A step by step narrative is provided in paragraph 13.D. A larger image can be found under "Process 13" in Part 6 of this SOP.

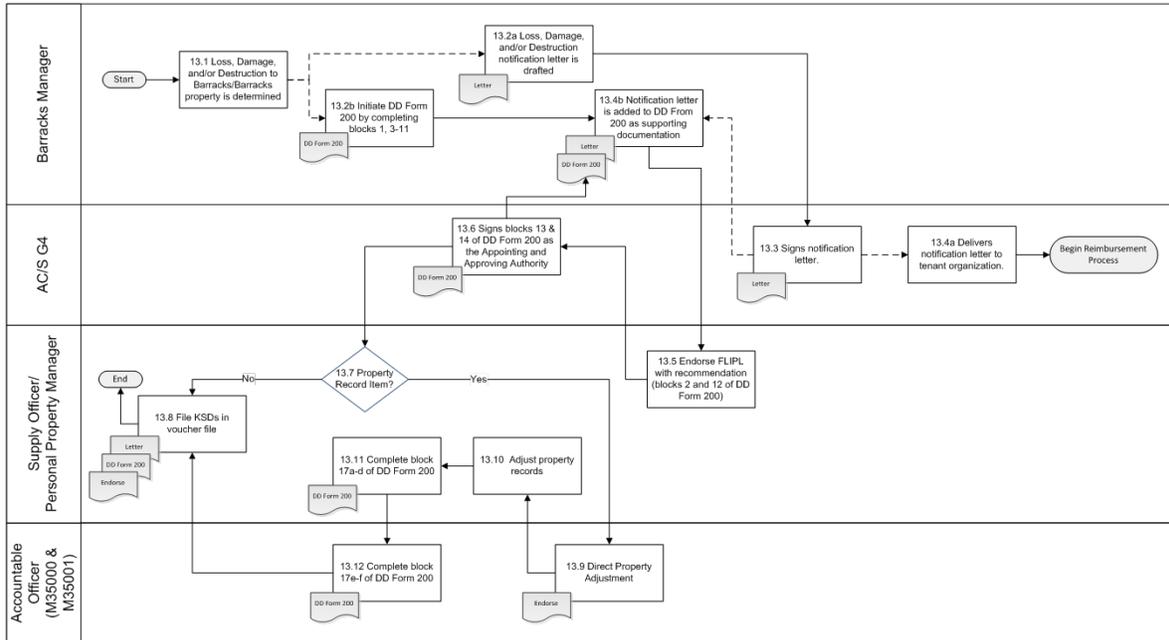


Figure 13-1 – BBD FLIPL process

13.D. Process Narrative. Numbered process steps correspond with the step identified in figure 13-1.

START: All FLIPLs will be initiated by the MCAGCC BBD.

13.1 – A determination is made by MCAGCC BBD that loss, damage, and/or destruction beyond normal wear and tear to MCAGCC BBD managed facilities, to include equipment and furnishings, has occurred.

13.2a – Concurrent step with 13.2b. The “LOSS, DAMAGED, AND/OR DESTRUCTION OF GOVERNMENT PROPERTY” notification letter with enclosed invoice is drafted to document the loss, damage, or destruction of government property, which was determined to be the result of abuse, negligence, and/or willful misconduct. Once complete, the letter is routed to the AC/S G4 for review and signature.

13.2b – Concurrent step with 13.2a. BBD completes blocks 1, 3 – 11 of the DD Form 200. Instructions for completing the DD Form 200 are provided in enclosure (5). Questions or concerns shall be directed to the Supply Officer.

NOTE: The DD Form 200 is maintained by BBD until the signed “LOSS, DAMAGED, AND/OR DESTRUCTION OF GOVERNMENT PROPERTY” notification letter is returned.

13.3 – The AC/S reviews and signs the notification letter.

13.4a – Concurrent step with 13.4b. The signed notification letter is provided to the Commander of the organization assigned custody of the BBD managed facility, to include equipment and furnishings, at the time of the discovered loss, damaged, and/or destruction of government property. Upon receipt, the Commander executes required actions to initiate unit reimbursement.

13.4b – **Concurrent step with 13.4a.** A copy of the signed notification letter is provided to BBD for inclusion with the DD Form 200 and attached as supporting documentation. Once assembled, the DD Form 200 and attached notification letter is delivered to the Supply Officer/Personal Property Manager (PPM) for endorsement.

13.5 – The Supply Officer/PPM makes appropriate recommendations to the Approving Authority on the DD Form 200 by completing blocks 2 and 12.

NOTE: Instructions for completing the DD Form 200 are provided in enclosure (5).

NOTE: As supported by the attached notification letter, the Supply Officer/PPM will mark “Yes” in block 12a. In addition, the Supply Officer/PPM will input “Recommend unit reimbursement and unit level FLIPL actions to determine individual financial liability”.

13.6 – The Approving Authority completes sections 13 and 14 of the DD Form 200. As the Appointing Authority, the Approving Authority will mark “approve” in block 13a to concur with the Supply Officer/PPM recommendations; provide explanatory comments as necessary in block 13b; mark “no” in block 13c; and complete, as applicable, blocks 13d – h. The Approving Authority completes section 14 of the DD Form 200 to make the final financial liability decision. The Approving Authority will mark “approve” in block 14a to concur with Supply Officer/PPM recommendation; provide any explanatory comments in block 14b; mark “N/A” in block 14c; and complete, as applicable, blocks 14d – h. Once complete, the DD Form 200 is returned to the Supply Officer/PPM.

NOTE: As indicated in Figure 1 of Chapter 13, if no Appointing Authority is appointed by the Approving Authority, the Approving Authority serves as the Appointing Authority.

NOTE: If the total value of loss exceeds \$500K, the Commanding General, MAGTFTC, MCAGCC will have to serve as the Approving Authority. In these cases, the AC/S G4 serves as the Appointing Authority and completes block 13 of the DD Form 200 and routes to the Commanding General for completion of block 14.

13.7 – Is any of the property identified in the DD Form 200 and/or notification letter resident on the installation property records?

If yes, **proceed to step 13.9.**

If no, **proceed to step 13.8.**

13.8 – The Supply Officer/PPM ensures required Key Supporting Documentation (KSD) is maintained on file in accordance with Marine Corps Orders.

13.9 – The Supply Officer/PPM forwards the DD Form 200 to the property Accountable Officer (AO). The AO completes an endorsement to the DD Form 200 and directs the appropriate property adjustments.

NOTE: If applicable, the AO endorsement can be substituted with a statement in block 17a of the DD Form 200 which directs the property adjustment utilizing the applicable document numbers.

13.10 – The Supply Officer/PPM executes the directed property adjustments.

13.11 – The Supply Officer/PPM completes blocks 17a of the DD Form 200 to identify the document number utilized to adjust the property records.

13.12 – The AO completes blocks 17b – f of the DD Form 200 to validate the property adjustments.

Process ENDS.

PART 4 – REGISTRATION OF REQUIREMENTS

Chapter 14 – Deliberate Universal Needs Statement (D-UNS)

14.A. Purpose. The purpose of this chapter is to describe the D-UNS, D-UNS process, and to establish local procedures for D-UNS submission.

14.B. Applicability. This chapter is applicable to all elements of MAGTFTC, MCAGCC.

14.C. General Information

14.C.1. The D-UNS is a bottom up approach to influence the Marine Corps Capability Based Assessment which is a deliberate and integrated enterprise process through which the Marine Corps Total Force conducts capability, gap, solutions, and risk analyses for the Operating Forces (OPFOR), Supporting Establishment (SE), and Headquarters Marine Corps (HQMC). The submission of a D-UNS is essentially a "work request" for current and future desired capabilities. It provides the OPFOR, SE and HQMC the means to identify operational enhancements, opportunities, and deficiencies in terms of a stated capability set. These opportunities may include new capabilities (i.e., not currently a program of record), improvements to existing capabilities, or elimination of redundant or unneeded capabilities. Essentially, the D-UNS is the way to inform and influence higher authority in regard to equipment capability.

14.C.1.A. Prior to creating and submitting a D-UNS, requirement generators are encouraged to contact the DC CD&I Capabilities Processing Branch or the MARCORSYSCOM Program Manager, for the stated capability requirement to determine if there is already a current D-UNS established.

14.C.1.B. Units should refer to the Table of Organization and Equipment Change Request (TOECR) process in chapter 15 to increase or decrease an established unit requirement (i.e., allowance).

14.C.2. A D-UNS enters the capability development cycle through the Universal Needs Statement (UNS) process where it is marked for deliberate action. If incorporated within the Marine Corps Enterprise Integration Plan (MCEIP), it will inform follow-on programming for the next available Program Objective Memorandum (POM) and may lead to new investments within the subsequent five year Future Years Defense Program (FYDP).

14.C.3. The D-UNS will be developed and approved in accordance with MCO 3900.15B, *Marine Corps Expeditionary Force Development Systems (EFDS)*, via the appropriate chain of command.

14.C.3.A. D-UNSs are further developed by HQMC advocates to address required capabilities and transition a capability into a warfighting requirement.

14.C.3.B. D-UNSs are forwarded to DC CD&I Capabilities Processing Branch which logs the D-UNS into a tracking system. The Capabilities Processing Branch routes the D-UNS to the appropriate Warfighting Function Integration Division within Capabilities Development Directorate and tracks the UNS progress.

14.C.3.C. The Warfighting Function Integration Division analyzes the D-UNS and briefs the D-UNS at the Capabilities Development and Integration Board meeting. This briefing is the first forum to address potential integration issues related to the D-UNS.

14.C.3.D. The Capabilities Development and Integration Board provides recommendations for the "way ahead" for the D-UNS. The Capabilities Development and Integration Board also aids the managing Warfighting Function Integration Division in further clarifying the capability gap, excess, or short fall. This enables the Warfighting Function Integration Division to accurately describe the D-UNS for the Functional Needs Analysis step of the EFDS process or terminate the UNS.

14.C.4. The DC, CD&I staff will assist in the submission of a D-UNS by any available means. Units are encouraged to communicate D-UNSS prior to submission to Current Operations Branch at DC CD&I. Questions, recommendations, draft D-UNSS, and all other issues may be sent to DC CD&I staff at UNS@usmc.mil.

14.C.5. Submission of a D-UNS does not provide the authority to procure equipment locally using Operations and Maintenance Marine Corps funding.

14.C.6. The D-UNS should not be confused with the Table of Organization and Equipment Change Request (TOECR) which is utilized to increase or decrease a unit requirement (i.e., allowance) for a capability already within the Marine Corps inventory. Refer to Chapter 15 for additional details.

14.D. Initiation and Endorsement.

14.D.1. Marines at any level may initiate a D-UNS via the approved D-UNS form. Individuals are encouraged to contact the Current Operations Branch at DC CD&I via UNS@usmc.mil for the most recent version.

14.D.2. D-UNS will be submitted via the chain of command and will be endorsed by the Commanding General, Deputy, or the Chief of Staff prior to forwarding.

14.D.3. D-UNS shall be submitted to DC, CD&I using the secure, web-based Virtual Needs Systems (VNS). Units without access to VNS will submit completed forms and endorsement via the chain of command for VNS submission.

Chapter 15 – Table of Organization/Equipment Change Request (TOECR)

15.A. Purpose. The purpose of this chapter is to describe the equipment TOECR, equipment TOECR process, and to establish local procedures for equipment TOECR submission.

15.B. Applicability. This chapter is applicable to all elements of MAGTFTC, MCAGCC.

15.C. General TOECR Information

15.C.1. Overview. Total Force Structure Management System (TFSMS) is the authoritative database for USMC Total Force requirements. All changes to force structure will be initiated by a TOECR. This is applicable to “Top down” strategic level changes and “bottom up” refinements from commanders. The submission of a TOECR does not provide the authority for units to hold assets above established Authorized Acquisition Objectives (AAO).

15.C.2. Requirements.

15.C.2.A. Type 1 Allowances. A TOECR must be submitted to DC CD&I (TFSD) via the chain of command to increase, decrease, add, or delete an established Type 1 allowance on their TFSMS T/E.

15.C.2.B. Type 2 Allowances. A TOECR must be submitted to DC CD&I (TFSD) via the chain of command and MARCORSYSCOM to add, delete, or change a Type 2 allowances on their TFSMS T/E.

15.C.2.C. Units will not submit Type 1 and Type 2 T/E changes on the same TOECR. This will ensure that all Type 2 TOECRs are correctly routed to MARCORSYSCOM for review and endorsement before being routed to DC CD&I (TFSD) for final approval.

15.C.2.D. Garrison Property (GP) Allowances. Currently, there is not an established means to capture GP allowances within TFSMS. Per paragraph 040702, Volume 6, MCO 4400.201, units that have equipment needs for garrison property, or non-tactical non-standard equipment (NS-E), will use current development processes (e.g. D-UNS, and U-UNS) in accordance with MCO 3900.17, MCO 3900.15B, and MCO 5311.1E. Upon DC CD&I's determination that an item is Non-Tactical NS-E (Garrison Property), units will submit the request to the Installation Personal Property Manager (PPM) via the unit's Supply Officer/APO and appointed Responsible Officer. As a result of this guidance, the following local clarification is provided.

15.C.2.D.1. The Installation PPM will treat all established on-hand quantities on the property records as approved allowances.

15.C.2.D.2. Request to establish a new allowance (i.e., create a new on hand) for a non-expendable requirement of any value, or to increase the current allowance (i.e., current on hand) for a non-expendable asset that exceeds the USMC capitalization threshold of \$100,000 will be submitted via the established D-UNS process (refer to Chapter 14). Upon CD&I determination that the requirement is Non-Tactical NSE (Garrison Property), the determination will be forwarded to the Installation PPM/Garrison Property Office (i.e., Supply Officer), which will

request an approved MCICOM sourcing solution to validate the allowance. The Installation PPM will not approve the purchase without MCICOM validation.

15.C.2.D.3. Request to increase the current allowance (i.e., current on hand) for a non-expendable asset that is lower than the USMC capitalization threshold of \$100,000 will be validated in writing by the requesting units Commanding Officer/Accountable Officer (tenant units) or AC/S (MAGTFTC, MCAGCC Staff and Directorates). This authority is not authorized to be delegated. The validation will be forwarded to the Installation PPM/Garrison Property Office (i.e., Supply Officer), which will request an approved MCICOM sourcing solution to validate the allowance. The Installation PPM will not approve the purchase without MCICOM validation.

15.C.2.E. Garrison Mobile Equipment Allowances.

15.C.3. Workflow. To coordinate processing TOECRs for the Total Force, TFSMS has been designed with an automated work flow to facilitate integrated staffing and coordination. Entry of TOECRS into TFSMS will be coordinated by the Center Logistics Division, AC/S G4, which will initiate the routing via the chain of command workflow. The TOECR will be routed via the chain of command via this workflow and receive TECOM and MCCDC endorsements before being forwarded to DC CD&I (TFSD).

15.C.4. Submission.

15.C.4.A. All TOECR submissions will be initiated via a cover letter signed by the Commanding Officer, Director, or Assistant Chief of Staff requesting the change and will provide a detailed justification. The cover letter will be addressed to DC, CD&I (TFSD) via the Commanding General, MAGTFTC, MCAGCC, Commanding General, TECOM, and Commanding General, MCCDC. The subject line will read, TABLE OF ORGANIZATION AND EQUIPMENT CHANGE REQUEST, UIC (insert UIC)".

NOTE: Although the registration of requirements is an operational function, it is highly advisable that the TOECR submission is reviewed by the appointed unit Supply Officer prior to submission validation against the most recent TFSMS table of equipment and property record on-hands. Concurrence or non-concurrence by the Supply Officer is not indicative of ultimate approval or disapproval by CD&I.

15.C.4.B. As an enclosure to the cover letter, the TOECR will include a spreadsheet with the requested changes created from the latest exported T/O&E from TFSMS. This ensures the latest approved data is used to reflect the proposed changes. Additionally, there is no requirement to submit a NAVMC 11355 as the form is now obsolete.

15.C.4.C. Signed cover letters with enclosures shall be submitted to the Director, Center Logistics Division for follow on coordination for AC/S G3 and G4 concurrence. Upon receipt of the Commanding General's first endorsement, the Director, Center Logistics Division will input the cover letter, enclosures and first endorsement into TFSMS to initiate the chain of command workflow. This will subsequently route the TOECR to TECOM and MCCDC for appropriate endorsements.

15.C.4.D. As the originator of a TOECR within TFSMS, the Director, Center Logistics Division will conduct monthly TFSMS status updates to ensure TOECRs are not in a "pending"

status for more than 30 days. In these instances, the Director will contact DC CD&I (TFSD) to ascertain the status update. If necessary, the TOECR originator will be contacted to address concerns.

15.C.4.E. Due to the complexities in the force structure process, a DC CD&I (TFSD) analyst will complete the final development of MAGTFTC, MCAGCC TOECRs within TFSMS upon receipt of the endorsed request.

15.C.5. Processing.

15.C.5.A. Upon receipt of the change request, DC CD&I (TFSD) conducts action officer level analysis to determine TOECR compliance with the policies and procedures prescribed by MCO 5300.1E. DC CD&I (TFSD) Capability Analysts will coordinate the adjudication of discrepancies and oversights at the action officer level prior to official staffing of the TOECR package.

15.C.5.B. Subsequent to action officer level coordination/adjudication, DC CD&I (TFSD) will staff the request to applicable agencies and stakeholders (MOS Advocates and OccField Managers) for comments and estimates of supportability.

15.C.5.C. Once the TOECR has been staffed and a determination has been made on the requested changes, the submitter will receive an automated electronic approval or disapproval notification via email. Rejection of a TOECR will be conveyed to the requesting authority or applicable commands by an explanatory memorandum. All correspondence will be provided to the TOECR initiator by the Director, CLD.

15.C.5.D. TOECRS will be processed as soon as possible within each ASR cycle. They will normally not exceed 30 days processing time provided all necessary documentation is provided and no adjudication is necessary.

15.D. Military Equipment (ME) TOECRs

15.D.1. Basic Concepts. Before submitting a ME TOECR to change an AAO, the following concepts must be understood.

15.D.1.A. The allowance of a materiel solution will change over the course of the program's life cycle in response to changing force structure, revised concepts of employment, and updated logistical and maintenance considerations. These changes can be attributed to eight change factors which affect equipment requirements. The eight change factors are listed below:

15.D.1.A.1. Force structure adjustment, (e.g., the activation, deactivation, re-designation, reorganization, or relocation of units).

15.D.1.A.2. Policy changes within one of the elements of AAO which impacts the AAO determination process.

15.D.1.A.3. Prepositioning Objective (PO) changes as a result of the Maritime Prepositioning Force (MPF) and Marine Corps Prepositioning Program – Norway (MCPN) deliberate tailoring processes.

15.D.1.A.4. Changes in the criteria or values used to calculate the Depot Maintenance Float Allowance (DMFA) and War Reserve Materiel Requirement (WRMR).

15.D.1.A.5. Table of Authorized Material Control Number (TAMCN) identified as components to other TAMCNs (e.g., MRC 145, HMMWV is a class VII component to the radio).

15.D.1.A.6. Changes made during milestone reviews which have an effect on the Concept of Employment (COE).

15.D.1.A.7. Requirement changes for structure and equipment.

15.D.1.A.8. Force structure reviews (Force Optimization Reviews (FOR), AAO reconciliation, T/E review, etc.).

