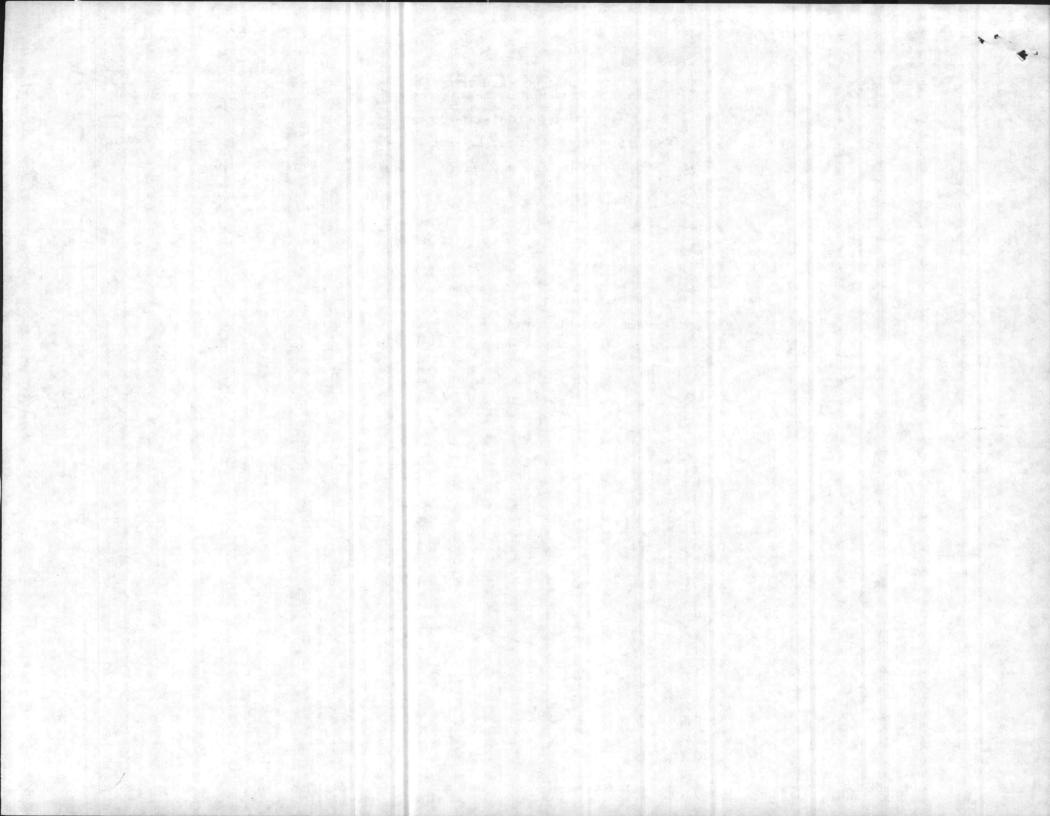
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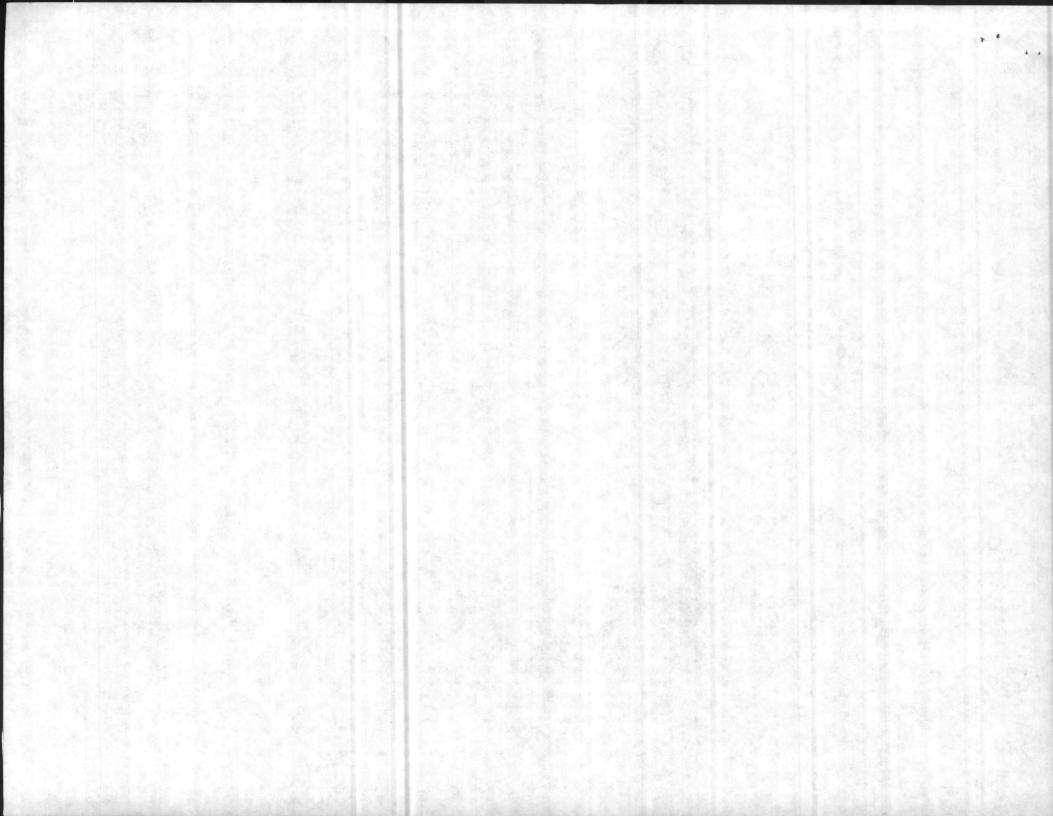


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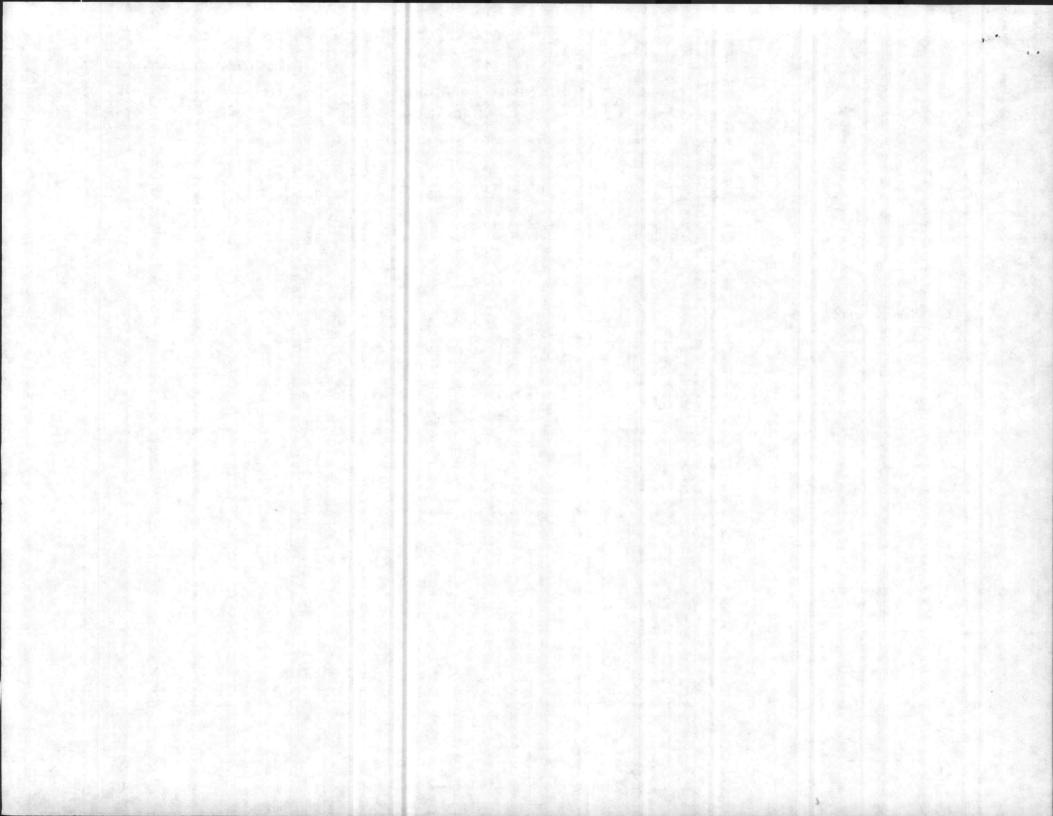
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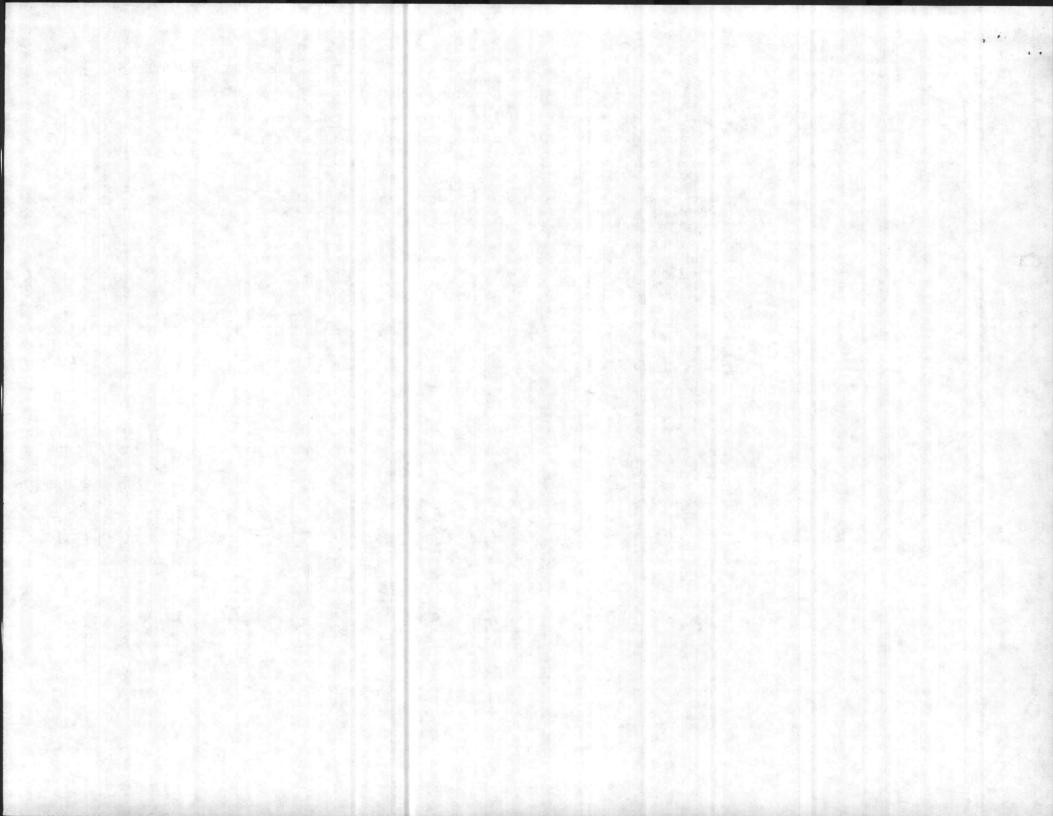