15.D.1.B. The originator and reviewer of the TOECR must examine the following considerations when making an equipment change to ensure unintended consequences do not occur:

15.D.1.B.1. Individual Equipment. A TAMCN with a calculated COE for each item of individual equipment based upon the unit's Mission Essential Tasks (METs) will only be adjusted if the calculation behind the COE is adjusted. The calculated COE is the tool used by DC, CD&I Integration Divisions to model and then distribute individual equipment requirements for TAMCNs assigned to chargeable structure. The calculated COE may also be used to assign an individual quantity based on the AAO quantities of another TAMCN (e.g., 1 bayonet for every M16A4 rifle). Additionally, an individual equipment requirement can be established by billet from an assigned weapon code.

15.D.1.B.2. Organizational Equipment. Equipment listed as organizational equipment will not automatically adjust as force structure adjustments are made. Equipment requiring automatic adjustment based on force structure must be moved from organizational to individual equipment and have a calculated COE built.

15.D.1.B.3. Items which require both organizational and individual quantities. A TAMCN with a "Type Allow" code of "B" is an item of equipment with both organizational and individual requirements. These TAMCNs contain both organizational quantities and a calculated COE so a portion of the full requirement will automatically adjust with force structure changes.

15.D.2. Change Process. The following rules apply when submitting equipment changes:

15.D.2.A. It is the Capabilities Integration Officer's (CIO's) responsibility, as DC CD&I's representative, to maintain overall cognizance of the requirements pertaining to the material solution assigned. As any one of the above listed factors changes, a request is submitted to DC CD&I (TFSD) outlining the reason for the requested change. The CIO will evaluate the change

and if deemed a valid requirement, the CIO will ensure the proper integration across the Total Force Doctrine, Organization, Training/Education, Materiel, Leadership/Strategic Communication, Personnel, Facilities, and Cost (TF DOTMLPF&C) pillars occur and submit the change to the AAO. This change will either increase the total requirement and be added as an unfunded requirement which the CIO enters into the Program Objective Memorandum, or reduce the total requirement which the CIO will validate. In both cases, the CIO will ensure the COE remains valid and the proper AAO adjustments are made in TFSMS.

15.D.2.B. Changes to the AAO will be accepted after DC CD&I (TFSD) receives CIO concurrence, endorsement by the Integration Division Director and approval of Director Capabilities Development Directorate (CDD) in the standard “AAO change letter” format provided by DC CD&I (TFSD).

15.D.2.C. For AAO changes which are decreasing the AAO, CIO concurrence to the change can be received in multiple forms to include in an email, but the most common form is a written concurrence in the history remarks in TFSMS. The concurrence from the Integration Division Director and Director CDD must be in the standard “AAO change letter” format provided by DC CD&I (TFSD).

15.D.2.D. For those changes which are increasing the AAO, CIO concurrence to the change must be in the form of the standard “AAO change letter”. Within the AAO change letter it must be specifically stated if the changes to the AAO will incur a cost to the government or if the change is at no cost to the government. An AAO change may result in no cost to the government because the change has already been implemented in the POM cycle or because the inventory is already on hand. Any change may result in a cost to the government because the changes have not been implemented in the POM cycle and or the government will incur additional cost for the sustainment of on hand inventory, which may have been identified as excess. All AAO increase letters must accompany the TOECR before routing to DC CD&I (TFSD).

15.D.2.E. For those changes which are redistributing the AAO, CIO concurrence to the change must be in the form of the standard “AAO change letter”. Within the AAO change letter it must be specifically stated if the changes to the AAO will be a zero sum gain at no cost to the government as the AAO is not increasing or decreasing.

15.D.2.F. Changes to equipment requirements will not be based on fluctuating inventory levels; equipment inventory will not drive equipment requirements. The requirement established on the T/O&E in TFSMS drives the equipment inventory as it relates to the AAO process.

Chapter 16 – Intragovernmental Agreements

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PART 5 – CUSTOMER SERVICE

General Overview. As mentioned in Section A, CMSC provides various services to MAGTFTC, MCAGCC staff and directorates and when authorized, tenant and visiting activities. These services include: supply support for installation or garrison property, storage operations, excess property reutilization and disposal, operation of garrison retail supply locations for equipment, supplies, hazardous materials, and fuel, linen support for designated activities, contract support for designated services and equipment repairs, and preparing bills of material for exercises and events.

Chapter 17 - Installation Property (Garrison Property) Asset Control

17.A. Purpose. As part of its mission, CMSC is responsible for the control and accountability of installation property, which is also referred to as Garrison Property. They are responsible to the installation AO to ensure sound supply procedures are conducted in a complete and timely manner, to include all applicable inventories, submission of all applicable reports, completion of investigations, processing of adjustments, and the proper issue and recovery of equipment. As such, the information in this chapter will outline the requirements necessary to ensure effective and accurate Garrison Property asset control.

17.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates and tenant activities which receive installation property support (i.e., Garrison Property).

NOTE: In terms of installation property support, the supported tenant command/activity Supply Officer fills the role as Responsible Officer. The installation Property Officer/Supply Officer fills the role as the Supply Officer/PPM. This means that accountable property must be approved and funded by the installation Property Officer/Supply Officer. Tenant command/agency requirements must be registered and budgeted for in accordance with this process.

17.C. Responsible Officer (RO). When any MAGTFTC, MCAGCC tenant unit/activity possesses or requests Garrison Property, an RO will be appointed to ensure proper care and accountability.

17.C.1. Specific RO responsibilities/duties. Can be found in MCO 4400.201 (Volume 1, Chapter 2), CCO 4400.10 (Paragraph 4 of Enclosure (1)), and RO appointment letters. Additional clarification as it relates to this SOP in providing in the following paragraphs.

17.C.1.A. Physical Inventory procedures can be found in Section B, Part 2 of this SOP.

17.C.1.B. Reporting and Financial Liability Investigation for Property Loss (FLIPL) procedures for lost, damaged, or destroyed equipment can be found in Section B, Part 3 of this SOP.

17.C.2. RO Turnover

17.C.2A. Nominations for new ROs should be submitted to CMSC 30 days prior to an outgoing RO's departure date. These nominations are provided by the AC/S, Director, or Officer in-Charge of the respective section via the RO nomination letter. Sections/staff offices/Directorates do not create appointment letters or assign RO responsibilities directly.

17.C.2.B. The outgoing RO will report all overages and shortages reflected on the CAR/CIR to the PPM for appropriate action prior to the joint inventory with the incoming RO. Refer to the reporting procedures identified Section B, Part 2, Chapter 7 of this SOP for additional guidance.

17.C.2.C. A joint physical inventory by the incoming and outgoing ROs will be conducted for items appearing on the applicable CAR.

17.C.2.C.1. When satisfied that the property reflected is physically on-hand or properly accounted for, the incoming RO will report to the PPM to reconcile and sign the original CAR maintained by CMSC.

17.C.2.C.2. If not satisfied that the property reflected is physically on-hand or properly accounted for, the new RO will report discrepancies to the PPM for appropriate action. Refer to the reporting procedures identified Section B, Part 2, Chapter 7 of this SOP for additional guidance. Administrative corrections (nomenclature change, change in serial number etc.) to the accountable property records will be submitted via the Request for Action (RFA) letter. Any physical loss, damage, or destruction will be reported via the FLIPL. The outgoing RO will retain liability for all property under investigation until the investigation is completed. A sample copy of the RFA letter is provided in enclosure (6).

17.C.2.C.3. This action will be completed within 15 days after the appointment letter is received by the incoming RO and prior to detachment of the outgoing RO.

17.D Requests for Garrison Property

17.D.1. Requests for all garrison property, whether or not it is recorded in an APSR, will be submitted in the format shown in enclosure (7) to the PPM. Upon receipt, approval, and availability of material, an issue document will be prepared and forwarded to the CMSC Storage Operations Section for issue. The RO will be contacted to coordinate pick up, at which time they or an individual delegated on a NAVMC 11869 will receipt for material.

17.D.2. If items requested are not in stock, CMSC will search DLA Disposition Services. Refer to Section B, Part 1, Chapter 2 of this SOP.

17.D.3. If items is not available from DLA DS and installation funding is available, a requisition will be submitted. Refer to Section B, Part 1, Chapter 2 of this SOP.

17.D.4. If funding is not available, a deficiency request list is maintained by CMSC. Refer to Section B, Part 1, Chapter 1 of this SOP.

17.D.5. When the requirement cannot be funded and is added to the CMSC deficiency list, the requesting activity may be authorized to procure with their O&M funds utilizing authorized procurement methods. Regardless of the method of procurement, a waiver or approval is required from the office of the PPM and will be filed with the purchase documentation and provided for all audits and inspections. This acts as the PPM's approval documentation for requisitioning internal controls. .

17.D.5.A. This is not justification for an increase to an activity O&M budget in current or future years.

17.D.5.B. If the item is accountable property, it will be added to the CAR. Report all receipts to the Garrison Property Section. Refer to Section B, Part 1, Chapter 6 of this SOP.

17.D.5.C. The requestor is responsible for procuring from mandatory sources. If utilizing the Government-Wide Commercial Purchase Card (GCPC), review the current prohibited items list and ensure the request does not fall within that category. If the item does not meet criteria for inclusion on the CAR, local tracking is advised in order to mitigate loss, theft, or pilferage.

17.D.5.D. The Green Procurement Program and the Installation Energy Sustainment Strategy (IESS) require the purchase of equipment with the lowest life cycle cost, not the lowest first cost. All new garrison property aboard the Combat Center will be Energy Star/FEMP and environmentally compliant if possible within mission and budget constraints. Green procurement includes choosing products with recycled-content and that use alternative fuel, less water, and have lower harmful emissions.

17.D.5.E. The activity requesting the property is responsible for obtaining all associated waivers prior to accepting or acquiring garrison property. Contact Public Works Division (PWD) Energy Management Branch for energy waivers, and contact PWD and the Fire Department for installation waivers. Determine if any operator training and licensing is required by contacting Center Safety, Industrial Hygiene, and Natural Resources and Environmental Affairs (NREA) offices for restrictions, permits, and guidance on personal protective equipment required. Refer to Section B, Part 1, Chapter 2 of this SOP.

17.D.5.F. The purchase of medical equipment and supplies must be coordinated with and approved by competent medical authority. For tenant activities, this will be through the I MEF Surgeon's Office. For MCAGCC activities, this will be the Naval Hospital.

17.D.6. Sections/Staff Offices/Directorates in possession of or with the intent to acquire garrison/commercial off the shelf tools, will submit a Garrison/Special Tool Allowance letter on an annual basis to the Accountable Officer via the Supply Officer for approval. The letter will feature existing tools in the entity's possession and those procured with appropriated funds. Any submission of a purchase request for tools will include the current valid authorization letter as an attachment. Once the purchase request is approved by the Supply Officer, the entity will add the purchased tools to the letter's enclosure (tool listing). See enclosure (8) for sample format.

17.E. Turn-In of Garrison Property

17.E.1. Government property is for use or disposal by the Government only. Report excess new, used, or unserviceable property to CMSC, via the RFA, for disposition instructions. Regardless of serviceability, include the following information in all turn-in requests: nomenclature, serial number, quantity, unit of issue, and unit price. See enclosure (6) for the RFA format.

17.E.2. RO requests for turn-in of equipment will be scheduled by appointment with the CMSC Storage Operations Section via the Garrison Property Office.

17.E.3. Serviceable Excess Equipment. CMSC will coordinate a turn-in date with the RO or designated representative and perform a joint serviceability inspection of the material to be turned in to determine if the material may be returned to stock.

17.E.4. Unserviceable Equipment

17.E.4.A. CMSC will coordinate a turn-in/inspection date with the RO or designated representative. If CMSC concurs that the material is unserviceable, the CMSC Warehouse Section will prepare a 1348-1 Disposal Document or DD Form 1150 for use by the RO for turning the material in to the DLA Disposition Services office. If CMSC determines the item is serviceable for re-issue, a DD Form 1348-1, Turn-In Document, will be prepared, a signed acknowledgement receipt copy provided to the RO, and the material will be returned to stock.

17.E.4.B. Unserviceable refrigerators must have refrigerant removed and recycled. Coordinate disposal of unserviceable refrigeration units in advance by contacting the CMSC Storage Operations Section.

17.E.5. ROs must obtain CMSC authorization to turn in equipment, appliances, or furniture to DLA Disposition Services or the Qualified Recycling Program.

17.E.6. Upon request, and subject to availability, CMSC personnel will assist in the material handling for ROs who do not have the resources available. This includes the use of government vehicles to physically transport property. Government property should not be transported using Personally Owned Vehicles.

17.F. Deployment Considerations. Deployment of tenant Operational Forces requires coordination with CMSC for property control turnover. It is important that the tenant commands and CMSC maintain an open line of communication regarding all aspects affecting the support of tenant commands before, during, and after deployment. This is to ensure assigned property is accounted for properly and available in good condition upon the return of the deployed unit.

17.F.1. Sixty days prior to deployment of a unit, if a Remain Behind Element (RBE) is assigned, a Responsible Officer from the RBE will be appointed in writing. In the event that a successor RO is not available, all accountable property assigned to the unit will be turned in to CMSC. Units will not store garrison property assets in containers or warehouses. Units will not deploy with any garrison property assets.

17.F.2. A joint turnover inventory of all assigned garrison property will be conducted in accordance with Section B, Part 2 of this SOP. FLIPLs will be initiated as required in accordance with Section B, Part 3 of this SOP. Upon completion of the inventory the new RO will sign for and accept the account, attaching all supporting documentation including any FLIPLs.

17.F.3. For property within billeting spaces, coordination with Bachelor Billeting Division will be conducted in accordance with their policy, prior to deployment.

17.G. Maintenance. CMSC provides for the repair of selected garrison property. Property is selected for repair by CMSC when determined by Director, Center Logistics Division to be the most

economical or efficient method. All other garrison property used to accomplish the mission of the Staff Sections or tenant organizations should be maintained within their operations and maintenance (O&M) budget. Garrison Property will not be repaired using CLD funds when that equipment is absent from accountable property records, if applicable.

17.G.1. CMSC receives annual funding for the repair and maintenance due to normal use of common office equipment (i.e. copiers and shredders) and equipment in facilities managed by the Bachelor Billeting Division (BBD) (e.g., appliances, lounge equipment, etc.).

17.G.2. Requests for repair of equipment in billeting spaces will be submitted to BBD. When the requested asset is determined to be unserviceable by a certified repair technician, BBD will coordinate with the unit to bring the unserviceable equipment to CMSC Storage Operations Door 9, building 1102 and exchange it for a serviceable unit. Contact BBD to complete the installation of a new appliance.

17.G.3. To initiate repair of any other item or to inquire regarding service contracts on other garrison property, contact the CMSC Repair Desk at 830-6954.

17.G.3.A. A Financial Liability Investigations for Property Loss (FLIPL) will be initiated as required in accordance with Section B, Part 3 of this SOP when any damages are not a result of the normal operation of the equipment.

17.G.3.B. The following minimum information is required to request/inquire about repair: location of asset to be repaired (building number and room), make and serial number, description of the problem, and the point of contact information.

Chapter 18 - Installation Property (Garrison Property) Budget Process

18.A. General Information. Headquarters Marine Corps manages funding programs for garrison property acquisition, replenishment, replacement, refurbishing, and refurbishing. All supported activities shall support the CG, MCAGCC mission to make maximum use of centrally managed programs and to minimize using local unit operations and maintenance (O&M) funds.

18.B. Budget Plan. On an annual basis, CMSC (on behalf of the Installation Commander) develops a complete and comprehensive prioritized seven year garrison property plan to sustain installation readiness, joint capability areas, and Common Output Levels of Service in the years required for Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, and Marine Corps Mountain Warfare Training Center (MCMWTC), including all tenant activities covered by support agreements.

18.B.1. Annually, Combat Center Bulletin 10150 publishes instructions ensuring all requests for equipment acquisition, replenishment, replacement, refurbishment, and refurbishing programs are submitted electronically to the CMSC in March of each year.

18.B.2. In response to CCBul 10150, each supported activity and organization submits projected requirements for replacement or new acquisitions for the following seven years. Centrally managed program details are provided in Section B, Part 1 of this SOP.

18.C. Budget Planning Responsibilities. Responsibilities of COs, AC/Ss, Special Staff Officers, or OICs of tenant commands/activities/detachments requesting or in the possession of garrison property are identified below.

18.C.1. Plan, program, or arrange for personnel or annual funding that may be required to operate or maintain the requested equipment.

18.C.2. Obtain all site approvals, facilities improvements, National Environmental Policy Act reviews, Information Procurement Request Review/Approval system documentation, Universal Needs Statement, licenses, training, permits, waivers, or approvals required to procure, install, or operate the equipment.

18.C.3. Each organization may need to get additional approval for acquisition, installation, or operation from higher headquarters or adjacent directorates that are responsible for managing the resources that support the equipment, or are impacted by the operation or installation of the equipment. Cognizant managers of resources include, but are not limited to, managers of: energy, water, sewage and waste management, facilities, environment, safety, industrial hygiene, fire prevention, medical, billeting, manpower, motor transport, maintenance, security, information technology, and budgeting. Also, all requests for equipment must be approved by the directorate or manager who has cognizance over similar equipment, if applicable.

Chapter 19 – Storage Operations and Personal Effects

19.A. General. The CMSC Storage Operations Section performs the mission cited in Section, paragraph 3E of this SOP.

19.A.1. CMSC issues property assets only to appointed ROs or delegates.

19.A.2. Garrison property assets are not issued for field use.

19.A.3. Equipment issued from the CMSC warehouse or disposed of by the custodian will be picked up /dropped off utilizing a government vehicle only.

19.A.4. All turn-ins to CMSC will be by appointment.

19.B. Warehouse Locations/Storage.

19.B.1. Security Cage. The security cages are utilized for the safe storage of pilferable and controlled items while in the custody of CMSC.

19.B.1. Issue Point. The primary location in which inbound items are received and staged for follow on issue to the RO or delegated individuals. ROs will be contacted when inbound items are received in order to schedule a prompt pick-up.

19.B.3. Receiving Point. The primary location in CMSC which receives all inbound material shipments (i.e., Military Equipment, Garrison Property, repair parts) which are administratively processed prior to staging at the issue point. In addition, it serves as a location for the storage of excess and unserviceable equipment while pending disposition instructions.

19.C. Personal Effects.

19.C.1. CMSC provides storage for all MS3510 HQBN (MS3510), TTECG (MS3512), MCLOG (M35211), and MCTOG (M30016) Marines or Sailors who become separated from or cannot care for their personal effects. This includes, but is not limited to, personnel that are in an Unauthorized Absence (UA) or deserter status, on unit deployment, confined to the brig, or hospitalized for an extended period of time. Secure storage for vehicles requires coordination with DMO. For additional details, refer to Vol 13 of MCO 4400.201.

19.C.2. Inventory Board. CMSC OIC will contact HQBn S1 on a semi-annual basis for an updated Inventory Board letter signed by the HQBn CO. Format will be provided by CMSC. It is incumbent on the HQBn S1 to review all applicable personnel for nomination and determine if their status will allow them appointment to the Inventory Board.

19.C.3. Notification. The HQBn S1 will manage the notification process of a required Personal Effects inventory through the respective Companies. It is incumbent on both Alpha and Bravo Companies to ensure CMSC is aware of the requirement and to designate an Inventory Officer from the assigned Inventory Board.

19.C.4. Inventory Execution. Upon identification of a Marine or Sailor requiring inventory of personal effects to be conducted, an Inventory Officer will be selected from the current version of the HQBN Inventory Board to conduct the inventory. Personal effects will be inventoried and stored in accordance with procedures outlined in Vol 13 of MCO 4400.201. A summary of the process is provide below.

19.C.4.A. Inventory Officer will report to the CMSC Property Office to receive inventory materials and instruction on conducting the inventory.

19.C.4.B. The inventory will be conducted in accordance with Volume 13 of MCO 4400.201.