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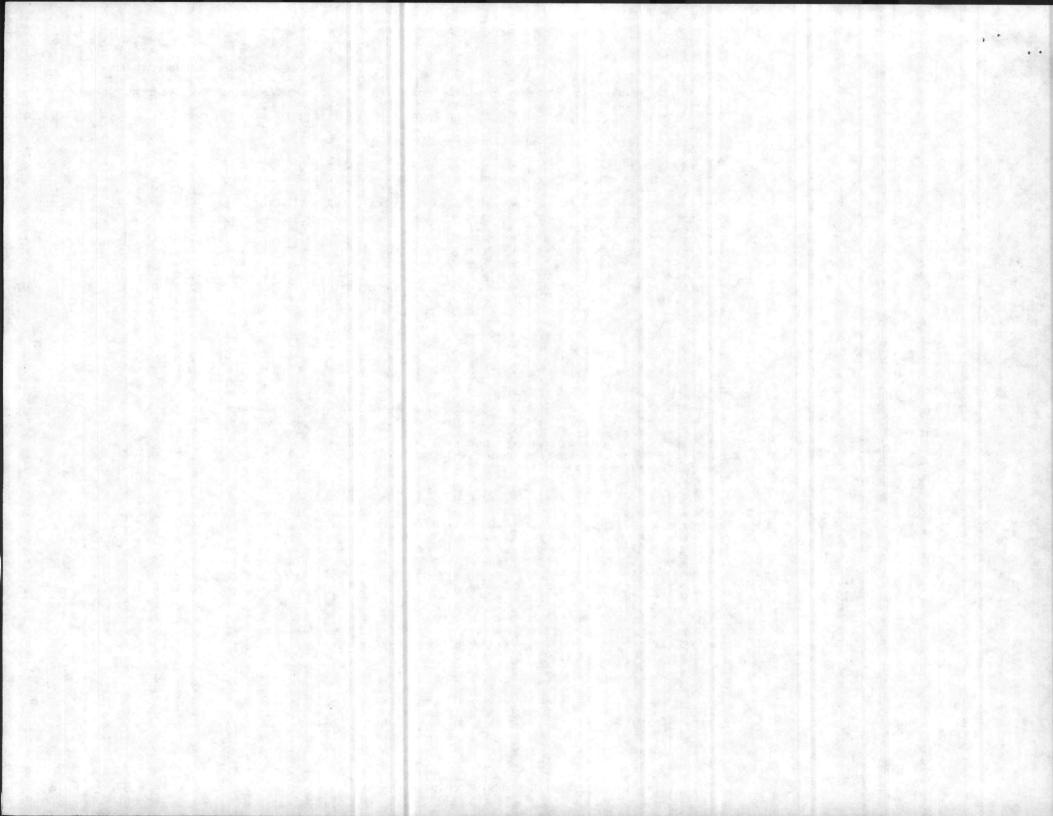
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DEPARTMENT OF THE NAVY HEADQUARTERS UNITED STATES MARINE CORPS WASHINGTON, D.C. 20380 INSPECTOR GENERAL OF THE MARINE CORPS