19.C.4.C. Upon completion of personal effects collection, the Inventory Officer will return to CMSC with all containers unsealed for final paperwork completion and sealing of the containers.

19.C.4.D. Effects will be stored in the CMSC personal effects cage until return of the Marine or Sailor or other disposition of effects as applicable to each individual case.

19.C.4. Storage Access Control. An unaccompanied access roster is signed by the Director, Center Logistics Division and is posted at the Personal Effects storage area. A log book of all entry and exit is maintained at the access point. Keys are kept in the Storage Operations key locker.

19.D. Linen and Bedding Support. CMSC provides linen and bedding support to BBD, deploying forces, visiting exercise/training units, the Command Duty Officer, permanent tenant units, and designated contingency requirements.

19.D.1. For the purpose of this SOP, the term “linen” shall include the following: sheets, pillowcases, and mattress covers. The term “bedding” shall include bedspreads, blankets, pillows, and mattresses.

19.D.2. BBD.

19.D.2.A. Will coordinate the turn-in of bedding for replacement or cleaning in conjunction with personnel turnover, unit deployment, or to replace unserviceable items.

19.D.2.B. Annually, will submit a bedding budget plan to CMSC.

19.D.3. Visiting Exercise/Training Units.

19.D.3.A. CMSC provides linen on a temp loan basis to individuals, units, or activities in conjunction with training, or special events (Intermediate Location (ILOC), supported exercises, etc.). Requirements for linen will be identified in advance via Feasibility of Support (FOS) submitted to the MAGTFTC MCAGCC G3 and G4.

19.D.3.B. ROs will be appointed in accordance with CCO 4400.10 and Section B, Part 5, Chapter 17 of this SOP.

19.D.3. Command Duty Officer. CMSC is responsible for the cleaning of linen in support of the MCAGCC CDO. The detailed procedures are in the CDO/CDSNCO Duty Binder. Linen is exchanged weekly.

19.D.4. Tenant Units.

19.D.4.A. Own their linen and are responsible for replacement.

19.D.4.B. Individual Marines are responsible for cleaning their linen with funds provided in their Barracks Partial BAH.

19.D.4.C. CMSC has the capability to clean and store all unit linen for safe-keeping during deployment or periods of prolonged absence. Request for support should be made 30 days in advance to requirement.

19.D.4.D. CMSC issues initial linen requirements to units (new unit standup) and HQMC approved increases in Tables of Organization.

19.D.5. Request Procedures. Thirty days prior to the requirement the unit will schedule an appointment by contacting the CMSC Storage Operations office.

19.D.6. Turn In/Issue Procedures.

19.D.6.A. Routine requirements will be scheduled between 0730 and 1530 Monday through Friday. Emergency requirements require OIC CMSC approval.

19.D.6.B. Units will provide their own working party for turn in and pick up of linen.

19.D.6.C. Units will be responsible for the proper packaging of linen for turn in. Proper packaging will be specified by CMSC Storage Operations personnel at the time the appointment is scheduled.

19.D.6.D. Thirty days prior to deployment of the Advanced Party, a linen turn-in request will be submitted in accordance with Section B, Part 5, paragraph 19.D.5 of this SOP.

Chapter 20 – Procedures for Defense Logistics Agency Disposition Services (DLA-DS)

20.A. Overview. Disposition and redistribution of government property is provided by DLA-DS.

20.A.1. The OIC, CMSC, is the MCAGCC liaison to DLA Disposition Services.

20.A.2. Units requiring disposal of materials are not to transport any materials to any location until the Disposition Services Representative (DSR) has been contacted and material has been categorized. There is no centralized DLA Disposition Services material drop off point aboard MCAGCC.

20.A.3. Units must ensure that ETID system access is established and maintained in order to process materials for disposal. Manual processing will not be accepted.

20.A.4. Materials currently up for bid and materials categorized for re-use contractor pick up, can be viewed during their bid process at the Government Liquidation website www.govliquidation.com.

20.B. DLA-DS Redistributions. Redistribution of excess Department of Defense (DoD) property is the primary source of supply (refer to Section B, Part 1, Chapter 3 of this SOP) to fill validated requirements. Visibility of excess DoD property (to include expendable and non-expendable) is maintained by DLA-DS and can be viewed at www.drms.dla.mil. For access, go to <https://business.dla.mil>, and under “DLA Systems,” select “Disposition Services.” Follow on-screen prompts to request View Only access.

20.B.1. MAGTFTC, MCAGCC Staff and Directorates. Request for redistribution of excess DoD property from DLA-DS will be managed by/coordinated through CMSC. Individuals that require the ability to requisition directly from DLA DS stocks using an approved MAGTFTC/MCAGCC DoDAAC (M35002) will contact the Property Control Officer or CMSC OIC for appropriate appointment documents. Only individuals appointed by the AO will requisition directly from DLA DS.

20.B.2. MAGTFTC, MCAGCC Tenant Activities. Requests for non-expendable/non-Military Equipment excess DoD property (Garrison Property/Equipment) from DLA-DS will be managed by/coordinated through CMSC.

20.B.3. In each case, CMSC will determine whether the redistribution is authorized and how the property will be controlled upon receipt.

20.C. DLA-DS Disposals. Prior to initiating disposal actions for any property, MAGTFTC, MCAGCC Staff and Directorates, will contact CMSC for instructions. Primarily, the RFA letter will be used to request disposal. Prior to initiating disposal actions for Garrison Property, MAGTFTC, MCAGCC tenant activities will contact CMSC for instructions. CMSC will coordinate all actions with DLA DS once the property has been appropriately turned over by the section/directorate.

20.C.1. All activities aboard MCAGCC are supported by DLA-DS via a DSR capability on the installation.

20.C.2. The DSR is scheduled by appointment only and is available to assist in the four phases of the disposition process: material review, categorization, document creation, and disposition, pickup, or staging.

20.C.2.A. Material Review. Contact the DSR located in building 1102 to identify the material or assets required to be disposed of. The DSR will coordinate a time to come to the location of the material or asset in order to properly categorize and provide additional disposition guidance. Contact the MCAGCC Liaison within CMSC (CMSC OIC) regarding any matters with the DLA DS DSR

20.C.2.B. Categorization. During the material review, the DSR will assign a disposal category: recyclable material, landfill disposal, HAZMAT disposal, re-use contractor pickup, or re-use DSR staging. This disposal category is required prior to creating the turn in document and scheduling follow on disposal actions.

20.C.2.C. Document Creation. The unit will submit an Electronic Turn-In Document (ETID) via the DLA DS website located at www.drms.dla.mil/etid.html. The ETID system is an automated method of submitting the DD Form 1348-1A disposal document. Processing of disposal documents is approximately a two day cycle. Users of the ETID system must register and receive a username and password. Assistance and training with the ETID system will be provided by the resident DSR upon unit request.

20.C.2.C.1. The unit is responsible to utilize WEBFLIS (<https://fp.logisticsinformationservice.dla.mil/webflis.login>) to ensure that the correct National Stock Number (NSN) is utilized, resulting in proper population of demilitarization fields, nomenclature, and price information.

20.C.2.C.2. Following online submission, the DSR will receive, review, and certify the ETID, making it available online for the unit to print out. If a unit has not received a response within a five working days , contact CMSC for assistance.

20.C.2.D. Disposition, Pickup or Staging. The below actions will be taken based on disposal category assigned. At the time of execution, the customer will attach two copies of the completed ETID to the material utilizing an adhesive packing list envelope.

20.C.2.D.1. Recyclable Material. Must have a completed ETID indicating recycle turn-in. Transport by the unit to NREA lot for processing during working hours.

20.C.2.D.2. Landfill Disposal. Material determined to be disposable at the landfill will be transported to the landfill by the unit between the hours of 0800 and 1500 Monday through Friday for disposal.

20.C.2.D.3. HAZMAT Disposal. Materials determined specifically to be or to contain HAZMAT, will be disposed of at the NREA Hazardous Waste Minimization Site (HWMS).

20.C.2.D.4. Re-use Contractor Pickup. When materials are determined to be re-usable, the DSR will identify material to the Defense Reuse Management Service (DRMS) disposal processing contractor, to have material opened up for public bidding. The unit will hold

material in its current location and condition until a bid award is made. The contractor will pick up material from its locations with the DSR acting as liaison..

20.C.2.D.5. Re-use DSR Staging. If the material is reusable within DoD or other Federal Agencies, the DSR will determine if the material may be received-in-place or transported by the unit to a staging location. Units attempting to drop off material without appointment will be turned away. The DD Form 1348 will be signed by the DSR indicating turn-in.

20.D. Contacts. The following points of contact are to be utilized in processing materials for disposal.

MCAGCC Disposal Service Representative (DSR)		MCAGCC Liaison to DSR/DLA Disposition Services	
Phone	760-830-5410	CMSC OIC	760-830-3032
Fax	760-830-6776	CMSC SNCOIC	760-830-5290
Location	Bldg 1102, (Door #23)	Location	Bldg 1102

NREA Recycling Lot		Base Landfill (PWD)	
Phone	760-830-3293	Phone	760-830-5129
Hours	M-F 0800 - 1400	Hours	M-F 0800 - 1500

NREA HWMS		DRMS Electronic Disposal Processing	
Phone	760-830-5403	www.drms.dla.mil/etid (disposal document creation requiring user registration)	
Location	Bldg 2095		

Chapter 21 – Garrison Retail Support Activity (USMC ServMart)

21.A. General Information. HQMC has partnered with the GSA to provide consumable supply inventory for purchase by Marine units, tenant commands, training units and other DoD, and Federal organizations. The enterprise consists of walk-in ServMarts, web-based shopping, and USMC ServMart online where hundreds of thousands of items are available in stock or with two to five day delivery.

It is important to note, available items cannot be legally procured by all customers. Items are carried to support those who have the authority and appropriations to make certain types of requisitions. Policy for management and oversight of Marine Corps ServMart and virtual ServMart operations states, "...the availability of a product in the ServMart does not necessarily carry the authority to buy it. Instead, the customer, along with the customer's approving chain of command, are responsible for obtaining the authority and any local waivers to procure, store, use, and dispose of any item or product sold by the ServMart or Virtual ServMart." For MAGTFTC, MCAGCC staff and directorates, this means the requisition procedures addressed in Section B, Part 1 of the SOP apply.

21.A.1. Requisitions from the USMC ServMart are not open-market purchases and are executed via two primary methods which include the activity address code, line of accounting (AAC and Cost JON) or the GCPC.

21.A.1.A. The activity address code method interfaces directly with the Marine Corps Standard Accounting, Budgeting and Reporting System (SABRS).

21.A.1.B. The GCPC method interfaces directly with the programs bank, and then to SABRS. For information on attaining a GCPC, contact the local Regional Contracting Office.

21.A.2. MCAGCC ServMart normal hours of operation are 0730-1500, Monday through Friday, excluding holidays. Emergency support is provided 24 hours a day.

21.A.3. The ServMart personnel will assist customers in loading bulk materials requiring forklift support at the issue point loading dock only. Units are responsible to provide transportation for purchased supplies.

21.B. ServMart Cards. USMC ServMart accounts can be requested to CMSC Customer Service or the ServMart manager via the customer's respective Comptroller via the CC 4400/2, Request for MCAGCC 29 Palms USMC ServMart Account/Cards.

21.B.1. Cards will be created using information provided by the customer and validated by the customer's comptroller. The requestor is responsible for providing correct appropriation data and email addresses for each account. A separate card is required for each line of accounting.

21.B.2. New/replacement cards will be provided within three days after receipt of the comptroller validated/endorsed request.

21.B.3. Cards will remain active until identified for cancellation by the unit supply officer or budget technician.

21.B.4. The CMSC has no visibility of unit funding therefore, units are responsible to ensure that funds are available to support purchases.

21.B.5. Lost cards should be reported immediately to the OIC, CMSC to block further activity.

21.B.6. Requests for replacement of these cards will follow the same procedures as requesting a new card.

21.B.7. The CMSC is not responsible for charges made on lost cards.

21.B.8. A sample of the CC 4400/2 is provided in enclosure (9).

NOTE: ServMart accounts in support of MAGTF/TC, MCAGCC Staff and Directorates can only be requested by CO/AO appointed Fund Holders/Responsible Officers. In addition, to ensure proper internal controls, at least one individual identified as authorized to pick up the card must have a corresponding NAVMC 11869 authorizing use of the card.

21.C. Virtual Store/ServMart Online. Access to these locations is controlled via your respective unit CO/AO appointed Unit User Account Manager (UUAM). For MAGTF/TC, MCAGCC staff and directorates, the UUAM is the Supply Officer. Tenant commands should contact their Supply Officer for assistance.

21.D. Hazardous Materials (HAZMAT). The MCAGCC USMC ServMart serves as the primary source of new HAZMAT to units or customers aboard the Combat Center.

21.D.1. Customers are to ensure that complete use of existing inventory is expended in support of Hazardous Waste Minimization Programs.

21.D.2. Customers must confirm that serviceable excess HAZMAT items are not available at the NREA Hazardous Waste Minimization Site (HWMS) for free issue at building 2095, (760) 830-5403 prior to submitting requisitions for new material.

21.D.3. Only HAZMAT identified on a unit's Authorized Use List (AUL) can be purchased. If a unit identifies a requirement for HAZMAT not on their AUL, a request to add can be submitted to the Hazardous Waste Management Program Manager for incorporation at AUL Working Group (AUL WG). For additional information, contact (760) 830-3746.

21.D.4. Due to HAZMAT shelf-life and expiration dates, it needs to be completely utilized to protect the environment and avoid the high cost of processing hazardous waste. As a result, units should turn in unused quantities of HAZMAT to the HWMS as soon as no further immediate requirement for the material exists to prevent the material from becoming hazardous waste.

21.E. Information Technology (IT). The ServMart supports a variety of Federal customers with different network standards and may sell IT peripherals (keyboards and external hard drives, etc.) which may or may not be approved under MCEN/NGEN or other customer network operations and security requirements. Effort is made through coordination with G-6 to maintain stockage of items approved by Marine Corps IT systems managers, however the peripheral approval process does not

keep pace with current items available within the retail market. This results in the possibility of stocked items not being approved for use on NMCI systems due to security concerns, or items that require modification by G-6 or tenant unit S-6 offices prior to use on the user's network. It is the customer's responsibility to confirm that products purchased are compatible for any intended use on their system. Return of products due to customer failure to confirm system compatibility will not be accepted. For disposal of obsolete equipment, refer to Section B, Part 5, Chapter 20 of this SOP.

21.F. Referral Orders. Referral orders are submitted at the customer service desk for any of the hundreds of thousands of items available through the USMC ServMart Enterprise that are not stocked in the local ServMart. Lead time for mandatory items (office supplies and commercial industrial products) is two to five days.

21.G. Not In Stock (NIS). If a stocked item is NIS, notify the checkout counter or customer service desk. This requirement will be passed to the Item Manager or vendor to validate estimated receipt date. If the order cannot be filled within the customer's required timeframe, a statement of non-availability will be provided allowing procurement by the customer through alternate means.

21.H. Deployment/Exercise Support. Units should coordinate, in advance, with the OIC, CMSC for large quantities of items that exceed normal stockage levels.

21.I. Bottled (Compressed) Gases. Bottled gases are issued on a direct exchange basis. Customers must turn in an empty cylinder of the same type and size requested. Cylinders must be serviceable with caps in place. Cylinders will not be temporarily loaned under normal circumstances. However, if a temporary loan is required, a request must be submitted to the OIC, CMSC for approval.

21.J. Additions/Deletions From Stock

21.J.1 New items can be added to the ServMart inventory upon request or recommendation of customers. Customers will submit a new item request to the MCAGCC USMC ServMart Manager. Items will not be added unless sufficient recurring demand is expected, that justifies managing the item; or justification of an insurance level is approved. The OIC, CMSC will approve or disapprove the request and notify the customer. NOTE: Requests for addition of a HAZMAT items must have approval of the HAZMAT Management Program Manager and be on an AUL.

21.J.2. Items will be removed from the walk in ServMart inventory when usage drops. Material will be deleted from the USMC ServMart system when usage level does not justify managing the item.

21.J.3. Emergency, Contingency and Insurance Stocks. Items can be stocked in the walk-in USMC ServMart regardless of usage in support of emergency planning, contingency, or other anticipated requirement. Requests must list alternative courses of action that have been considered and justify why maintaining a contingency stock is in the best interest of the government. The OIC, CMSC will approve or disapprove the request and notify the customer.

21.J.4. A sample of the new item request can be found in enclosure (10) and can be attained by contacting the MCAGCC USMC ServMart Manager.

21.K. Return of Material

21.K.1. Within two weeks of purchase, customers can return erroneous purchases for credit. Damaged or defective items discovered upon opening packaging will be accepted for exchange. Complete receipt documentation is required.

21.K.2. Return of items exceeding \$500 will be submitted by contacting the USMC ServMart manager. Determination will be made by the USMC ServMart Manager regarding ability to accept item(s) back into stock. Items will only be brought to the ServMart once approval is provided to the customer. Items that cannot be accepted back into the ServMart inventory can be accepted by CMSC as free issue, however no fiscal credit will be given.

21.J. Deployment Considerations.

21.J.1. Thirty days prior to deployment, the unit will submit changes in authorizations to requisition at the USMC ServMart and fuel stations.

21.J.2. On the date of deployment, the unit will turn-in ServMart Cards, and fuel keys not turned-over to RBE personnel.

21.J.3. To establish a local ServMart account, unit Supply Officers must complete CC 4400/2 (enclosure (9)) and return to the OIC, CMSC.

21.J.4. Bills of Material (BOM).

21.J.4.A. Thirty days prior to pickup, the unit will submit BOM request and unit appropriation data to OIC, CMSC. The thirty day requirement is intended to afford lead time for 100% fulfillment, it is not a hard deadline.

21.J.4.B. Personnel authorized to pick up BOM will be designated by the unit Supply Officer.

Chapter 22 – Fuel Support

22.A. Purpose. Provide guidance to aid in the planning and execution of self-serve and bulk fueling for ground equipment during exercises and training events aboard MAGTFTC, MCAGCC in order to ensure sufficient supplies are available to all supported agencies.

22.B. Applicability. This guidance is applicable to all MAGTFTC, MCAGCC tenant and visiting exercise/training units requiring non-ITX training and “white space” training (in conjunction with ITX) fuel support. Fuel requirements associated with ITX scheduled events are coordinated through the ELCC.

22.C. Types of Fuel. Table 22.1 identifies the types of fuel which can be obtained aboard the Combat Center at Building 2083, between 13th and 14th streets. The installation liaison to Defense Logistics Agency (DLA) Energy and Navy Supply (NAVSUP) Energy; and the primary Combat Center point of contact is the Consolidated Material Support Center (CMSC).

Type	Abbreviation
Regular unleaded	MRR
Low Sulfur Diesel	DS2
Turbine Fuel, Aviation	JAA/F24
Bio Diesel	BDI
Bio Unleaded	E85

Table 22.1 – Types of Fuel Available on the Installation

22.D. Planning Considerations and Requirements

22.D.1. Installation Hours

22.D.1.A. Self-Serve fuel can be obtained 24/7/365 with an operable fuel key.

22.D.1.B. Bulk Fueling can be obtained during normal working hours (M-F, 0730-1630). Any bulk fueling outside of this timeframe is considered after hours and must be coordinated in advance with CMSC.

22.D.2. Requirements

22.D.2.A. All training and exercise fuel requirements (self-serve and bulk draws) must be submitted to the MAGTFTC Consolidated Material Support Center (CMSC) no later than fifteen (15) days prior to the required delivery date (RDD).

22.D.2.B. For successive fuel draws over multiple calendar days, a fuel plan will be submitted in conjunction with the requirement. The fuel plan should include the dates and times fuel will be drawn, to include self-service quantities, and an estimate of the number of gallons of each type of fuel.

22.D.2.C. Changes in the quantity of fuel required or time/date of bulk fuel draws must be communicated to CMSC without delay to facilitate appropriate planning. Units are

encouraged to maintain open lines of communication throughout the duration of their operations aboard the Combat Center.

22.D.2.D. De-fueling requirements will be identified concurrently with bulk draws. Coordinating de-fueling with the Exercise Logistics Coordination Cell (ELCC) aboard the combat center can be facilitated by CMSC.

22.D.2.E. See enclosure (11) for a MAGTFTC, MCAGCC Fuel Plan sample.

22.D.3. Vehicle Identification Link (VIL) Key

22.D.3.A. All fueling on the installation requires a DLA VIL key. Keys coded at other DOD Installations can be used if properly coded.

22.D.3.B. If new, replacement, and/or operable keys are required, request can be sent to CMSC Customer Service via the customer's respective Comptroller utilizing the CC 4400/3, Request for MCAGCC 29 Palms Vehicle Identification Link (VIL) Fuel Key Encoding. Processing time for new keys is twenty-four (24) hours.

22.D.3.C. A sample of the CC 4400/3 is provided in enclosure (12).

Chapter 23 – Requisition Management

23.A. Purpose. Requisition management ensures effective control, accounting, and physical retention of key supporting documents (KSD) which are a valuable part of the Accountable Officer's Physical Internal Control Program. In accordance with MCO 4400.150, appointed Fund Holders are required to reconcile outstanding requisitions with the Supply Officer on a monthly basis. The AO will ensure that the Supply Officer and Fund Holders conduct a reconciliation on a monthly basis. It is incumbent upon AC/Ss, Directors, and OICs, to ensure appointed Fund Holders in their spans of control are executing the procedures outlined in this SOP and in accordance with their appointments. Outstanding requisitions will be confirmed to ensure necessary cancellation, follow-up, or modification actions are initiated between the Supply Officer and Fund Holder. The Fund Holder is responsible for following up on all requirements lodged with CMSC. Continuous exchange of information between the Fund Holder and the Supply Officer is essential for optimal supply support and requisition management.

The intent of this chapter is to outline the local procedures for the monthly reconciliation of outstanding requisitions within SABRS in order to ensure compliance with Marine Corps policy.

23.B. Applicability. This chapter is applicable to the MAGTFTC, MCAGCC staff and directorates which receive funding allocations and execute requisitions utilizing DoDAACs M35000 (MCAGCC funds), M35001 (MAGTFTC funds), M35002 (MCAGCC centrally managed funds), M35020 (MCAGCC direct cite/reimbursable funds), M35300 (MCAGCC Class I funds), and M67887 (MAGTFTC direct cite/reimbursable funds).

23.C. Procedures.

23.C.1. On a monthly basis, the CMSC customer service section will export SABRS transactional data utilizing the SABRS Management Analytical Retrieval Tools (SMARTS) system. The data pull will be exported into a tailored spreadsheet consisting of organizational, causative research, and transactional fields. A description of these fields and associated data elements is provided in enclosure (13), *SMARTS REPORT 101*.

23.C.2. The CMSC customer service section will filter the report to identify open and/or problem transactions by Budget Execution Activity (BEA)/Budget Execution Sub-Activity (BESA). At which time, the report will be disseminated to each appointed Fund Holder for validation/review. The filtered report will be distributed on the first Wednesday of each month.

23.C.3. Fund Holders will have ten working days to validate/review each transaction and provide specific feedback to the CMSC customer service section on the validity and status of each document number listed. Available statuses will be chosen from a pre-determined drop down menu and corresponding comments will be required in the comments field. When KSDs are available, copies will be provided with the submission of the report to assist with follow on corrective actions. A listing of status codes, status code definitions, and required comments are provided in table 23.1.

Status Code	Definition	Required Comments
VAL	Requirement is still valid and requisition's estimated shipment date (ESD) has not passed and is not greater than 180 days	List supply status and last update date
REC	Material has been received, but pending bill from Source of Supply and liquidation is pending	List date of shipment (AS1) and date of receipt of material
DBL	Delinquent Bill, material has been received but SOS has not billed transaction more than 30 days after shipment	List shipment date and date SOS contacted for billing
SUS	Bill can be seen in LDG or MILSINQ, but has not Posted to SABRS (Possible Suspense Transaction or UMD)	List Bill Date/Bill Number
LIQ	Transaction has been billed, but pending liquidation to post to SABRS	List date of F*1 from Logistics Data Gateway (LDG)
CXL	Record has been cancelled	List cancellation status
COMP	Record has been completed since the report was generated	Complete (COEL amounts will match) no comments required
SOS	Pending corrective action from Source of Supply	List action required by SOS and date of last contact
MNR	MILSTRIP Transaction Not Reviewed	List Reason Why Transaction Was Not Reviewed
EXP	D6T/DRA Receipt was Posted without Actual Shipment/Not a Valid Account Payable Transaction	List Reason Why Receipt was Inducted and Remove Expense from SABRS if Shipment has not Occurred
ADJ	Record has been adjusted	List reason for adjustment (Ex. Price adjustment (B7 did not interface) or F*2 posted)

Table 23.1 – Status Codes

23.C.4. The CMSC customer service section will consolidate Fund Holder input and coordinate with the Fund Holder and AC/S, G8 accounting section for follow on corrective actions. Any unresolved corrective actions will be included in the next monthly reconciliation.

23.D. Common Requisition Management Issues. Description of common requisition issues with recommended resolutions.

23.D.1. Desired End State. Commitment, Obligation, Expense, and Liquidation amounts equal the same value and there is no required action. An example is provide in table 23.2.

SDN	CMT AMT	OBL AMT	EXP AMT	LIQ AMT
M336116283FF09	\$26.88	\$26.88	\$26.88	\$26.88

Table 23.2 – Desired End State Example

23.D.2. Undelivered Orders. Commitment and Obligation amounts have posted and are equal, but the Expense and Liquidation amounts have not posted. Recommended actions are as follows.

23.D.2.A. If the estimated ship date for the good/service has not passed, continue to monitor.

23.D.2.B. If the estimate ship date for the good/service has passed, contact the source of supply for a status.

23.D.2.C. If the good/service has been received, verify the receipt was signed by an authorized official and reconcile with the SMARTS report and the original obligation document (i.e., DD Form 1149, DD Form 1348, etc). Identify the document number as “Received” and continue to monitor SMARTS report for a corresponding expense. If 30 days have passed since physical receipt, contact CMSC.

23.D.2.D. An example is provide in table 23.3.

SDN	CMT AMT	OBL AMT	EXP AMT	LIQ AMT
M3503370370004	\$49.00	\$49.00	\$0.00	\$0.00

Table 23.3 – Undelivered Orders Example

23.D.3. Unliquidated Obligations (ULO). Commitment, Obligation and Expense amounts have posted and are equal, but the Liquidation amount has not posted or is less than the Commitment, Obligation and Expense amounts. These are not necessarily an issue unless they become Aged ULOs, no corresponding action in over 180 days. Aged ULOs are easily identified with a date in the “AGE DATE” data field of the SMARTS report. Recommended actions are as follows.

23.D.3.A. Validate the supply/service has been received and there is a receipt signed by an authorized official. If not, contact the source of supply to address the discrepancy.

23.D.3.B. Ensure the signed receipt has been provided to the appropriate individual to support the liquidation. In most cases the liquidation should be automatic, however if 30 days have passed since the physical receipt and posting of the expense amount, contact your supply and/or G8 representative for assistance.

23.D.3.C. An example is provide in table 23.4.

SDN	CMT AMT	OBL AMT	EXP AMT	LIQ AMT
M9101117RCFS026	\$896.13	\$896.13	\$896.13	\$0.00

Table 23.4 – Unliquidated Obligation Example

23.D.4. Unmatched Disbursements. A disbursement transaction that has been received and accepted by an accounting office, but has not been matched to the correct detail obligation. This includes transactions that have been rejected back to the paying office or central disbursement clearing organization by an accounting office. These are typically reflected when the Expense and/or Liquidation amount has posted without corresponding Obligation amount. This understates Obligations and overstates actual balances (i.e., you don't have as much available funds as you think). Contact your CMSC representative for assistance. An example is provided in table 23.5. *NOTE: Depending on requisition method, the Commitment amount may or may not post.*

SDN	CMT AMT	OBL AMT	EXP AMT	LIQ AMT
M3500271140001	\$200.00	\$0.00	\$200.00	\$200.00

Table 23.5 – Unmatched Disbursement Example

23.D.5. Negative Unliquidated Obligations (NULO). A disbursement transaction has been matched to the cited obligation, but the total disbursement(s) exceeds the amount of that obligation. These are typically reflected when the Liquidation amount or Liquidation and Expense Amount is/are greater than the corresponding Obligation amount. This understates Obligations and overstates actual balances (i.e., you don't have as much available funds as you think). Contact your CMSC representative for assistance. An example is provided in table 23.6.

SDN	CMT AMT	OBL AMT	EXP AMT	LIQ AMT
M3500170890011	\$169.23	\$169.23	\$255.55	\$255.55

Table 23.6 – Negative Unliquidated Obligations Example

23.D.6. Incorrect Obligations and/or Commitments. A final disbursement transaction has been matched to the cited detail obligation, but the total disbursement(s) is less than the amount of that obligation/commitment. These are typically reflected when the Liquidation amount or Liquidation and Expense Amount is/are lower than the corresponding Obligation amount. This overstates Obligations and understates actual balances (i.e., you have more available funds than you think). Contact your CMSC representative for assistance. An example is provided in table 23.7.

SDN	CMT AMT	OBL AMT	EXP AMT	LIQ AMT
M3500170890011	\$169.23	\$169.23	\$101.23	\$101.23

Table 23.7 – Incorrect Obligations and/or Commitments Example

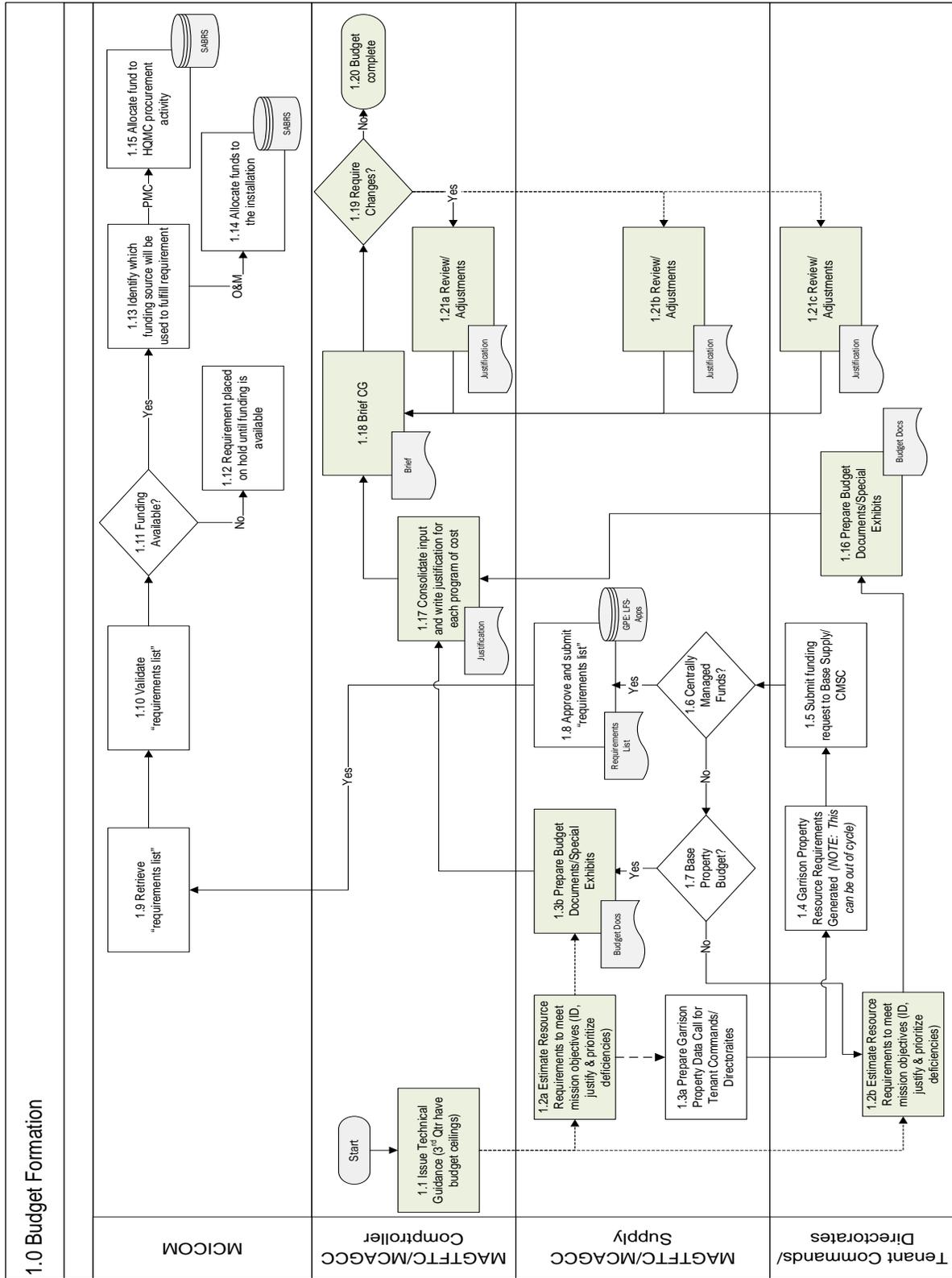
Chapter 24 – Requisitioning Internal Controls Audit Sampling

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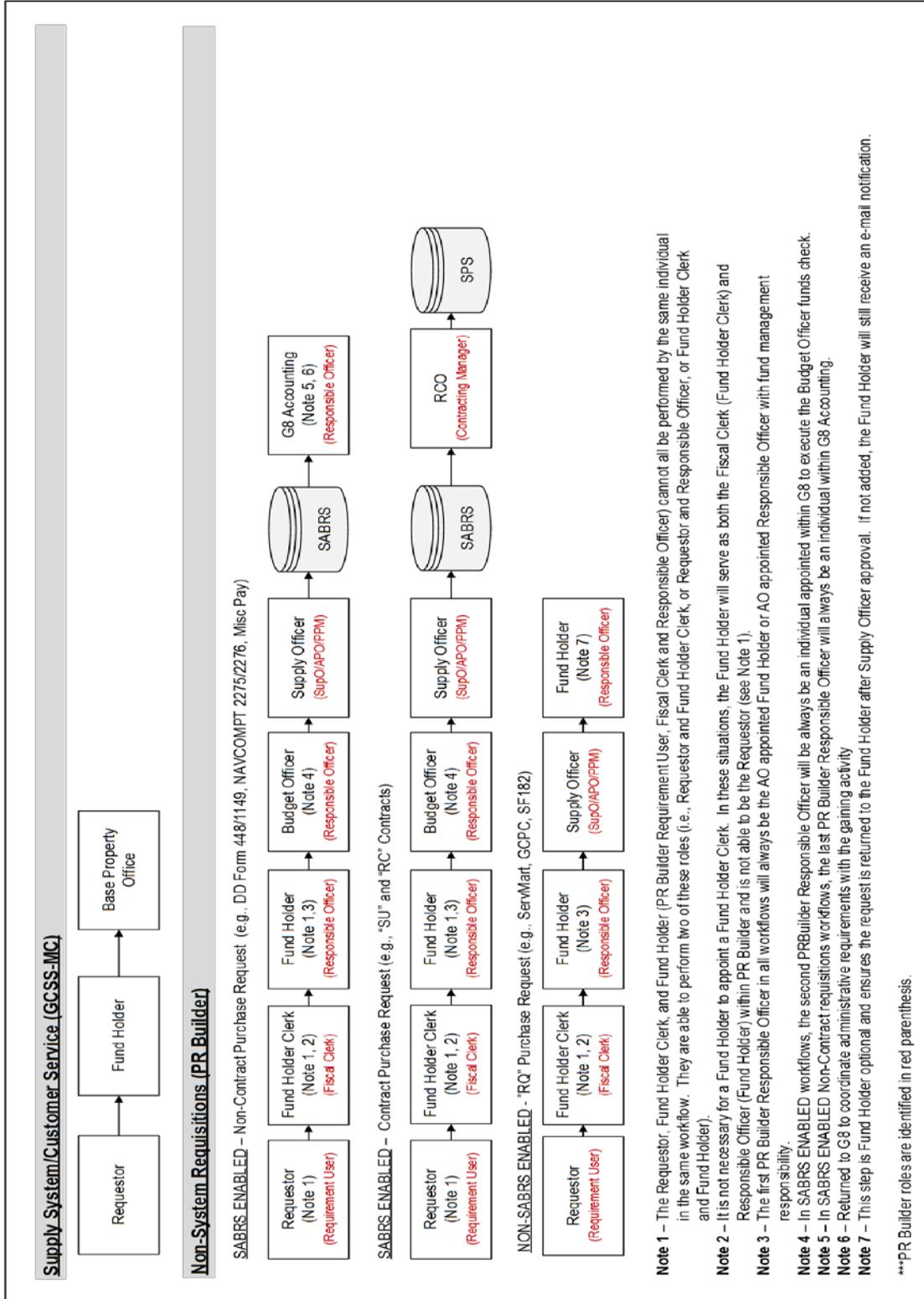
PART 6 - PROCESS FLOWS

- Process 1 - Budget Formation
- Process 2 - Requisition Workflow
- Process 3 - Initiating a Requisition Purchase Request
- Process 4 - Supply System Requisition
- Process 5 - Purchase Request Builder (PRBuilder) Requisition
- Process 6 - Receipt and Acceptance
- Process 7 - Physical Inventory – General Equipment
- Process 8 - Physical Inventory – Military Equipment
- Process 9 - Annual Small Arms/Light Weapons Verification (CRANE)
- Process 10 - Financial Liability Investigation for Property Loss (FLIPL) Initiation
- Process 11 - Financial Liability Investigation for Property Loss (FLIPL)
- Process 12 - Financial Liability Investigation for Property Loss (FLIPL) – Appeals
- Process 13 - Barracks Vandalism Financial Liability Investigation for Property Loss (FLIPL)
- Process 16 - Intragovernmental Agreements