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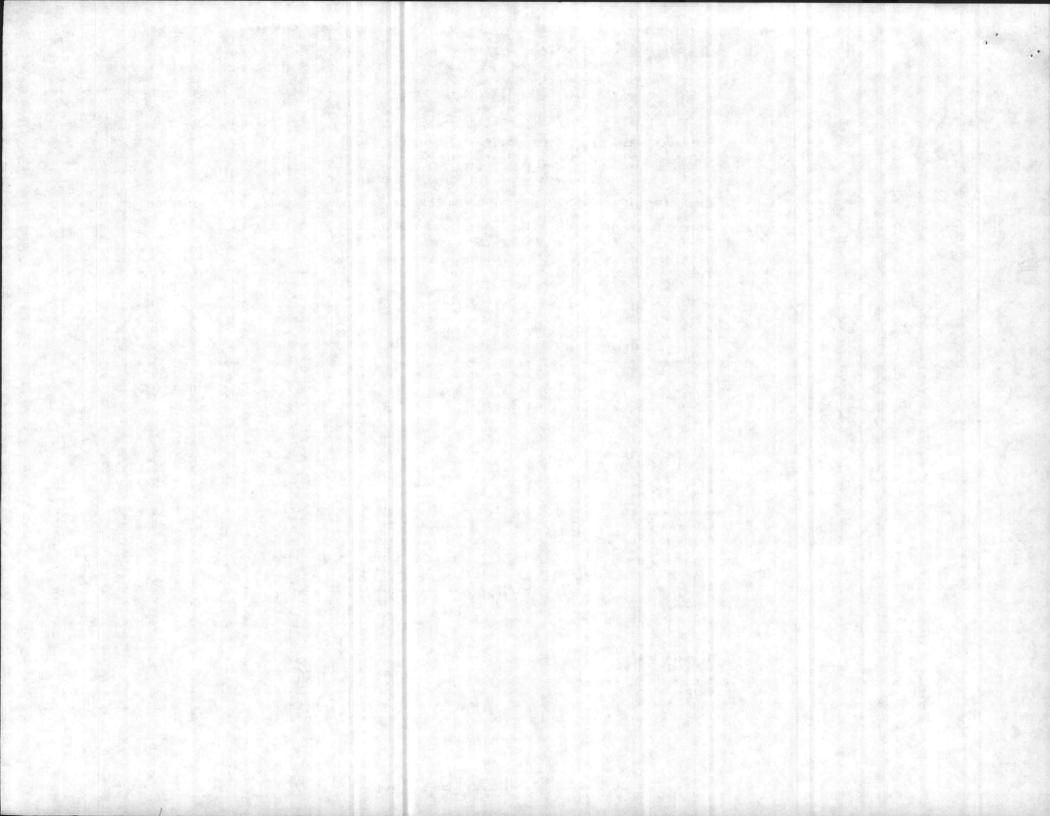
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A POSITIONAL SALARY AND WAGE SCHEDULE HAD NOT BEEN PREPARED TO COVER ALL EMPLOYMENT AND COMPENSATION OF CIVILIAN AND MILITARY EMPLOYEES	(02) 3-2
OF THE EXCHAGE.	(03)
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ALL OVERTIME DAY FOR CIVILIAN EMPLOYEES HAD NOT REEN PROPERLY	(01) /
ALL OVERTIME PAY FOR CIVILIAN EMPLOYEES HAD NOT BEEN PROPERLY	$\binom{01}{02}$ 3-5
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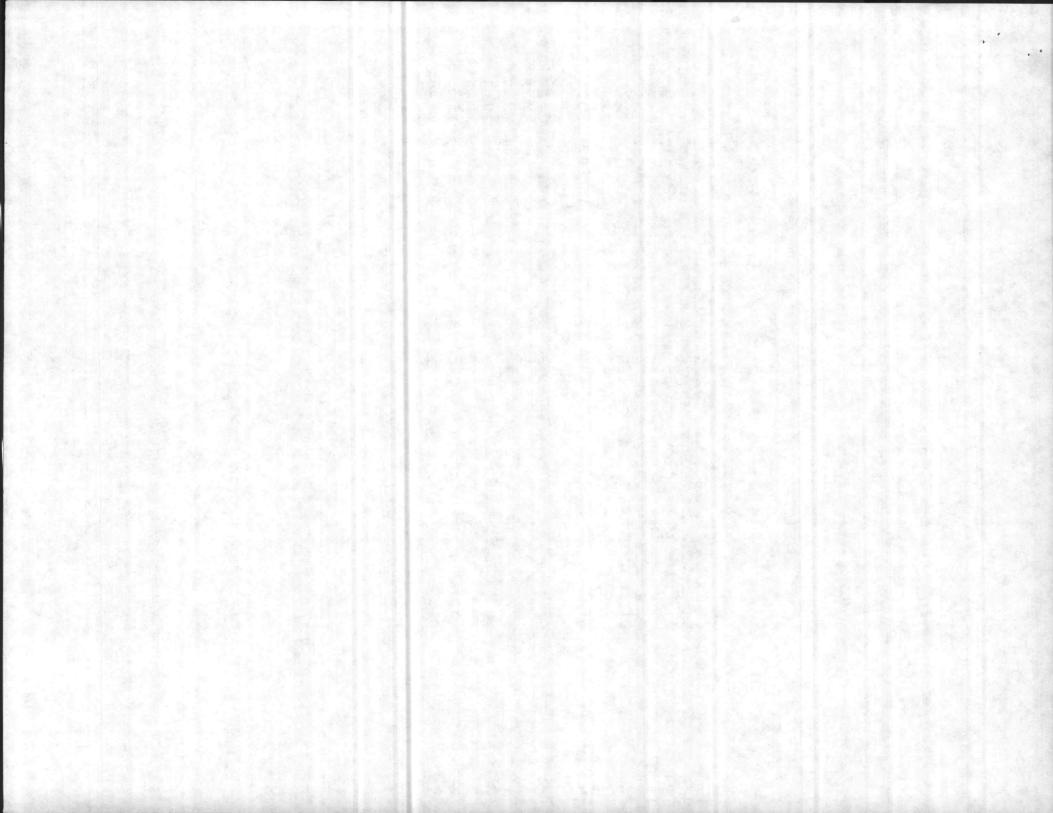
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AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)	
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TRAVEL ON OFFICIAL BUSINESS OF THE EXCHANGE WAS NOT BEING PROPERLY ADMINISTERED. (MCO P5300.9B, PAR 6000)	$\begin{pmatrix} 00 \\ 01 \\ 02 \\ 03 \end{pmatrix} 6 - 1$
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PERSONNEL FILES WERE NOT MAINTAINED FOR EACH EMPLOYEE. (MCO P5300.98, PAR 8001)	(00) (01) (02)
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WHEN APPLICABLE, THE EMPLOYEE GROUP BENEFITS PLANS WERE BEING IMPROPERLY ADMINISTERED. (MCO P5300.9B, PAR 5000) (MCO P5300.9B, PAR 8001)	(00 (01 (02 (03 (04)) 8-1
0 0 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1	(00)
CURRENT WORK PERFORMANCE APPRAISALS WERE NOT ON FILE FOR EACH EMPLOYEE. (MCO P5300.9B, PAR 2005.9)	$\begin{pmatrix} 01 \\ 02 \\ 03 \end{pmatrix} 2 - 3$
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THE EXCHANGE OFFICER DID NOT PROVIDE FOR, AND ADMINISTER, OR CAUSE TO BE ADMINISTERED, A CONTINUOUS TRAINING PROGRAM FOR ALL EMPLOYEES, INCLUDING MILITARY PERSONNEL, DESIGNED TO TRAIN THEM IN THE PROPER PERFORMANCE OF THEIR ASSIGNED DUTIES AND ENSURE DEVELOPMENT OF MAXIMUM POTENTIAL. (MCO P5300.9B, PAR 7001.2)	(01) (02) (03) (04) (05) (06)
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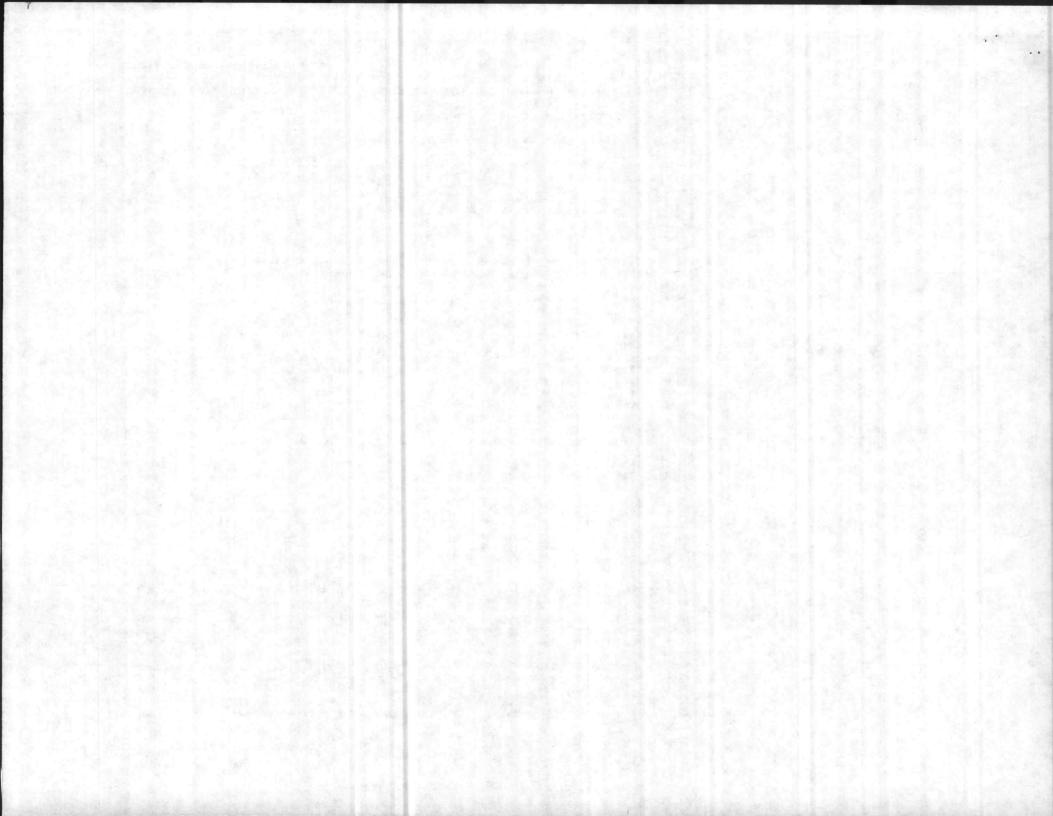
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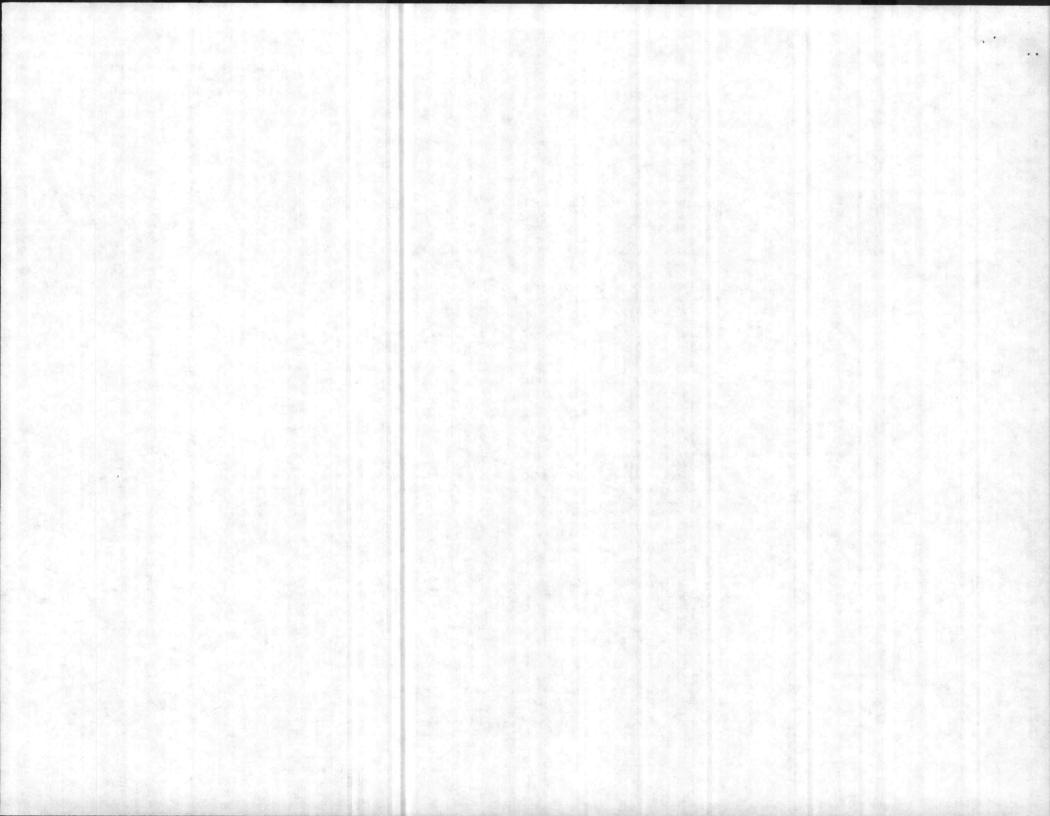
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1 2 3 4 X X X X CASH FROM THE DAY'S PREPARED AND SUNDA (MCO P406	ALL ACTIVITIES WAS NOT DEPOSITED IN THE EXACT AMOUNT OF RECEIPTS ON THE FOLLOWING WORKDAY, WITH SEPARATE RECEIPTS AND VALIDATED FOR BUSINESS TRANSACTED ON FRIDAY, SATURDAY	(00) (01) (02) (03) (04) (05) (06)
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CODE: 650 DESCRIPTION: MARINE CORPS EXCHANGES