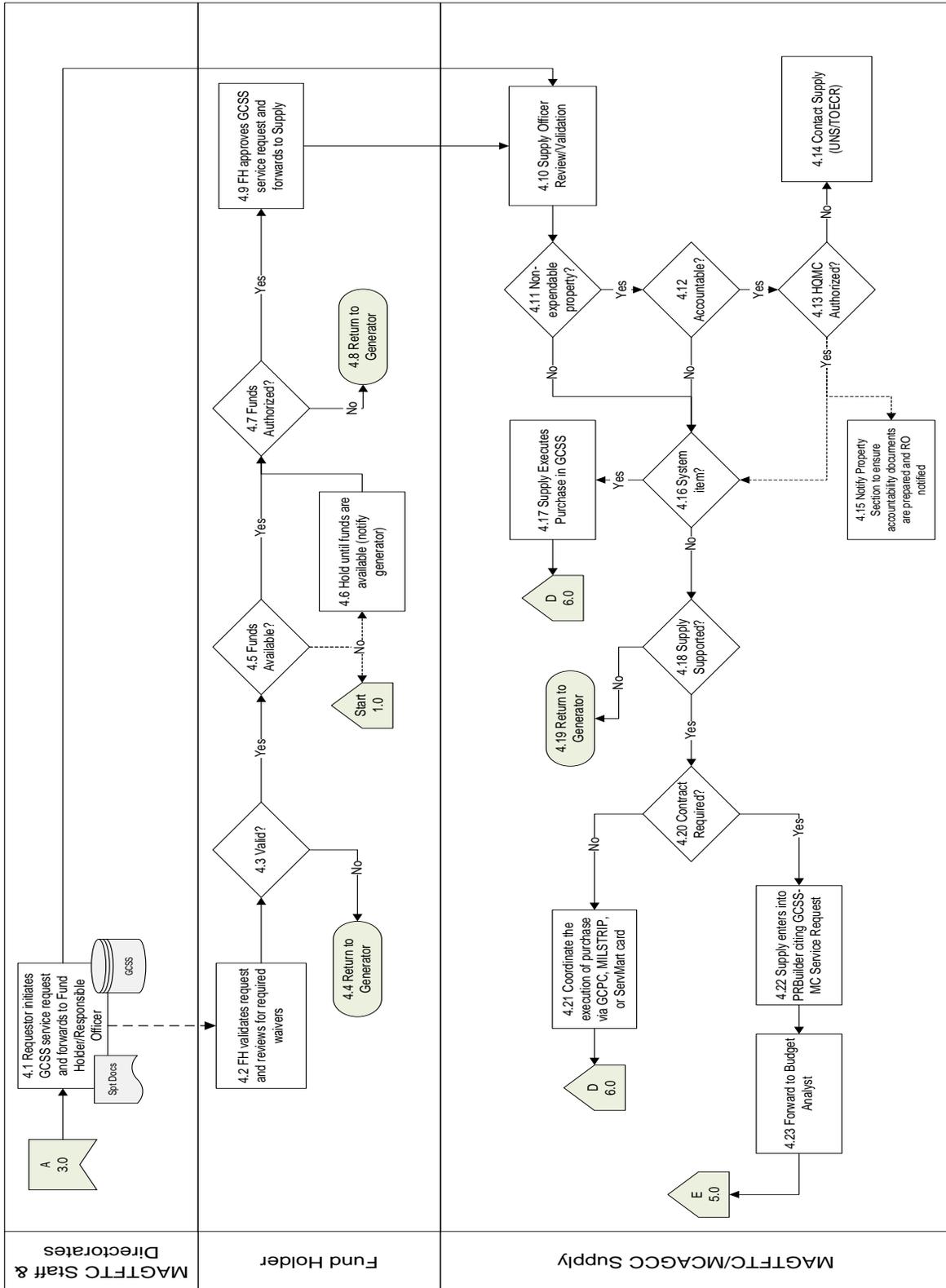
Process 1 - Budget Formation



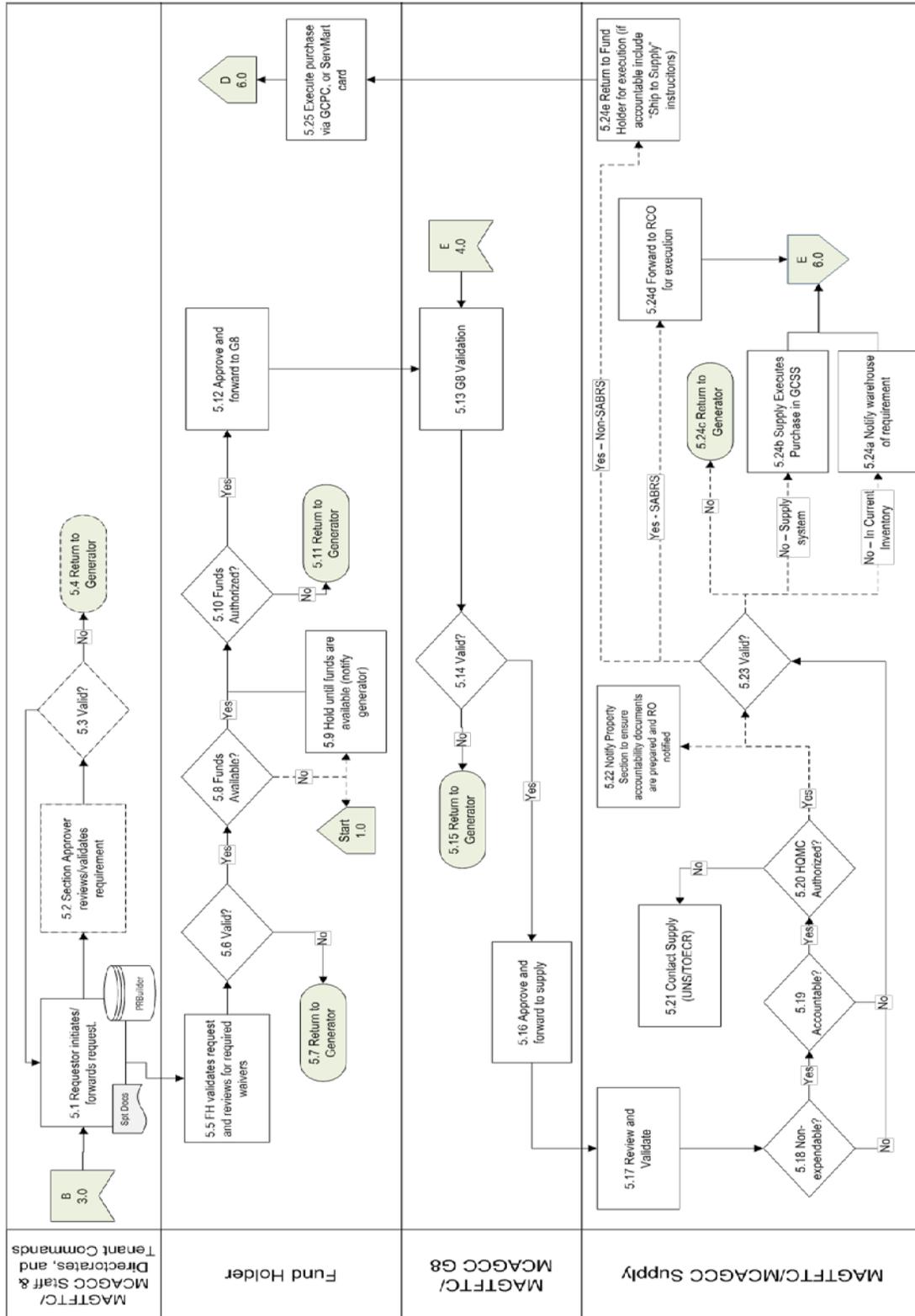
Process 2 - Requisition Workflows



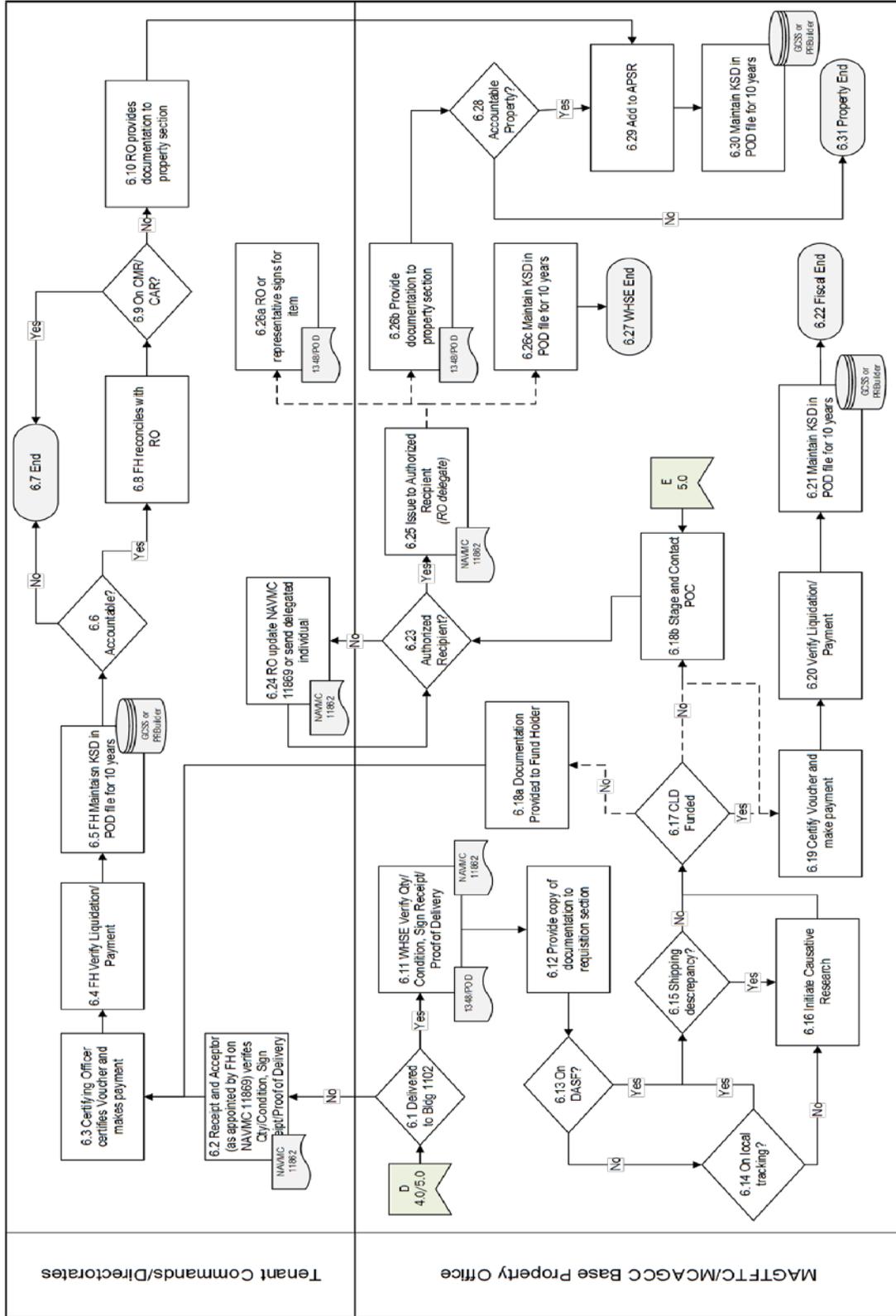
Process 4 - Supply System Requisition



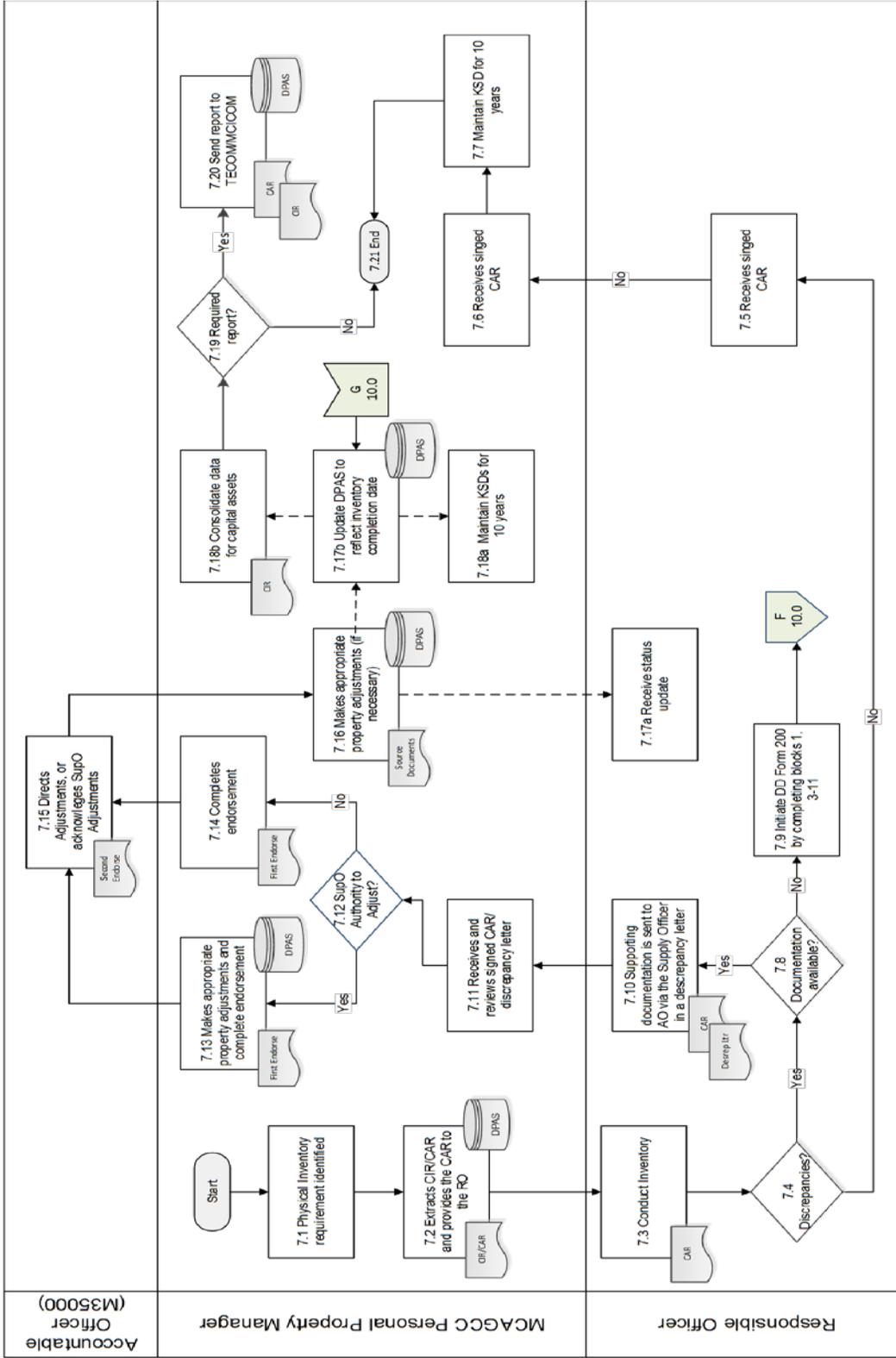
Process 5 - Purchase Request Builder (PRBuilder) Requisition



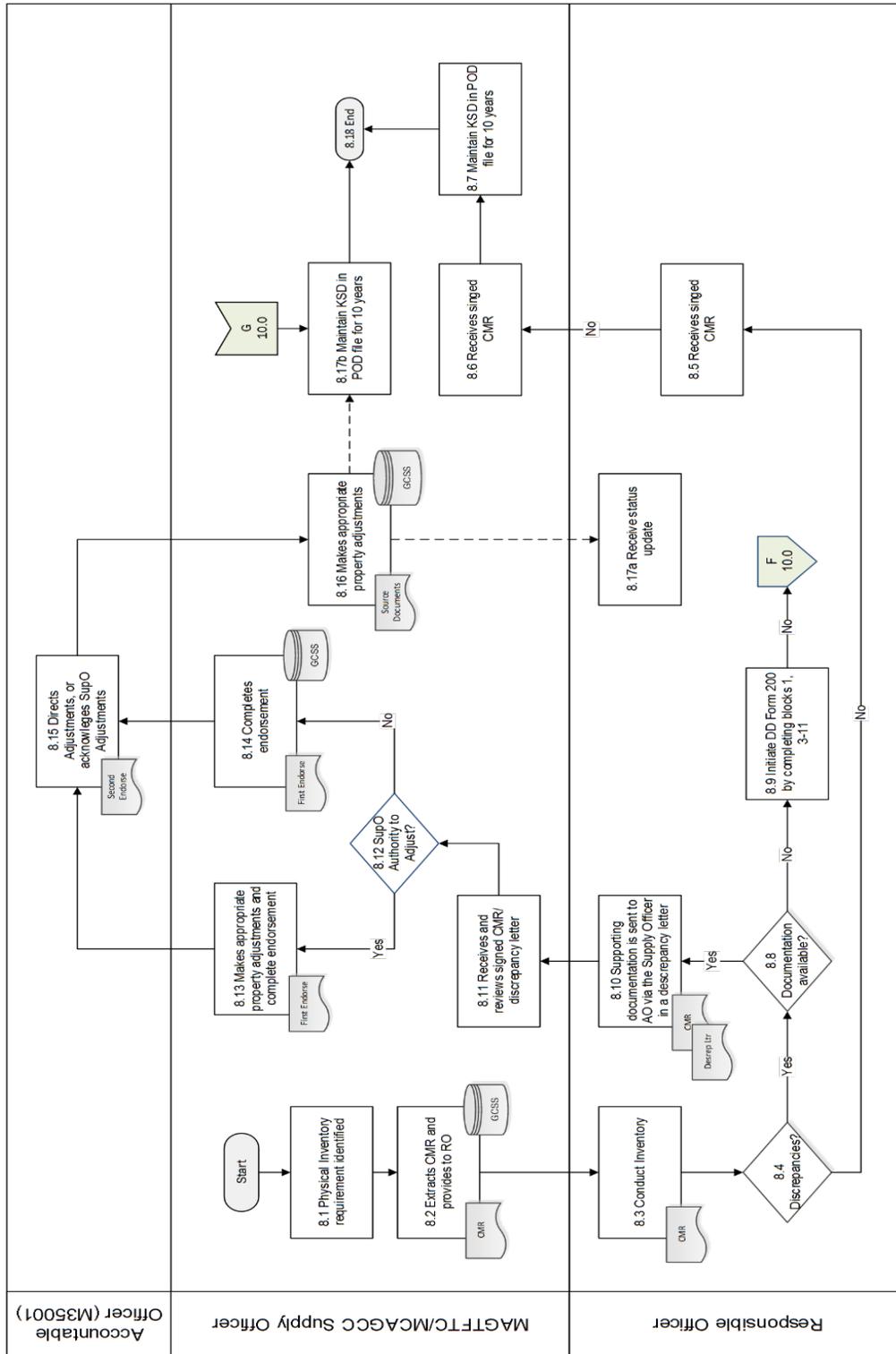
Process 6 - Receipt and Acceptance



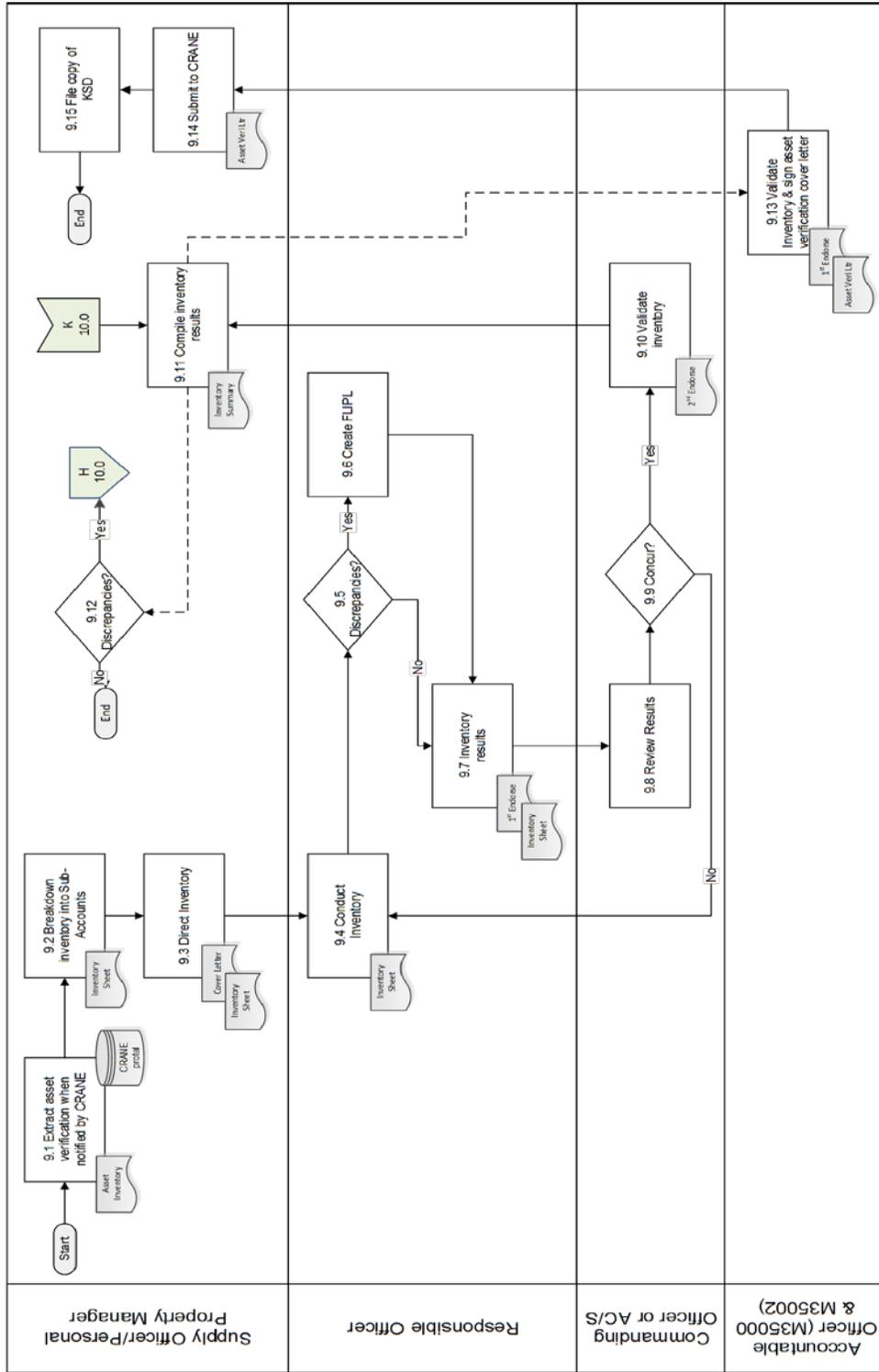
Process 7 - Physical Inventory – Garrison Property