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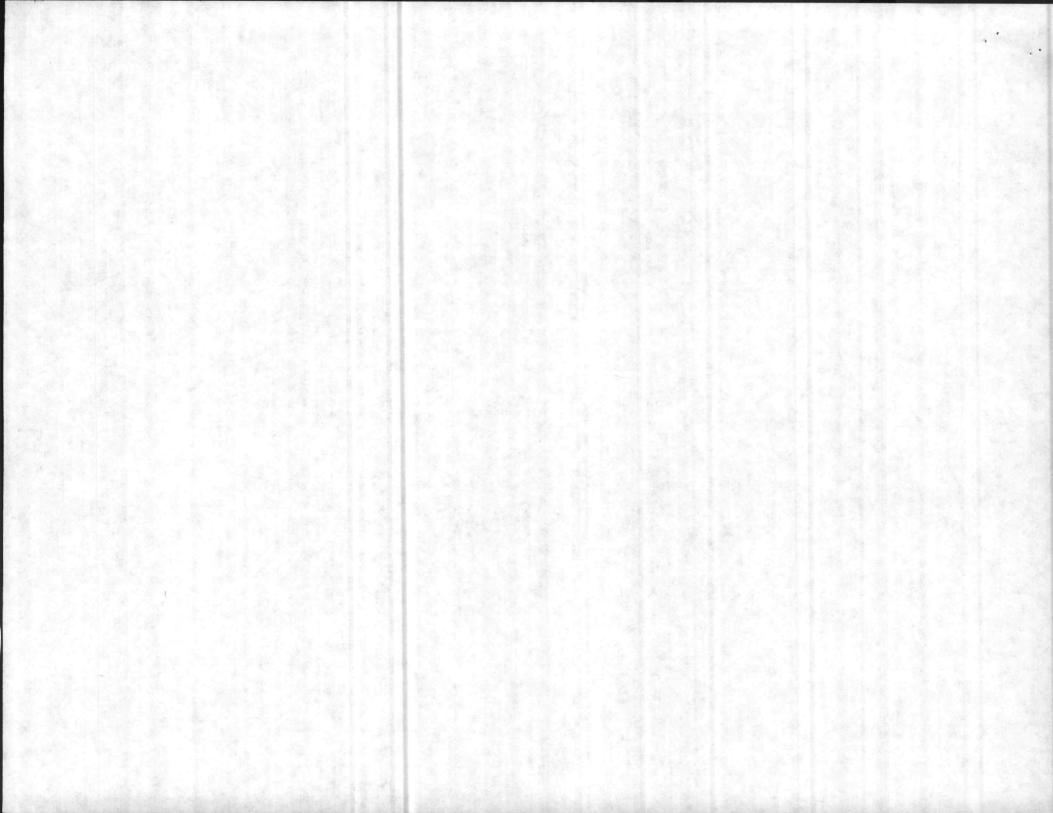
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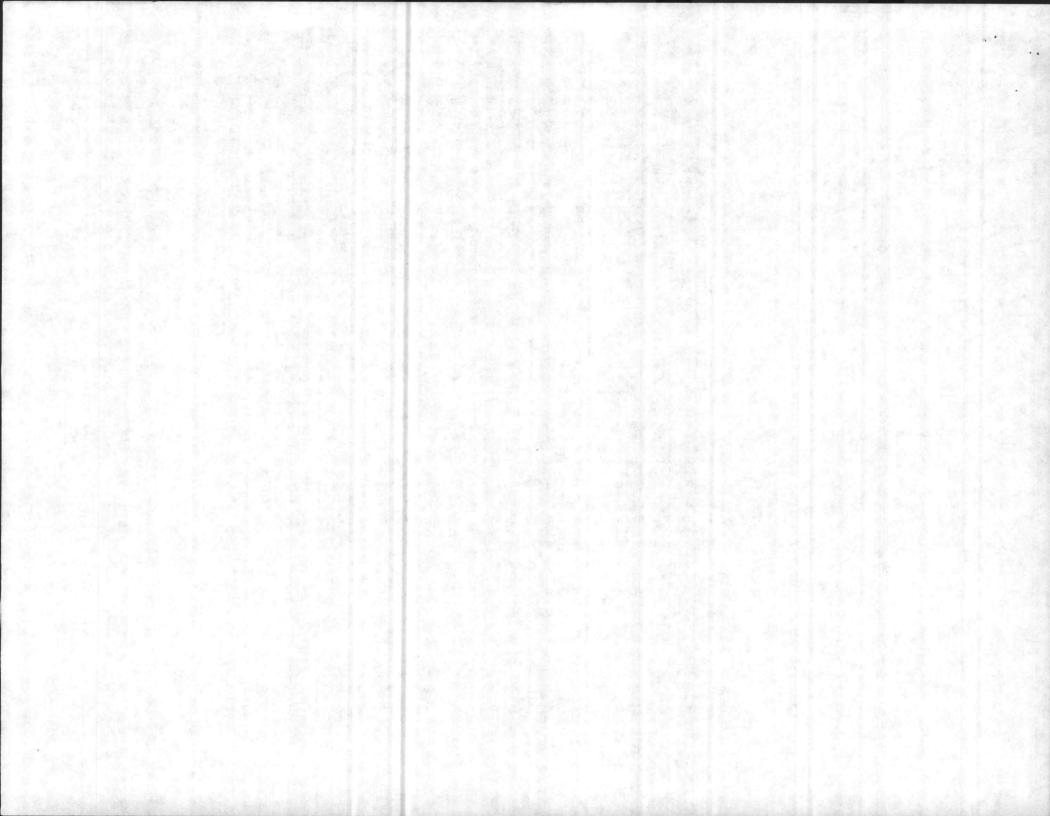
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COMBINATIONS TO SAFES WERE NOT CHANGED WHENEVER RESPONSIBILITY FOR THE SAFE CHANGED. (MCD P4066.17, PAR 11000.8)	(01) (02) (03)	4
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X X X X X X X DVERRINGS AND UNDERRINGS WERE NOT BEING VOIDED BY THE STORE MANAGER	(00)	C
OR DESIGNEE AT THE TIME OF THE TRANSACTION. (MCD P4066.13E, PAR 3605.3)	(02) (03)	10
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GAMBLING WAS PERMITTED WITHIN EXCHANGE FACILITIES. (MCO P4066.13E, PAR 2303)	(01) 3-	-3
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A CHARGE WAS MADE FOR CHECK CASHING SERVICES. (MCD P4066.13E, PAR 2604.2)	(01) 2-	4
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X X X X X X X CASH REGISTERS ON LOCATION AT SALES ACTIVITIES, WHETHER USED OR NOT,	(00)	_
WERE NOT READ DAILY AND RECORDED ON THE CASH REPORT FORM. (MCO P4066.13E, PAR 2605.2)	(02) (03)	->
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THE COMMAND HAD NOT COMPLIED WITH THE POLICY REGARDING THE EXCHANGE	(01) /-	6
AS THE PRIMARY SOURCE OF RESALE MERCHANDISE AND SERVICES ON THE INSTALLATION.	(02) /	_
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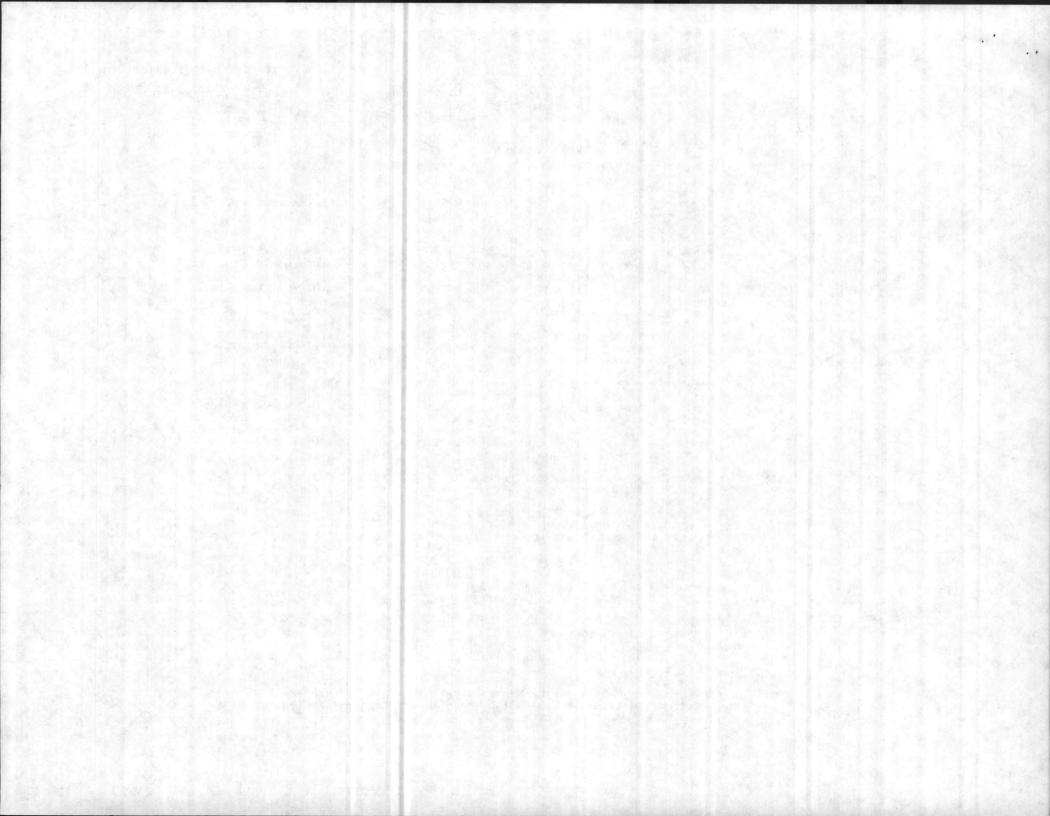
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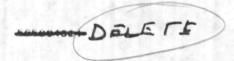