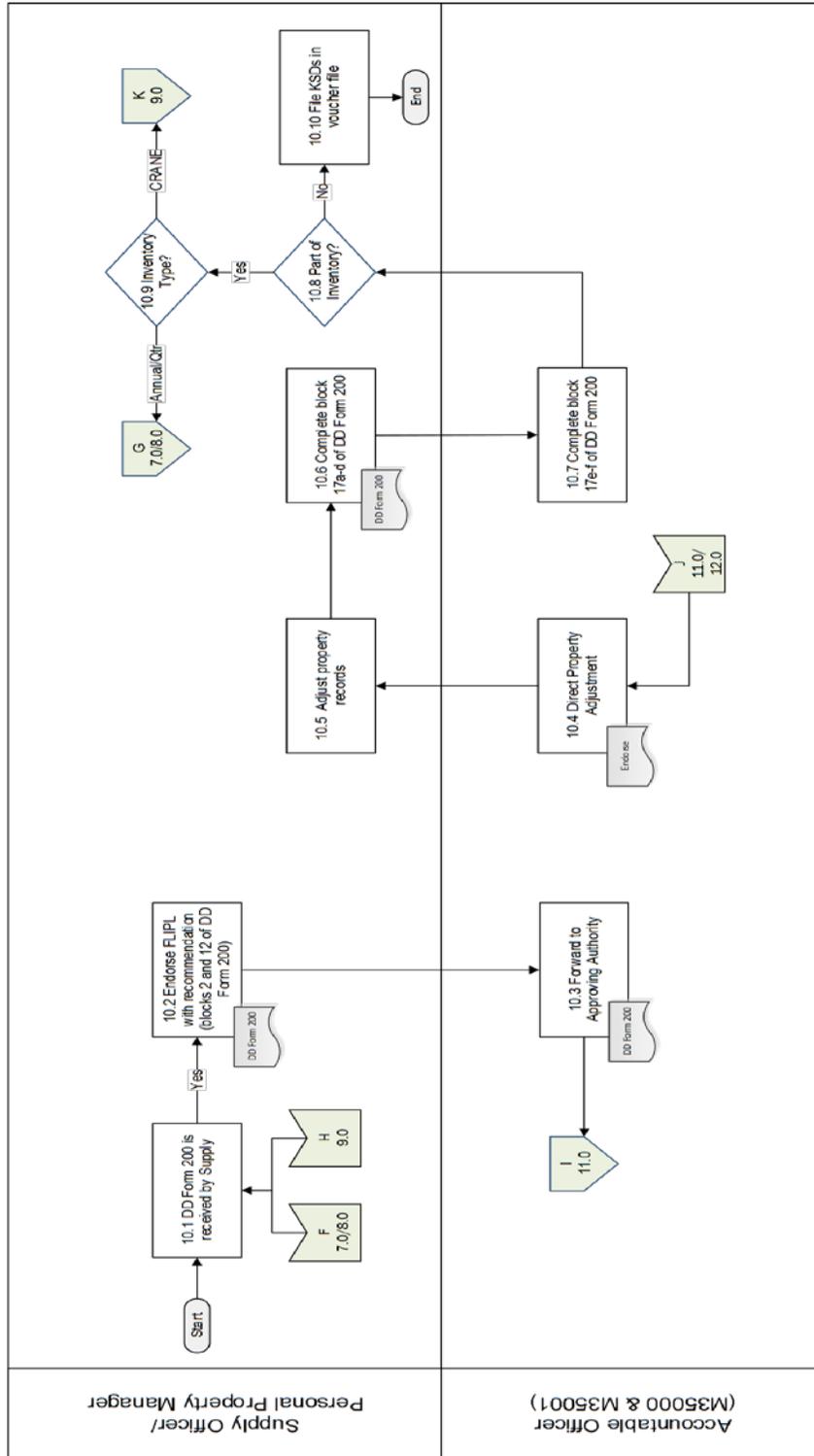
Process 8 - Physical Inventory – Military Equipment



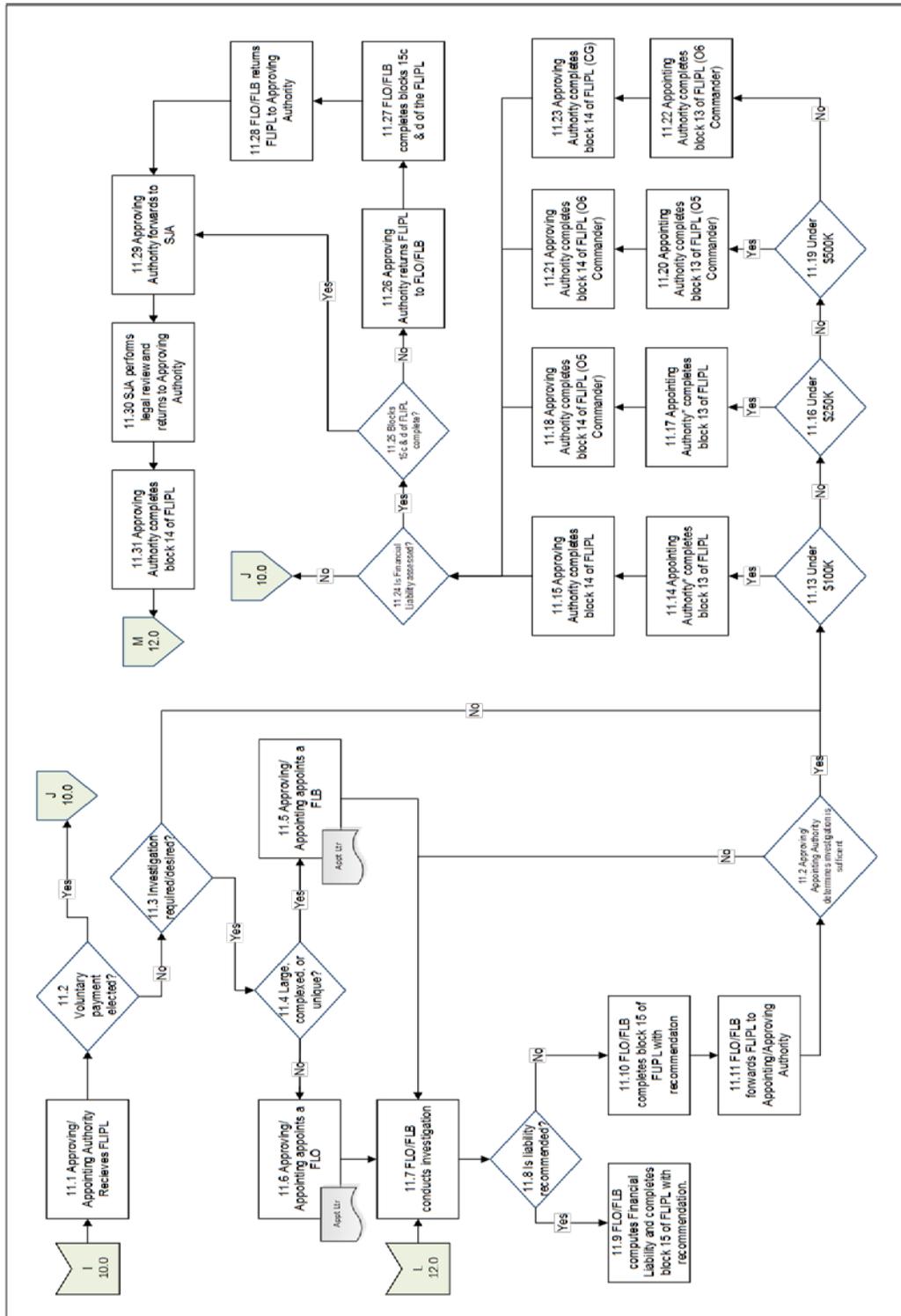
Process 9 - Annual Small Arms/Light Weapons Verification (CRANE)



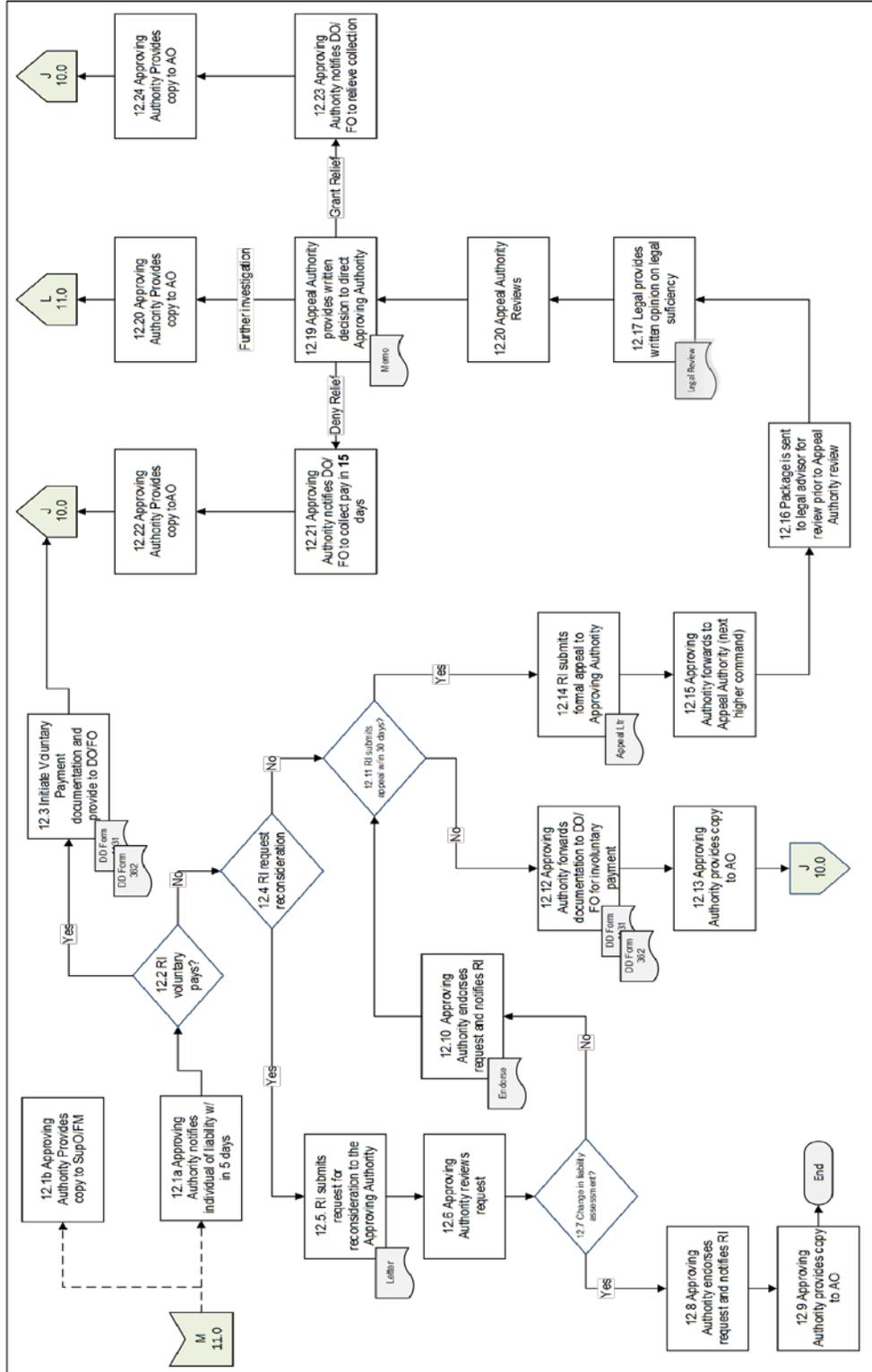
Process 10 – Financial Liability Investigation for Property Loss (FLIPL) Initiation



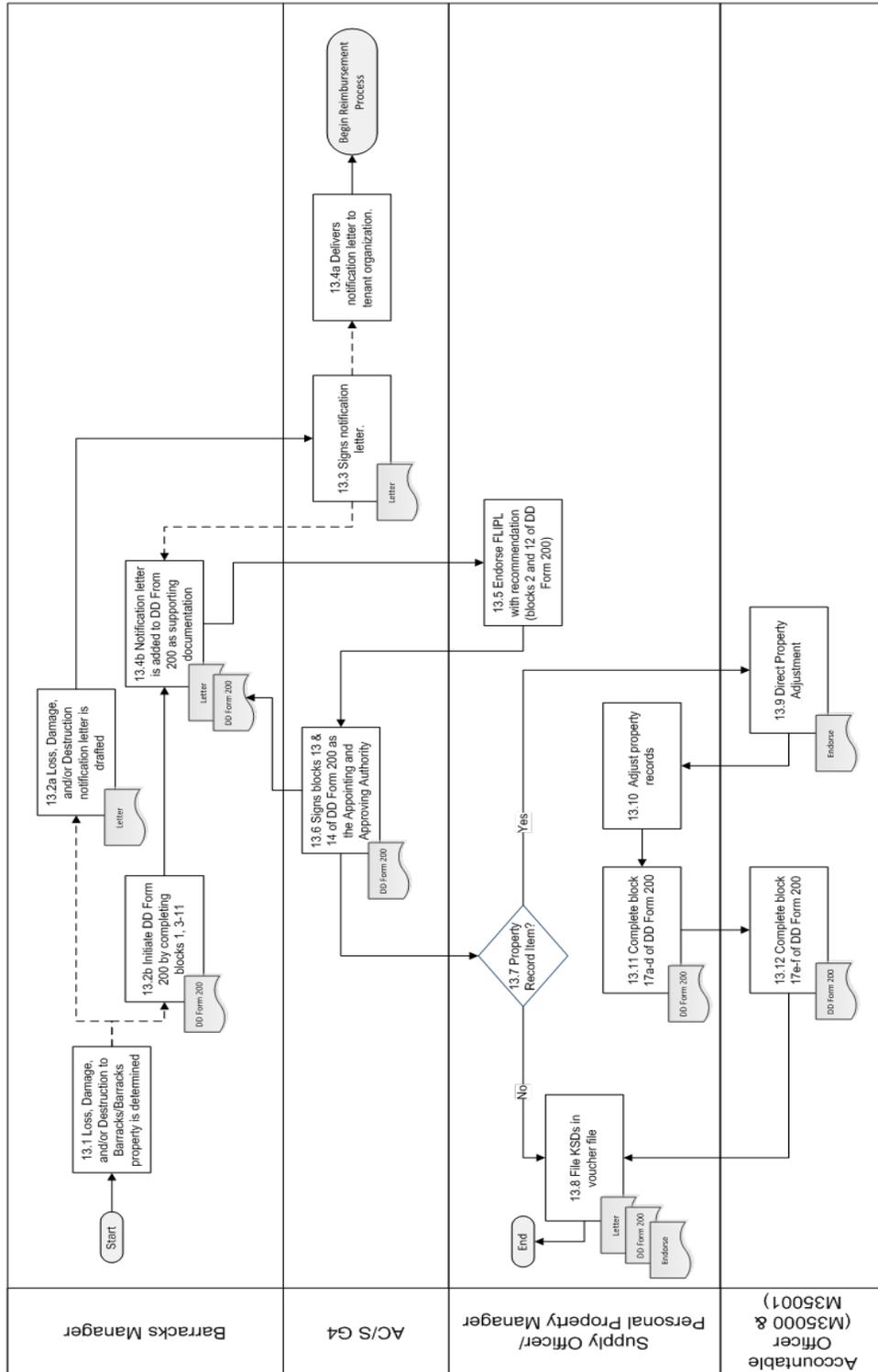
Process 11 - Financial Liability Investigation for Property Loss (FLIPL)



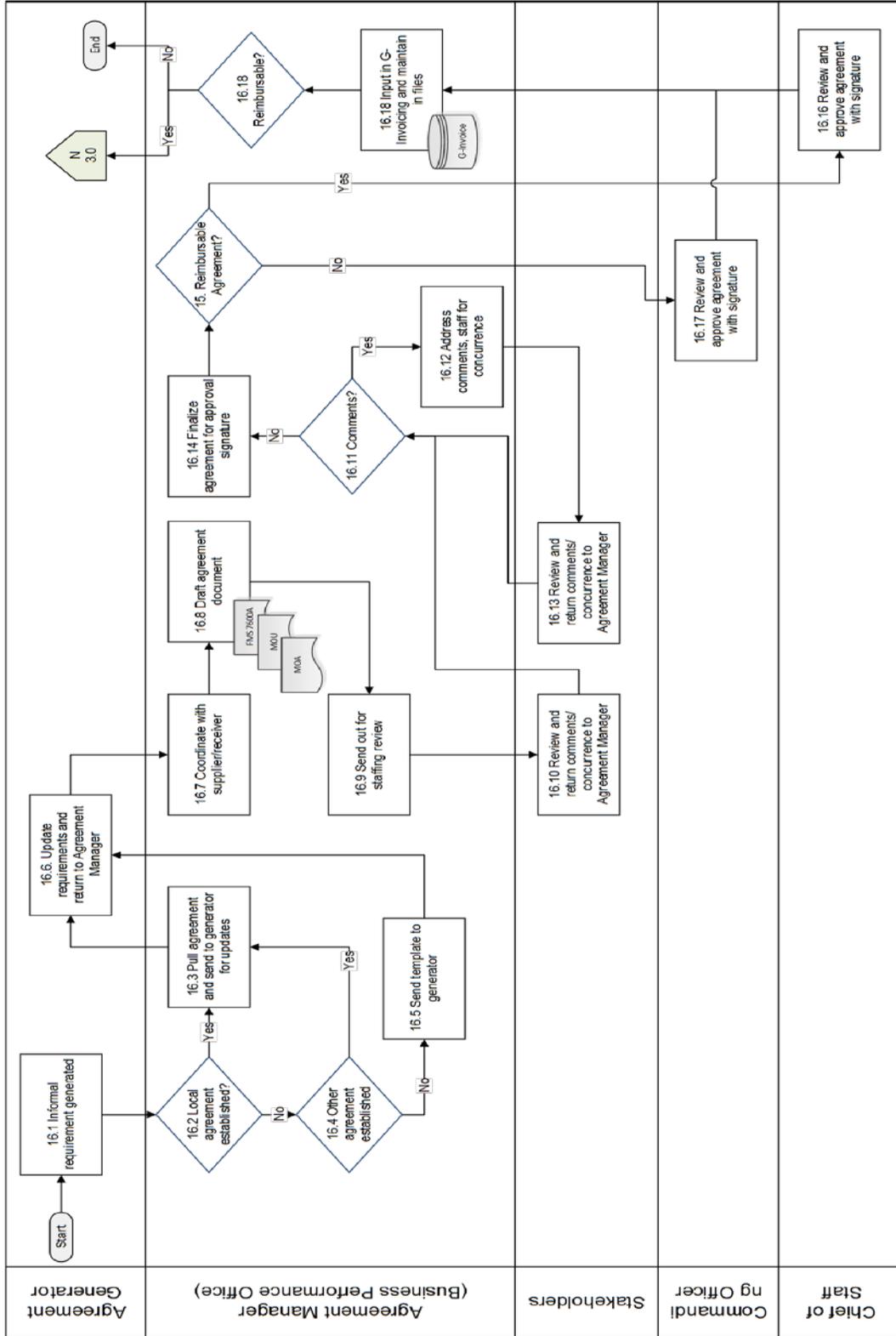
Process 12 - Financial Liability Investigation for Property Loss (FLIPL) – Appeals



Process 13 – Bachelor Billeting Division (BBD) Financial Liability Investigation for Property Loss (FLIPL)



Process 16 - Intragovernmental Agreements



PART 7 - ENCLOSURES

- Enclosure (1) – PR Builder Role Appointment Letter
- Enclosure (2) – PR Builder Role SAAR Example
- Enclosure (3) – CC 4400/1, Custody Control Document (CCD)
- Enclosure (4) – DD Form 200, Financial Liability Investigation of Property Loss (FLIPL)
- Enclosure (5) – DD Form 200, BBD Financial Liability Investigation of Property Loss (FLIPL)
- Enclosure (6) – Request for Action Letter
- Enclosure (7) – Request for Garrison Property Format
- Enclosure (8) – Garrison/Special Tool Allowance Letter
- Enclosure (9) – CC4400/2, Request for MCAGCC 29 Palms USMC ServMart Account/Card
- Enclosure (10) – USMC ServMart New Item Request
- Enclosure (11) – MAGTFTC, MCAGCC Fuel Plan Sample
- Enclosure (12) – CC 4400/3, Request for MCAGCC 29 Palms Vehicle Identification Link (VIL) Fuel Key Encoding
- Enclosure (13) – SMARTS Report 101

Enclosure (1) - PR Builder Role Appointment Letter



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
 BOX 788109
 TWENTYNINE PALMS, CALIFORNIA 92278-8109

SSIC
CODE
DATE

From: Rank Full Name, EPID/MOS (as identified in SOP)
 To: Purchase Request Builder Unit User Account Manager
 Subj: APPOINTMENT AS PURCHASE REQUEST BUILDER (PR BUILDER) USER

Ref: (a) DoD FMR 7000.14-R
 (b) MCO 4400.150
 (c) MCO 5200.24D
 (d) MARADMIN 331/15
 (e) MARADMIN 417/15
 (f) NAVMC 4000.5S
 (g) LPC message 031431Z Feb 16
 (h) MAGFTC, MCAGCC Supply Standard Operating Procedures

Encl: (x) Supply AIS Administrator (JUAM) Appointment Letter (if required)
 (x) Supply Officer Appointment Letter with corresponding DD Form 577 (if required)
 (x) NAVMC 11869, Delegation of Authority (if required)
 (x) Fund Holder Appointment Letter with corresponding DD Form 577 (if required)
 (x) Responsible Officer Appointment Letter with corresponding DD Form 577 (if required)
 (x) Fund Holder Clerk Appointment Letter (if required)
 (x) DD Form 577, Appointment/Termination Record (if required)

1. The following individual is authorized organizational access to PR Builder for (insert unit/section name, i.e., MAGFTC, MCAGCC CMSC), Department of Defense Activity Address Code (DoDAAC)/Unit Identification Code (UIC): (insert all applicable property account DoDAAC/UIC combinations, i.e., M35001/MS3510, M35002/MS3510, or M35000/MS3510).

NAME RANK EDIPI CONTACT INFORMATION
 (insert applicable information)

2. In accordance with the references, this individual is required to have the below roles in the respective workflows for the performance of their duties. Enclosures (x) through (x) is/are provided as supporting documentation. (Identify applicable roles below using a new sub-paragraph for each workflow, examples provided below.)

WORKFLOW NAME	ROLE(S)

CLD/NSE	Requestor
CLD/SE-C	Requestor, Fiscal Clerk
CLD/SE-NC	Requestor, Fiscal Clerk

3. The point of contact for this appointment is (insert rank and name) at (insert telephone number and e-mail).

/Signature/
(Name of individual identified in SOP)

NOTE: Save the signed appointment letter with all enclosures as Last Name (space) First Name (space) Rank (space) ApptLtr (e.g., "Smith Chuck Cpl ApptLtr") and send to the assigned UUAM.

Enclosure (2) - PR Builder Role SAAR Example

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT			
AUTHORITY:		Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.	
PRINCIPAL PURPOSE:		To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.	
ROUTINE USES:		None.	
DISCLOSURE:		Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.	
TYPE OF REQUEST			DATE (YYYYMMDD)
<input type="checkbox"/> INITIAL	<input type="checkbox"/> MODIFICATION	<input type="checkbox"/> DEACTIVATE	<input type="checkbox"/> USER ID
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION	
3. OFFICE SYMBOL		4. OFFICE PHONE NUMBER	
5. OFFICIAL E-MAIL ADDRESS		6. HOME PHONE NUMBER	
PART I: Completed by individual requiring PR Builder Access. Leave blocks 6-9 blank.			
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP	9. DESIGNATION OF PERSON
		<input type="checkbox"/> US <input type="checkbox"/> FN	<input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN
		<input type="checkbox"/> OTHER	<input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)			
<input type="checkbox"/> I have completed Annual Information Awareness Training.		DATE (YYYYMMDD)	
11. USER SIGNATURE		12. DATE (YYYYMMDD)	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS			
PART II, Item 13: Insert, "Request access to PR Builder in order to facilitate requisition/procurement management aboard the installation."			
14. TYPE OF ACCESS REQUIRED:			
<input type="checkbox"/> AUTHORIZED		<input type="checkbox"/> UNCLASSIFIED	
15. USER REQUIRES ACCESS TO:			
<input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
I certify that this user requires access as requested. <input type="checkbox"/>			
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)	
20. SUPERVISOR'S OR SPONSOR'S TITLE	21. SIGNATURE OF INFORMATION OWNER	21b. DATE (YYYYMMDD)	
22. SIGNATURE OF IAO OR APPROVING OFFICER	PHONE NUMBER	25. DATE (YYYYMMDD)	
PART II, Item 14 & 15: Authorized & unclassified		PART II, Item 17-20: First Officer, SNCO or civilian equivalent in chain of command	
PART II, Item 21: AO appointed UAM		PART II, Item 22: Local ISC	

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26. NAME (Last, First, Middle Initial)			
27. OPTIONAL INFORMATION (Additional information)			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		SIGNATURE <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
	REVALIDATED BY	DATE (YYYYMMDD)	

PART III: Not required

PART IV: AO Appointed UUAM

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NOTE: Save the signed appointment letter with all enclosures as Last Name (space) First Name (space) Rank (space) 2875 (e.g., "Smith Chuck Cpl 2875") and send to the assigned UUAM.

Enclosure (3) – CC 4400/1, Custody Control Document (CCD)

CCO 4400.10			
CUSTODY CONTROL DOCUMENT (CCD)			
SECTION 1: PROPERTY RECORD INFORMATION			
TAMCN/ASSET ID		NSN/STOCK NUMBER	
NOMENCLATURE		SERIAL NUMBER	
OWNING ODAAC/UC	UNIT NAME		
APPOINTED RO/CUSTODIAN		CMR/CAR ACCOUNT	
SECTION 2: PURPOSE			
Trouble Ticket #		Summary	
SECTION 3: DELEGATION OF AUTHORITY TO TURN-IN/RECEIPT AND ACCEPT (Completed by the appointed RO/Custodian)			
Full Name	Rank	Phone Number	E-mail
By signing this document, I delegate to the above listed individuals the authority to physically turn-in to and receive from the G6 the asset identified above. I acknowledge this is only a temporary transfer of custody which does not relieve me of property accountability responsibilities associated with my appointment as a RO/Custodian. The asset identified above will remain on my CMR/CAR account while in the custody of the G6.			
RO/Custodian Signature			
Phone Number	E-mail		Date
SECTION 4: RECEIVED BY (Completed by G6)			
Full Name			
Signature			Date
SECTION 5: RETURNED BY (Completed by G6)			
Full Name			
Signature			Date
SECTION 6: RECEIVED BY (Completed by RO/Custodian or Delegated Individual)			
Full Name			
Signature			Date
CC 4400/1 (Rev. 04-17)		PREVIOUS EDITIONS ARE OBSOLETE	

The CC 4400/1 is available at <https://navalforms.documentservices.dla.mil>.

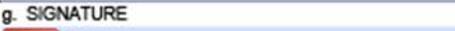
Enclosure (4) – DD Form 200, Financial Liability Investigation of Property Loss (FLIPL)

Instructions for the preparation and completion of the DD Form 200 is provided in the table below. An electronic version of the DD Form 200 can be located at:
<http://www.dtic.mil/whs/directives/forms/eforms/dd0200.pdf>.

Block	Action	Completed By
1	Annotate the date the investigation was initiated.	Responsible Officer or any individual
2	Assign an inquiry/investigation number within the first 15 days of the date the FLIPL is initiated. This provides a control or suspense for completion of the initiation phase.	Supply section
3	Enter the date the loss, damage or destruction was discovered.	Responsible Officer or any individual
4	Enter either the national stock number (NSN) or manufacturer's part number. In the event there is no stock or part number, enter "N/A." Any number of transactions can be listed, as long as they pertain to the same incident and the persons responsible for the property are the same. Use an attachment if needed for additional items. This applies for blocks 4-8.	Responsible Officer or any individual
5	Enter the correct name of the property lost, damaged, or destroyed, including any serial numbers. If the property is not stock listed, give an accurate description sufficient for identification. If only a portion of a major item is damaged, describe the major item fully, and then describe the damages. If a vehicle is damaged, describe the type of vehicle and vehicle number.	Responsible Officer or any individual
6	Enter the quantity and if applicable, standard unit measure for the item.	Responsible Officer or any individual
7	Enter the actual unit cost or standard price (current replacement cost).	Responsible Officer or any individual
8	Enter the total cost for the loss, damage or destruction of the property.	Responsible Officer or any individual
9	Describe the circumstances leading to the loss, damage, or destruction of property. The information in this block can assist the approving authority in making a determination of whether or not negligence, willful misconduct, or deliberate unauthorized use was the cause of the loss, damage, or destruction. <i>NOTE: If electing to make voluntary payment, the following statement will be added, "I elect to make voluntary payment for the government property identified in this DD Form 200. I understand by making this</i>	Responsible Officer or any individual

	<i>statement, my decision is final and I waive my right to any FLIPL process actions outlined in Marine Corps policy.”</i>	
10	If investigations reveal deficiencies in directives, procedures, internal controls, etc., a statement of corrective action is required to document the action that was taken or will be taken to prevent recurrence of the incident.	Responsible Officer or any individual
11	Point of contact information for the individual completing blocks 1-10.	Responsible Officer or any individual
12	Provide a recommendation on whether abuse or negligence was involved in the loss, damage, or destruction of property, and whether investigative action is warranted.	Supply Officer/Personal Property Manager (PPM)
13	Approval or disapproval of recommendations from the Financial Liability Officer (FLO) or the Supply Officer/PPM.	Appointing Authority or Approving Authority if they are the same
14	Approval or disapproval of recommendations from the Appointing Authority, the FLO, the Supply Officer/PPM. Use this block to specify the amount of financial liability assessed or relief from liability. (For MAGTF/TC/MCAGCC, the Approving Authority does not have the authority to use this block to direct property adjustments)	Approving Authority
15	Identify findings and recommendations from the investigation.	Financial Liability Officer (FLO)
16	Acknowledgement of rights and the initial decision by the approving authority.	Individual Charged
17a	Identify document numbers used to adjust the property records. <i>NOTE: In situations in which the Approving Authority is not the AO, the AO may direct the property adjustment in this section and forego the endorsement requirement.</i>	Supply Officer/PPM
17b-f	Acknowledge property adjustment.	Accountable Officer

NOTE: The original and one copy will be provided to the Supply Officer/FLIPL Manager. More copies can be reproduced, if required, to fill the command requirements.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYYYMMDD)		
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION Add More Items		6. QUANTITY	7. UNIT COST	8. TOTAL COST		
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) Add Page			<input type="checkbox"/> Lost <input type="checkbox"/> Organization	<input type="checkbox"/> Damaged <input type="checkbox"/> Installation	<input type="checkbox"/> Destroyed <input type="checkbox"/> OCIE		
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Add Page							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER		
			d. SIGNATURE 		e. DATE SIGNED		
12. (X one) <input type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER		
			f. SIGNATURE 		g. DATE SIGNED		
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER		
			g. SIGNATURE 		h. DATE SIGNED		
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER		
			g. SIGNATURE 		h. DATE SIGNED		

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15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			Add Page
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY	
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER	
	h. DATE SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>	
	j. SIGNATURE 	k. DATE SIGNED	
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.			
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. DSN NUMBER	
	f. SIGNATURE 	g. DATE SIGNED	
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER	
	e. SIGNATURE 	f. DATE SIGNED	

DD FORM 200 (BACK), JUL 2009

Reset

Enclosure (5) – DD Form 200, BBD Financial Liability Investigation of Property Loss (FLIPL)

Instructions for the preparation and completion of the BBD DD Form 200 is provided in the table below. An electronic version of the DD Form 200 can be located at: <http://www.dtic.mil/whs/directives/forms/eforms/dd0200.pdf>.

Block	Action	Completed By
1	Annotate the date the investigation was initiated.	Bachelor Billeting Division (BBD)
2	Assign an inquiry/investigation number within the first 15 days of the date the FLIPL is initiated. This provides a control or suspense for completion of the initiation phase.	Supply section
3	Enter the date the loss, damage or destruction was discovered.	BBD
4	Enter "See Attachment"	BBD
5	Enter "See Attachment"	BBD
6	Leave blank. (this requires a numerical value)	BBD
7	Leave blank. (this requires a numerical value)	BBD
8	Enter the total cost for the loss, damage or destruction of the property. This will be the total cost as documented in the attached "LOSS, DAMAGED, AND/OR DESTRUCTION OF GOVERNMENT PROPERTY" notification letter.	BBD
9	Enter "See paragraph 1 of the attached "LOSS, DAMAGED, AND/OR DESTRUCTION OF GOVERNMENT PROPERTY" notification letter dated DD MMM YYYY".	BBD
10	Enter "In accordance with the BEQ INSTR MANUAL, the attached "LOSS, DAMAGED, AND/OR DESTRUCTION OF GOVERNMENT PROPERTY" notification letter was provide to Commanding Officer, (insert unit name) to document reimbursement requirements associated with the loss, damage, or destruction of government property. In addition, the Commanding Officer was encouraged to initiate internal FLIPL actions in accordance with MCBul 4440.4 dated 12 Sep 16 in order to assess individual financial liability."	BBD
11	Point of contact information for the individual completing blocks 1-10.	BBD
12	Mark "Yes" in block 12a, state "Recommend unit reimbursement and unit level FLIPL actions to determine individual financial liability" in block 12b, and complete as appropriate the remaining blocks.	Supply Officer/Personal Property Manager (PPM)
13	Mark "approve" in block 13a, provide explanatory comments as necessary in block 13b, mark "no" in block 13c, and complete as appropriate blocks 13d – h.	Appointing Authority or Approving Authority if they are the same

14	Mark “approve” in block 14a, provide any explanatory comments in block 14b, mark “N/A” in block 14c, and complete as appropriate blocks 14d – h.	Approving Authority
15	Not Required	N/A
16	Not Required	N/A
17a	Identify document numbers used to adjust the property records. <i>NOTE: In situations in which the Approving Authority is not the AO, the AO may direct the property adjustment in this section and forego the endorsement requirement.</i>	Supply Officer/PPM
17b-f	Acknowledge property adjustment.	Accountable Officer

NOTE: The original and one copy will be provided to the Supply Officer/FLIPL Manager. More copies can be reproduced, if required, to fill the command requirements.

NOTE: A sample copy of the DD Form 200 is provided in Enclosure (4).

Enclosure (6) – Request for Action Letter



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788109
TWENTYNINE PALMS, CALIFORNIA 92278-8109

SSIC
CODE
DATE

From: Responsible Officer, Account YXXX
To: Accountable Officer
Via: Personal Property Manager

Subj: REQUEST FOR ACTION (AAC-M35000); ACCOUNT YXXX

Ref: (a) MCO 4400.201
(b) MCO 4400.150
(c) UM 4400-125
(d) SECNAVINST 7320.10A
(e) MCO 5311.1D

1. Request that the following item be added/removed to the accountable property system of record for account YXXX.

2. The following information is provided:

- a. Asset ID: N/A
- b. Nomenclature: Shelter Half, Tent
- c. Serial number (if serialized):
- d. Stock Number: 8340005774168
- e. Quantity to be added: 3

3. The following information is provided concerning the property:
JUSTIFICATION.

4. POC information.

F. M. LASTNAME

Enclosure (8) - Garrison/Special Tool Allowance Letter



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788109
TWENTYNINE PALMS, CALIFORNIA 92278-8109

SSIC
CODE
DATE

From: AC/S, Director, or OIC
To: Accountable Officer

Subj: SPECIAL/GARRISON TOOL ALLOWANCE

Ref: (a) MCO 4400.201
(b) MCO 4400.150
(c) UM 4000-125

Encl: (1) Tool list

1. Per the references, it is requested that the tools listed in enclosure (1) be maintained on-hand to complete (insert section) mission (spell it out). Tools are accounted for... (how?).

2. This request will be made on an annual basis and any new tools purchased will be properly accounted for and added to the annual request.