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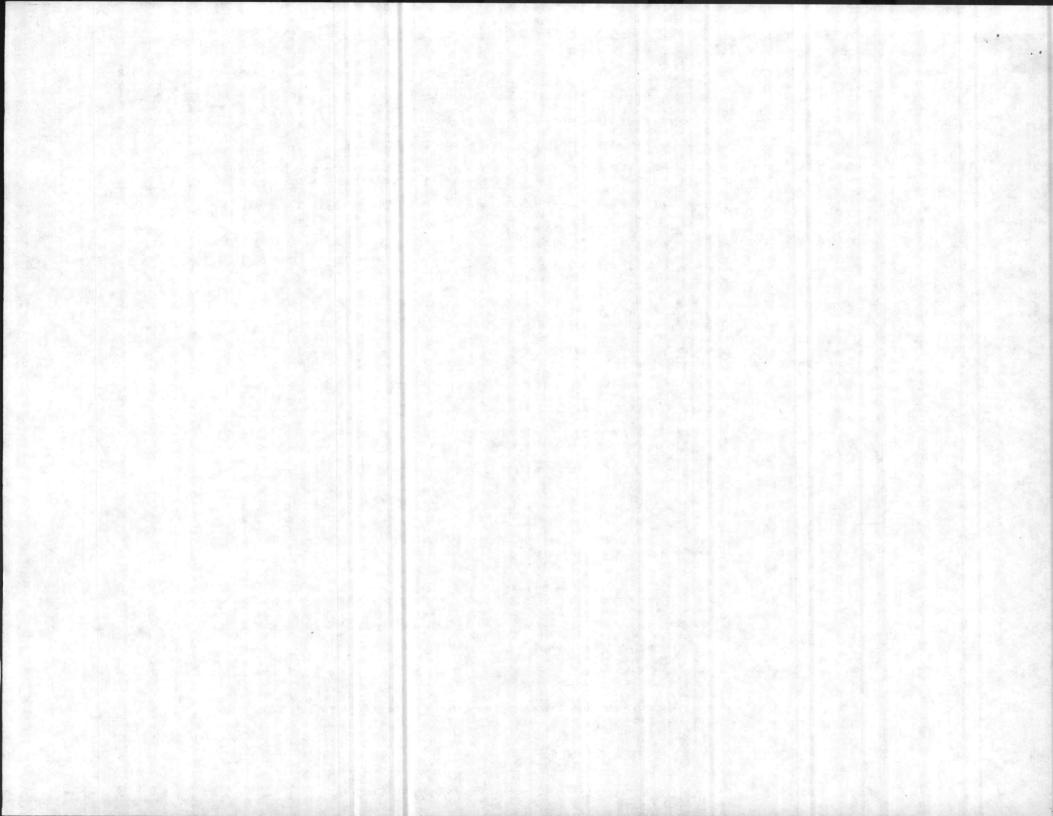


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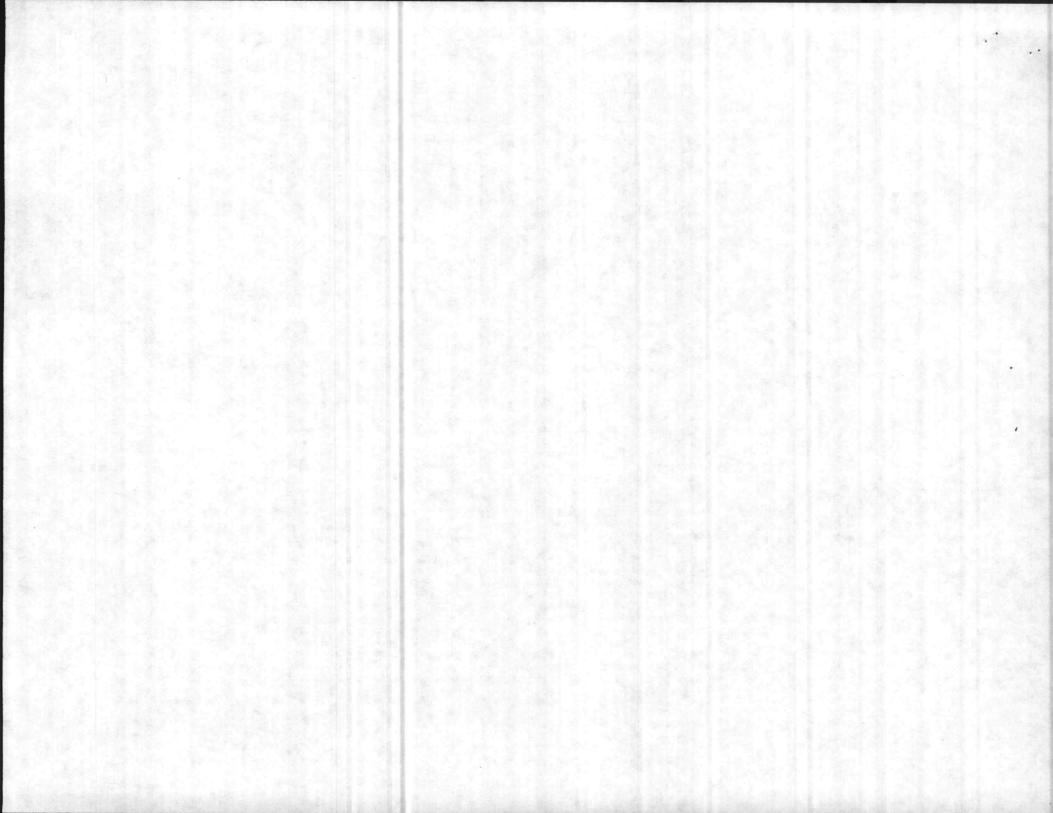
	AUDIT STATEMENT LISTING FOR SEC FUNCTIONAL ADSAUGE	
	AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)	
)	0 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 2 2 2 2	
	X X X X X X X STOCK RECORD CARDS WERE NOT MAINTAINED IN A CURRENT STATUS FOR ALL	(00)
×	MERCHANDISE STOCKED IN THE WAREHOUSE, WITH BASIC INFORMATION AND	(02) 3-86
	MINIMUM AND MAXIMUM STOCK LEVELS RECORDED.	$\binom{02}{03}$ 3 - 06
	(MCO P4066.13E, PAR 3503)	(04)
	000000000111111111222222222233333	
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	X X X X X X X	(00)
X	THE MERCHANDISE IN THE RETURN SECTION HAD NOT RECEIVED ADEQUATE FOLLOW-UP TO SECURE VENDOR AUTHORIZATIONS.	(01) 2-74
	(MCO P4066.13E, PAR 3306)	(02) 5
		(03)
	000000000111111111222222222233333	
	1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
1	X X X X X X X	(00)
A	THE PHYSICAL INVENTORY CONTROL SYSTEM WAS NOT UTILIZED AT SELLING	(01) 3-83
	(MCO P4066.13E, PAR 3501.3)	(02)
		(03)
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-	X X X X X X X X	(00) _ 3 =
	CREDIT SALES WERE NOT LIMITED TO THOSE AUTHORIZED. (MCO P4066.13E, PAR 3602)	(01) 3-12
	(MOD F 1000: 13E, FAR 3002)	(02)
	000000000111111111222222222233333	
	1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
-	X X X X X X X	(00)
	"NO SMOKING" SIGNS WERE NOT POSTED IN SERVICE BAY AREAS OF THE SERVICE STATION.	(01) 4-35
	(MCO P4066.13E, PAR 4302.6)	(02) / 5
	요. 이 경기를 잃어왔다면 하는 것이 하지 않는 하게 하게 하는 것이 없는 것이 없다면	(03)
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-	X X X X X X X	(00)
	THE EXCHANGE OFFICER HAD NOT ESTABLISHED ADEQUATE PROCEDURES FOR HANDLING LAYAWAY SALES.	(01) 3-73
	(MCO P4066, 13E, PAR 3604, 2)	(02) 5
		(03)
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	1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
	XXXXXXX	(00)
	SALESCLERKS WERE NOT PROPERLY TRAINED IN THE USE OF THE CASH REGISTER AND HANDLING OF RECEIPTS AND CHANGE.	(01 3 - 97
	(MCO P4066.13E, PAR 3605)	(02) 3^{-} / (03)
	7,177,177,177,177,177,177,177,177,177,1	(03)



DEPARTMENT OF THE NAVY HEADQUARTERS UNITED STATES MARINE CORPS WASHINGTON, D.C. 20380 INSPECTOR GENERAL OF THE MARINE CORPS

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565004032	O O O O O O O O O O O O O O O O O O O	(00) (01) (02) (03) 4-35



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AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)

AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)	
O O O O O O O O O O O O O O O O O O O	(00) (01) (02) 4-46 \$ 48 (03) (04) (05)
2011 이 경영화 원생활경이 하다니고 경향을 되었다. 그 경영 전 그 경영지를 즐겁는 것이다. 보다	
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선 마니막 경쟁에 마다 여기 보면서 내려 하면 되는 이 경기를 하고 있습니다. 나는 그들이 그 것이다.	
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1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 X X X X X X X ALL PRICES CHARGED AT SERVICE FACILITIES OR FOR PERSONAL SERVICES WERE NOT POSTED OR OTHERWISE CLEARLY VISIBLE TO THE PATRONS. (MCO P4066.13E, PAR 4601)	$\begin{pmatrix} 000 \\ 001 \\ 002 \\ 003 \end{pmatrix} 4 - 59$
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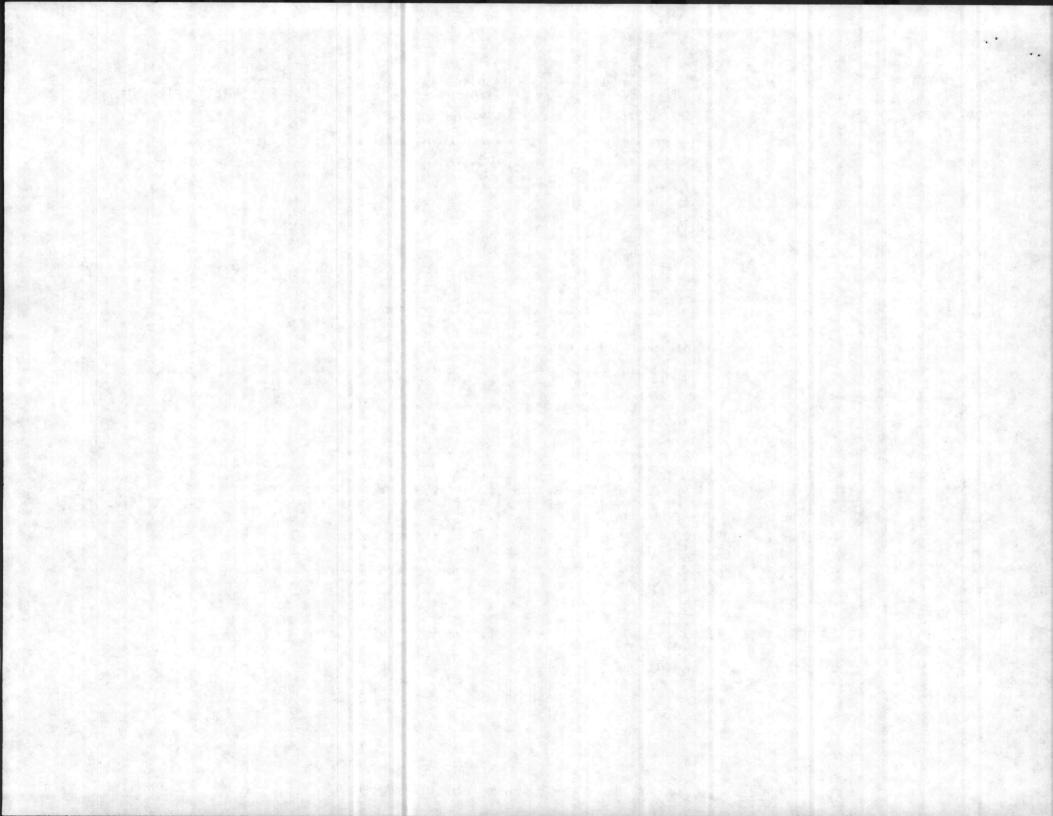
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ALL EXCHANGE ACTIVITIES.

(MCO P4066.13E, PAR 3601.2)

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"SATISFACTION GUARANTEED" SIGNS WERE NOT PROMINENTLY DISPLAYED IN



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CODE: 650 DESCRIPTION: MARINE CORPS EXCHANGES