3. The point of contact in this matter is X. at (760)830-XXXX.

X. X. XXXXXX

Enclosure (9) – CC4400/2, Request for MCAGCC 29 Palms USMC ServMart Account/Card Letter

CCO 4400.10										
REQUEST FOR MCAGCC 29 PALMS USMC SERVMART ACCOUNT/CARDS										
SECTION 1: BASIC ACCOUNT INFORMATION										
<i>Instructions: Requesting individual provides basic unit and financial accounting information required for account/card activation. Up to four accounts can be created in a single request.</i>										
Unit Name										
QTY	DoDAAC	WCI	BEA	BESA	FC	OCSOC	CAC	SIC	JNLU	14-digit FC/JON
Complete Address of Unit						Remarks/Special Instructions				
Expiration Date (provide a date or state "Indefinite")										
SECTION 2: AUTHORIZATION TO PICK-UP CARDS										
<i>Instructions: To strengthen internal controls, identify individuals authorized to pick up ServMart cards upon activation.</i>										
Full Name			Rank		Phone Number			E-mail		
<i>NOTE: For MAGTF/TC, MCAGCC CO/AO appointed Fund Holders/Responsible Officers with financial responsibility, this individual(s) must be delegated authority on a NAMVC 11869, which is provided as an enclosure to this request.</i>										
SECTION 3: AUTOMATED SYSTEM TRANSACTION NOTIFICATION										
<i>Instructions: To strengthen internal controls, identify individuals or organizational mailboxes to receive automated e-mail notifications upon execution of a ServMart transaction.</i>										
Fiscal Approver										
Name						E-Mail				
Sup/Off Approver										
Name						E-Mail				
Supervisor/Approver										
Name						E-Mail				
Requestor/Approver										
Name						E-Mail				
SECTION 4: STATEMENT OF UNDERSTANDING										
<i>Instructions: The requesting organization Supply Officer or the MAGTF/TC, MCAGCC appointed Fund Holder/Responsible Officer (individuals with financial responsibility for funding aligned to DoDAACs M35001 and M35002) review and validate each statement by checking the corresponding box and signing the document.</i>										
<input type="checkbox"/> 1a. (MAGTF/TC, MCAGCC Supported Organizations) As the requesting organizations appointed Supply Officer, I acknowledge and understand it is my responsibility to ensure internal organizational controls are maintained in order to reduce the risk of waste, fraud, or abuse of ServMart Card(s) in accordance with service component specific regulations and local guidance.										
<input type="checkbox"/> 1b. (MAGTF/TC, MCAGCC Staff and Directorates) As the MAGTF/TC, MCAGCC appointed Responsible Officer/Fund Holder, I acknowledge and understand it is my responsibility to ensure internal organization controls are maintained in order to reduce the risk of waste, fraud, or abuse of ServMart Card(s) in accordance with service component specific regulations, CCO 4400.10, and MAGTF/TC, MCAGCC Supply SOP.										
<input type="checkbox"/> 2. Signature to this ServMart Card request with appropriate billing data is acknowledgement of the organizational responsibility to pay for all associated purchases recorded by the USMC ServMart Electronic Point of Sale (E-POS).										
<input type="checkbox"/> 3. The ServMart card(s) shall be encoded with the provided financial billing data in accordance with the current USMC/GSA Inter-Service Support Agreement.										
<input type="checkbox"/> 4. A separate request is required for each Fund Code/JON; however multiple cards can use the same FC/JON.										
<input type="checkbox"/> 5. Upon expiration or end of the requirement, ServMart Card(s) will be returned to CMSC or the ServMart for re-coding and subsequent re-issue. DO NOT DISPOSE OF OLD SERVMART CARDS.										
<input type="checkbox"/> 6. Card(s) will automatically change fiscal years; however, the USMC ServMart will require an annual recertification. Failure to reconcile may result in the termination of this account.										
<input type="checkbox"/> 7. Card(s) not picked-up within 30 days will be cancelled.										
Full Name			Rank		Phone Number			E-mail		
Signature								Date		

CC 4400/2 (Rev. 04-17)

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SECTION 5: COMPTROLLER ENDORSEMENT										
<i>Instructions: The requester's supporting Comptroller endorses the request and verifies the financial accounting information provided in SECTION 1.</i>										
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved with financial modifications noted below				<input type="checkbox"/> Disapproved			
Full Name of Comptroller POC						Rank				
Phone Number						E-mail				
QTY	DoDAAC	WCI	BEA	BESA	FC	OCSOC	CAC	SIC	JNLU	14-digit FC/JON
Signature									Date	
SECTION 6: CONSOLIDATED MATERIAL SUPPORT CENTER (CMSC) APPROVAL										
<i>Instructions: CMSC endorses the request and initiates appropriate actions to establish the ServMart account and create the ServMart card(s).</i>										
<input type="checkbox"/> Approved			<input type="checkbox"/> Disapproved							
Full Name of CMSC POC						Rank				
Phone Number						E-mail				
Signature									Date	
SECTION 7: CARD ISSUE										
<i>Instructions: The ServMart card(s) is/are issued to an individual identified in SECTION 2 who verifies acceptance with their signature.</i>										
Card Qty		Card Numbers								
Full Name of Receiver						Rank				
Phone Number						E-mail				
I acknowledge receipt of above ServMart card(s) and accept responsibility for turning them in to the requestor and for enforcing organizational controls to prevent inappropriate and/or fraudulent use.										
Signature									Date	

CC 4400/2 (Rev. 04-17)

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The CC 4400/2 is available at <https://navalforms.documentservices.dla.mil>.

Enclosure (10) – USMC ServMart New Item Request



MARINE CORPS SIN ADD REQUEST APPROVAL FORM

Local Store Designation: _____
 Requestor Name : _____
 Requestor Unit: _____
 Email Address: _____
 Phone Number: _____

Justification of purchase request: _____

Estimated Annual Usage: _____

QTY	U/I	DESCRIPTION	MFG PART #

Supply Officer/PPM Name:		ServMart Manager Name:	
Email Address:		Email Address:	
Phone Number:		Phone Number:	
The above item(s) have been reviewed and deemed a legitimate requirement for the Marine Corps. The item(s) meet the criteria for future repetitive and routine requisitions.		The above item(s) have been reviewed and deemed appropriate for the USMC ServMart	
Property Controls Required:		Issue Point Controls Required:	
Authorized by Signature:		Authorized by Signature:	
Date:		Date:	

Note: Military equipment will not be sold in the ServMart unless requested and approved by the Program Manager for sale by the Garrison Retail Supply Chain. Use of the Expeditionary Force Development System (EFDS) for either Deliberate Universal Need Statement or Urgent Universal Need Statement for procuring military equipment is required.

Enclosure (11) – MAGTFTC, MCAGCC Fuel Plan Sample

DFSP SE5POP FUEL DRAW PLAN (Exercise Name ##### year ####)																																		
SELF SERVE:		Open 24/7/365																																
DATE (December)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL		
F-24 gl	500			200																														700
UNLEADED gl																																		0
Diesel gl																																		0
TOTAL:	500	0	0	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	700	
BULK FUEL:		Open m-f 0730-1630 (see note 1)																																
DATE (December)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL		
F-24 gl	15000			15000																													30000	
Diesel gl																																	0	
Total:	15000	0	0	15000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30000		
Note 1: Bulk fueling needs to be completed prior to 1630. After-hours and weekends require prior approval and scheduling.																																		
BULK FUEL:		AFTER HOURS REQUEST SCHEDULE										Note that this portion is only a request. Please try to keep your times consolidated																						
DATE (**Month***)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL		
F-24 gl	200	200																															400	
Time																																		
Diesel gl																																	0	
Time																																		
Total:	200	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400		
Requester/Point of Contact	Rank, Full Name										Unit										Full Phone Number													
Assent/Approval	Brian Muzzi					Signature					Date					Remarks:																		

- An electronic version of this format can be found at:

Enclosure (12) – CC 4400/3, Request for MCAGCC 29 Palms Vehicle Identification Link (VIL) Fuel Key Encoding

CCO 4400.10			
REQUEST FOR MCAGCC 29 PALMS VEHICLE IDENTIFICATION LINK (VIL) FUEL KEY ENCODING			
SECTION 1: BASIC ACCOUNT INFORMATION			
<i>Instructions: Requesting individual provides basic unit and financial accounting information required for VIL fuel key encoding. Up to seven keys can be created in support of seven different vehicles, pieces of equipment, or events on a single request.</i>			
Unit Name			
New Key(s): (indicate quantity for new or recode of existing keys)			Recode Existing Key(s):
Customer Billing DoDAAC:			
Customer ID Code: ("USN" for Marine Corps & Navy)		Signal Code: (Normally "A" for Marine Corps activities)	
Fund Code: (two characters)		USE Code: (normally "8" for Marine Corps activities)	
Supplemental DoDAAC (JON): (6 digits -use the 4th thru 9th characters of your 14 digit JON)			
Sub-Account Data (Org): (4 digits -use the 10th thru 13th characters of your 14 digit JON)			
Expiration Date: (Required, not to exceed (1) year from date of issue)			
Vehicle/Equipment Type/Event/Bulk	Model/Year	Vehicle or Equipment ID# ("N/A" for Bulk)	Fuel Grade
SECTION 2: AUTHORIZATION TO PICK-UP KEY(S)			
<i>Instructions: To strengthen internal controls, identify individuals authorized to pick up VIL fuel key(s) upon activation.</i>			
Full Name	Rank	Phone Number	E-mail
NOTE: For MAGTFTC, MCAGCC CO/AO appointed Fund Holders/Responsible Officers with financial responsibility, this individual(s) must be delegated authority on a NAMVC 11869 which is provided as an enclosure to this request.			
SECTION 3: STATEMENT OF UNDERSTANDING			
<i>Instructions: The requesting organization Supply Officer or the MAGTFTC, MCAGCC appointed Fund Holder/Responsible Officer (individuals with financial responsibility for funding aligned to DoDAACs M35001 and M35002) review and validate each statement by checking the corresponding box and signing the document.</i>			
<input type="checkbox"/> 1a. (MAGTFTC, MCAGCC Supported Organizations) As the requesting organizations appointed Supply Officer, I acknowledge and understand it is my responsibility to ensure internal organizational controls are maintained in order to reduce the risk of waste, fraud, or abuse of the VIL key(s) in accordance with service component specific regulations and local guidance.			
<input type="checkbox"/> 1b. (MAGTFTC, MCAGCC Staff and Directorates) As the MAGTFTC, MCAGCC appointed Responsible Officer/Fund Holder, I acknowledge and understand it is my responsibility to ensure internal organization controls are maintained in order to reduce the risk of waste, fraud, or abuse of the VIL key(s) in accordance with service component specific regulations, CCO 4400.10, and MAGTFTC, MCAGCC Supply SOP.			
<input type="checkbox"/> 2. Signature to the VIL key request with appropriate billing data commits organizational responsibility to pay for all associated fuel purchases recorded by Electronic Point of Sale (E-POS) at Automated Fuel Service Stations.			
<input type="checkbox"/> 3. The VIL key(s) shall be encoded with the provided financial billing data in accordance with the requirements in DLAE-P-5, Section 6.			
<input type="checkbox"/> 4. A separate request is required for each JON/Line of Appropriation (LOA); however multiple vehicles/keys can use the same JON.			
<input type="checkbox"/> 5. Automated fuel service facilities aboard MAGTFTC, MCAGCC 29 Palms are not manned and do not provide fuel purchase receipts.			
<input type="checkbox"/> 6. Upon expiration or end of requirement, VIL Key(s) will be returned to CMSC or the Fuel Station for re-coding and subsequent re-issue. DO NOT DISPOSE OF OLD VIL KEYS.			
<input type="checkbox"/> 7. The identified vehicle number will be coded as the VIL key number. The VIL key number will be assigned by CMSC if the key is for multiple vehicles.			
<input type="checkbox"/> 8. Keys will automatically change fiscal years; however, the expiration date is mandatory not to exceed one year from date of issue. To coincide with the end of the Fiscal Year, it is recommended that the expiration date be 31 Oct.			
<input type="checkbox"/> 9. Super Fuel Grade Codes are: MGX for unleaded (all grades including ethanol), DFX for all diesel (including bio-diesel), or JPX for all "J" fuels (F24/JP8/JP5).			
<input type="checkbox"/> 10. Bulk fueling needs to be completed prior to 1630. After-hours and weekend fueling require prior CMSC approval and scheduling.			
<input type="checkbox"/> 11. Keys not picked-up within 30 days will be cancelled.			
Full Name	Rank	Phone Number	E-mail
Signature			Date

CC 4400/3 (Rev. 04-17)

PREVIOUS EDITIONS ARE OBSOLETE

CCO 4400.10	
SECTION 4: COMPTROLLER ENDORSEMENT	
<i>Instructions: The requesters supporting Comptroller endorses the request and verifies the financial accounting information.</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Full Name of Comptroller POC	Rank
Phone Number	E-mail
Signature 	Date
SECTION 5: CONSOLIDATED MATERIAL SUPPORT CENTER (CMSC) APPROVAL	
<i>Instructions: CMSC endorses the request and initiates appropriate actions to create/encode the VIL fuel key(s) and assign key numbers to the key log.</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Full Name of CMSC POC	Rank
Phone Number	E-mail
Signature 	Date
SECTION 6: KEY ISSUE	
<i>Instructions: The VIL fuel key(s) is/are issued to an individual identified in SECTION 2 who verifies acceptance with their signature.</i>	
Key Qty	Key Numbers
Full Name of Receiver	Rank
Phone Number	E-mail
I acknowledge receipt of above VIL key(s) and accept responsibility for turning them in to the requestor and for enforcing organizational controls to prevent inappropriate and/or fraudulent use.	
Signature 	Date
CC 4400/3 (Rev. 04-17) PREVIOUS EDITIONS ARE OBSOLETE	

The CC 4400/3 is available at <https://navalforms.documentservices.dla.mil>.

Enclosure (13) – SMARTS Report 101

Organizational Fields: Provides the basic information on the organizational alignment of requisitions identified in the SMARTS report. Users can use these filters to display only the requisitions aligned to their allocated funds.

Data Element	Description
Full FY	Identifies the Fiscal Year requisition was executed
WCI	The Work Center Indicator (WCI) is a six position, alphanumeric SABRS Organizational Code that identifies the lowest command element that is distributed funds from the SRI. [M47889 = MAGTFTC, M47499 = MCAGCC (MWTC), M47399 – MCAGCC]
AAC	Identifies the functional DoD Activity Address Code (DoDAAC) used to execute a requisition with allocated funds. [FUND HOLDER SORT FIELD]
BEA	The Budget Execution Activity (BEA) is a WCI defined, two-position SABRS Organizational Code that represents a major organizational breakdown within the WCI. The SMARTS report may or may not include a corresponding brief description. [FUND HOLDER SORT FIELD]
BESA	The Budget Execution Sub-Activity (BESA) is a WCI defined, two-position SABRS Organizational code that is a further breakdown of the BEA. The SMARTS report may or may not include a corresponding brief description. [FUND HOLDER SORT FIELD]

Causative Research Fields: Provides information that describes the purpose of the requisition. Users can use these elements to assess what a specific requisition was for.

Data Element	Description
FC	The Fund Code (FC) is a two-position code used as a short key to identify the appropriation, subhead, BA/BSA group, BLI number, and PEN.
OCC	The Object Class Code (OCC) is a three-position SABRS Financial code that defines the nature of the services or materials purchased. The SMARTS report may or may not include a corresponding brief description.
SOCC	The Sub-Object Class Code (SOCC) is a SABRS Financial Code which is a further breakdown of the OCC into details of source of supply (e.g., DLA, Army Stock Fund) or other similar breakdowns of expense type required for budget reporting. The SMARTS report may or may not include a corresponding brief description.
CAC	The Cost Account Code (CAC) is a four-position SABRS Financial Code used to classify financial transactions according to their purpose and uniformly identify the cost for management reporting requirements SABRS Organization Codes. The SMARTS report may or may not include a corresponding brief description.
JNLU	The Job Order Number/Local Use (JNLU) is a four position code locally assigned by commands to collect information for local classification. The SMARTS report may or may not include a corresponding brief description.
SIC	The Special Interest Code (SIC) is a three position code used to collect and track all costs associated with a specific, high-interest program or contingency operation regardless of command, BEA, FC, or appropriation. The SMARTS report may or may not include a corresponding brief description.
RIC	The Routing Identifier Code (RIC) is a three-position, alphanumeric codes that serve multiple purposes in that they are “source of supply codes,” intersystem routing codes, intra-system routing codes, and shippers’ codes.
NSN	The National Stock Number (NSN) is a 13 digit number that is used to identify items, and is assigned by FLIS to convey specific information about an item of supply.
TRVLR NAME	The Traveler Name identifies the individual who executed the travel associated with the document number.

Transactional Fields: Provides transactional data associated with a requisition. These fields allow for the “balancing of the check book” for an individuals allocated funds.

Data Element	Description
SDN	Document numbers are unique identifiers that track source documents (e.g., travel orders, PRs, mechanized supply purchases) for recording, tracking, and management purposes throughout the transaction cycle. Although the SMARTS report is labeled “SDN”, there are two document number types that will populate the data field. (1) The <u>Standard Document Number (SDN)</u> is a 15-position, alphanumeric code used for all transactions that are non-mechanized supply purchases (i.e., not governed by MILSTRIP procedures). (2) The <u>MILSTRIP Document Number</u> is a 14-position, alphanumeric code used for all requisitions processed through a government source of supply. Document number construct can be found in the Appendix.
UNIT OF ISSUE	Identifies the unit of issue associated with the document number.
UNIT PRICE	Identifies the unit price associated with the document number.
CMT AMT	Identifies the current commitment amount registered in SABRS. The commitment is the firm administrative reservation of funds, based upon firm procurement directives, orders, requisitions, authorizations to issue travel orders, or requests which authorize the recipient to create obligations without further recourse to the official responsible for certifying the availability of funds. The act of entering into a commitment is usually the first step in the process of spending available funds. The effect of entering into a commitment and the recording of that commitment on the records of the allotment is to reserve funds for future obligations. A commitment is subject to cancellation by the approving authority to the extent that it is not already obligated.
OBL AMT	Identifies the current obligation amount registered in SABRS. An obligation is a firm, legally binding agreement between parties for the acquisition of goods or services. This phase of the transaction cycle is important in that when an official document describing a financial transaction exists, the government is legally and contractually liable for the amount shown on the source document. Once funds are obligated, the official unobligated available balance of the Fund Holder’s account is decreased. Commands with obligations in excess of authorizations will be subject to violations of section 1517 of reference (c). An obligation may be de-obligated when both parties agree and supporting documentation is provided to update the accounting system.
EXP AMT	Identifies the current expense amount registered in SABRS. An expense occurs when material and services ordered are received and accepted by a designated authorized receiving point. The expense amount creates the accounts payable amount in the accounting system and controls the amount billed for reimbursable transactions.
LIQ AMT	Identifies the current liquidation amount registered in SABRS. The liquidation is the payment for goods or services that were ordered and received. Liquidations are made after the finance officer receives an invoice from a vendor or government agency requesting payment.
ULO AMT	The Unliquidated Obligation (ULO) identifies the amount of obligations that have not been liquidated by payments (disbursements).
UDO AMT	The Undelivered Orders (UDO) identifies contracts or orders issued for goods and services for which the liability has not yet accrued. The orders may be for any goods or services that are required to meet a bona fide need of the issuing entity.
CREATE DATE	The date the requisition was first posted to SABRS.
AGE DATE	Identifies the date that the requisition became identified as an aged document due to no corresponding action in over 180 days

LAST UPDATE DATE	The last date that the requisition had SABRS activity.
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Document numbers are unique identifiers that track source documents (e.g., travel orders, PRs, mechanized supply purchases) for recording, tracking, and management purposes throughout the transaction cycle. There are two types.

1 - Standard Document Number (SDN). The SDN is a 15-position, alphanumeric code used for all transactions that are non-mechanized supply purchases (i.e., not governed by MILSTRIP procedures). The SDN is constructed as follows:

POSITION	CONTENT
1-6	Activity Address Code (AAC) of requesting/issuing activity preceded by service designator "M" for Marine Corps
7-8	Last two digits of the FY in which the document was created
9-10	Document Type Code (DTC)
11-15	5-digit Serial Number

2 - MILSTRIP Document Number. The MILSTRIP document number is a 14-position, alphanumeric code used for all requisitions processed through a government source of supply. The MILSTRIP document number is constructed as follows:

POSITION	CONTENT
1-6	AAC of requisitioning activity preceded by a service designator "M" for Marine Corps
7-10	Julian Date
11-14	4-digit Serial Number, locally assigned to distinguish individual source documents