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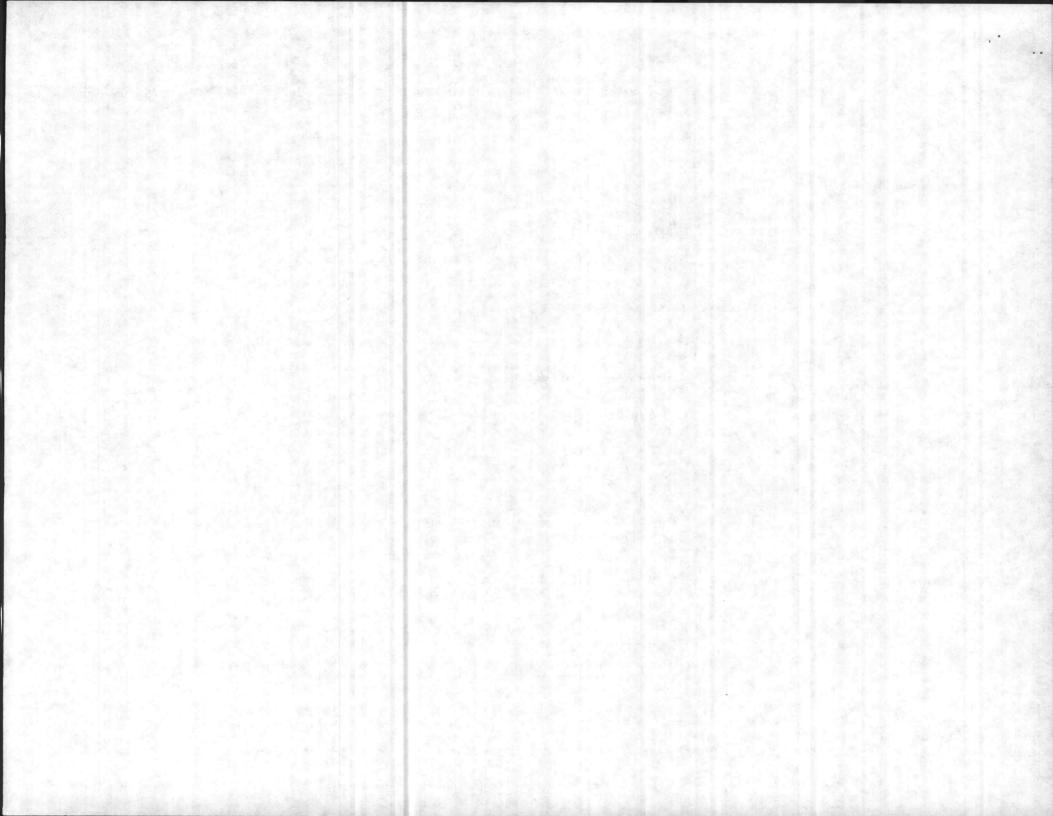
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	AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)	
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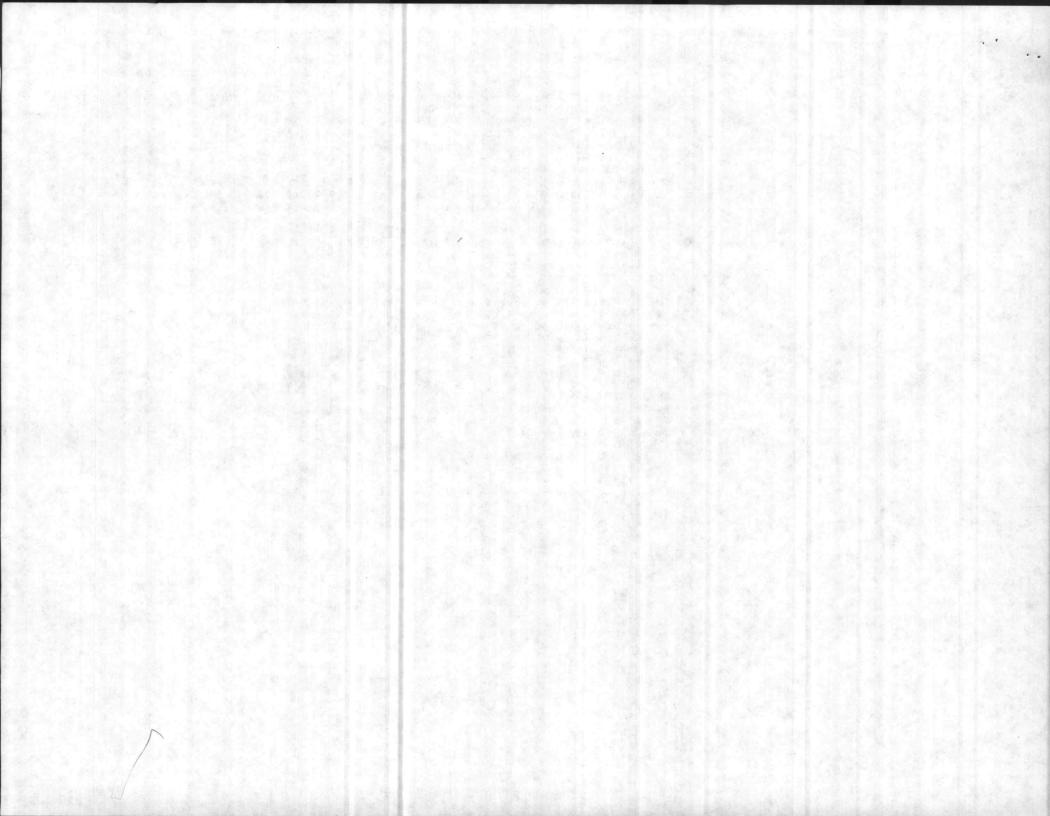
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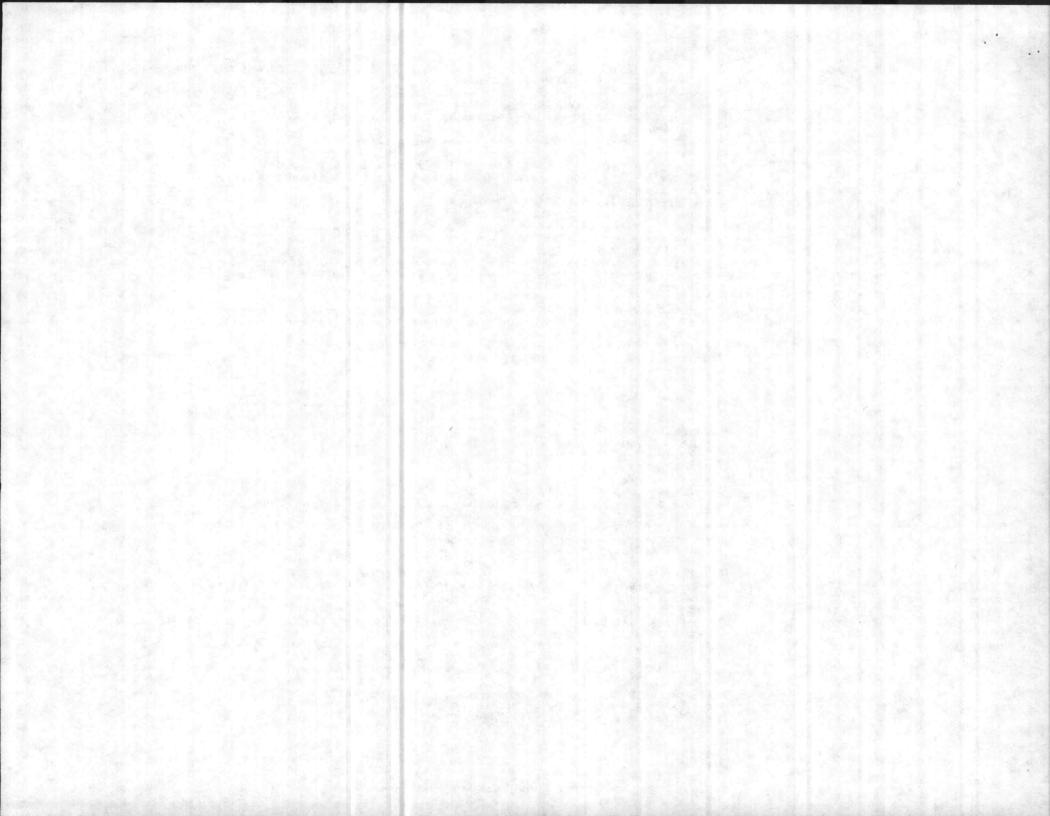
(MCO P4066.13, PAR 2100.4)



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565005000 SUB-CATEGORY:	O O O O O O O O O O O O O O O O O O O	(00) (01)
565005001	0 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 1	(00) (01) (02) (03)
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565005003	O O O O O O O O O O O O O O O O O O O	(00) 3-5 et 7 (02) (03) (04)
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565005006	O O O O O O O O O O O O O O O O O O O	(00) (01) (02) (03) 3-7



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DATE 10/21/86 PAGE NO.

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AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)

X AN EFFICIENT MERCHANDISE AND OPEN-TO-BUY PLAN WAS NOT IN EFFECT

(MCO P4066. 13E, PAR 3206)

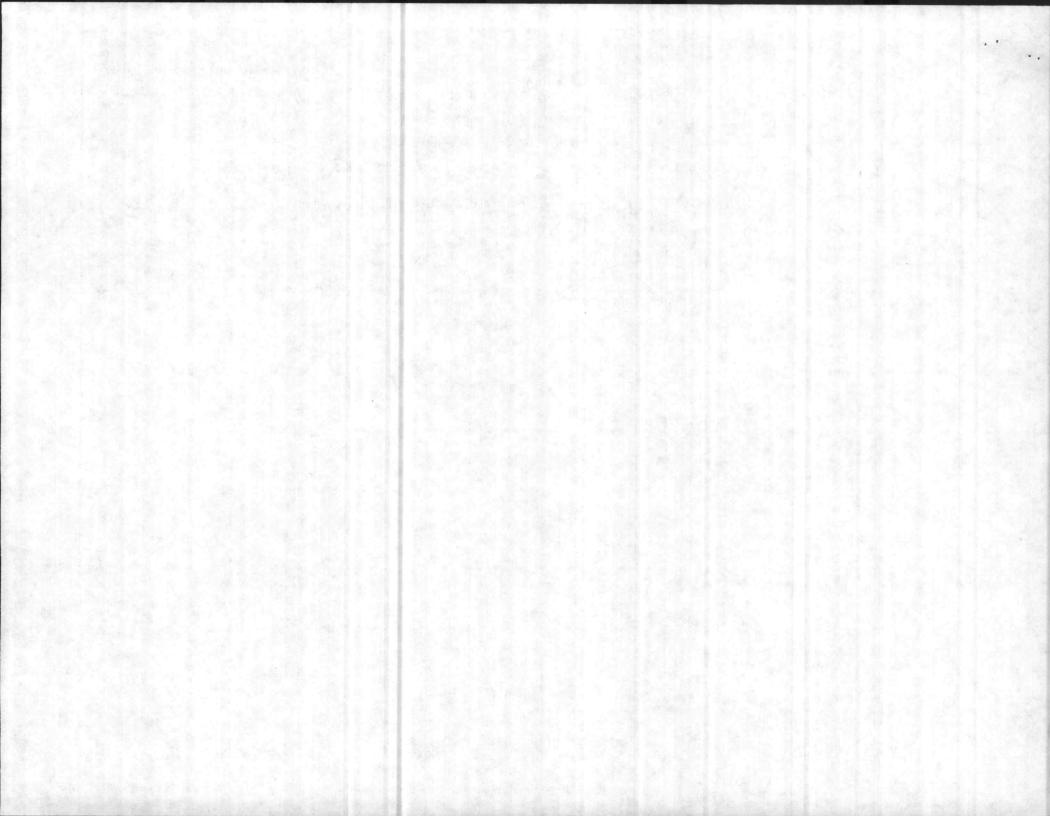
0 0 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1	(00)
"NEVER OUT" LISTS WERE NOT PREPARED AND DISTRIBUTED FOR BASIC, STAPLE AND REGULAR STOCK ITEMS. (MCO P4066.13E, PAR 3400.1)	(01) 3 - 77 (03) 3 - 77
000000000111111111222222222233333	

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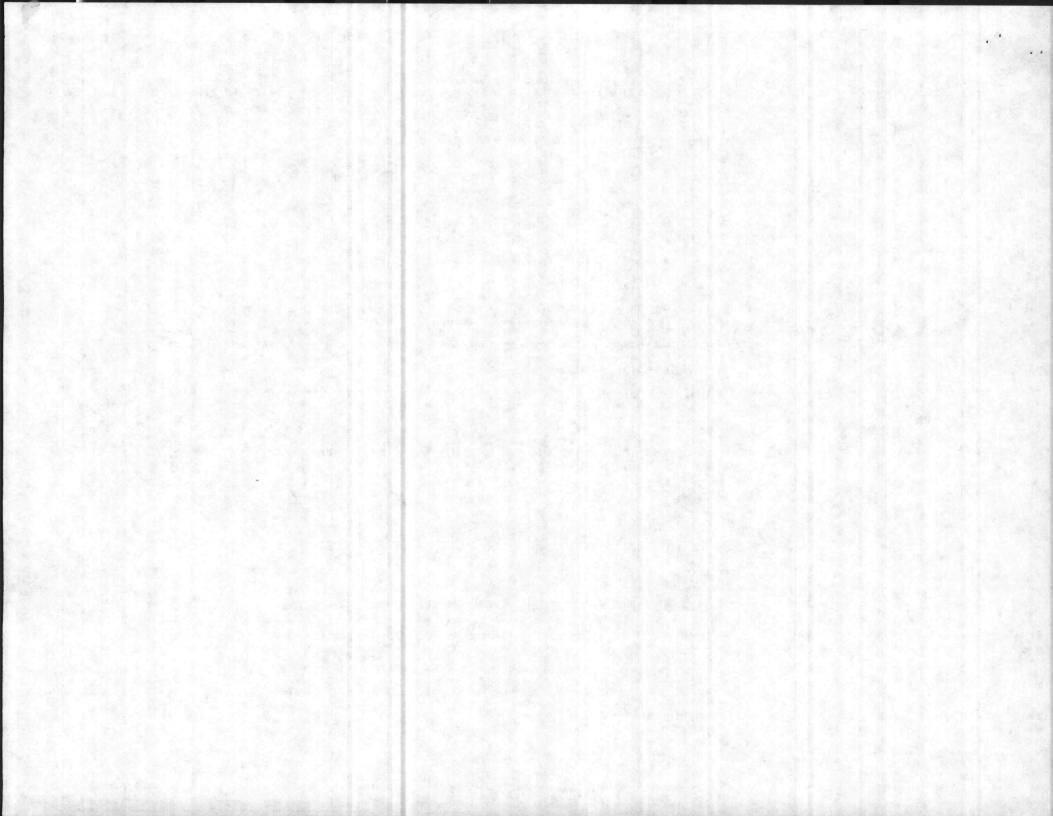
CODE: 650 DESCRIPTION: MARINE CORPS EXCHANGES



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	그리고 그는 그 사람들이 가게 하는 생생님이 있는 물살이 때문을 하고 생각하고 있다. 그렇게 그 그런 생각이 살아 먹었다. 그렇	
	AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)	
565006000 SUB-CATEGORY:	O O O O O O O O O O O O O O O O O O O	(OO) (O1)
565006001	O O O O O O O O O O O O O O O O O O O	(00) (01) (02) (03)
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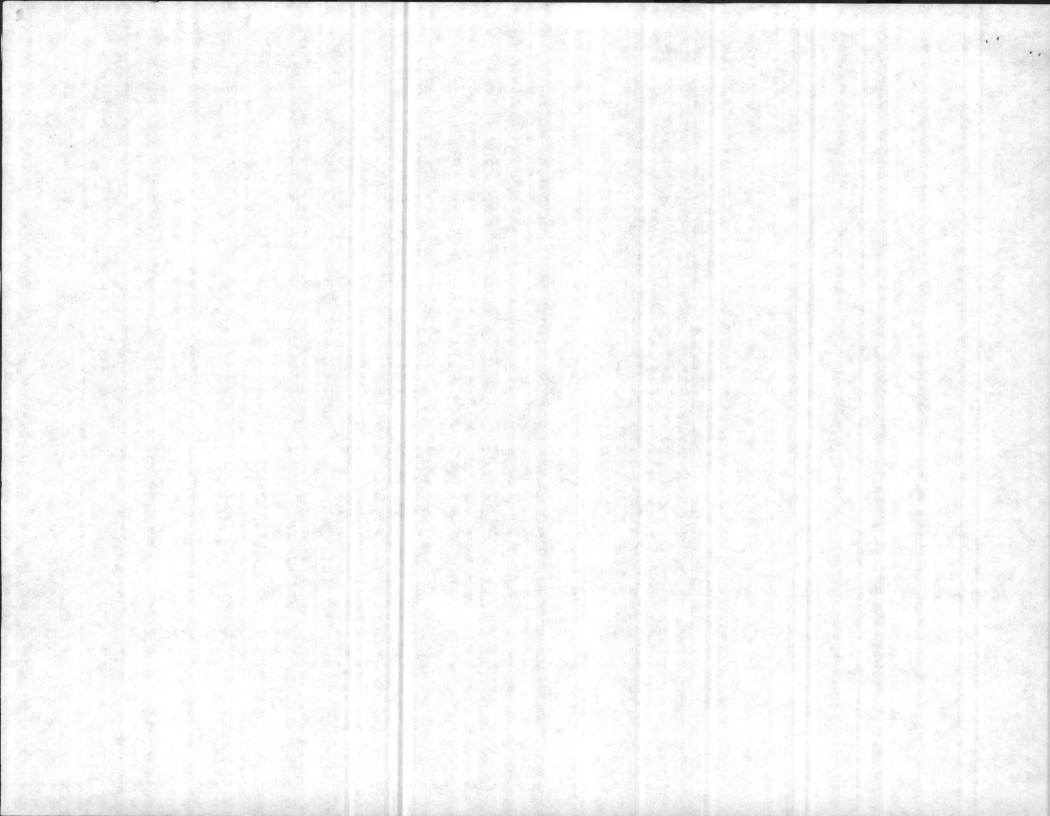
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AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)	
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X X X X X X X	(00)
ELF-SERVICE FOOD ITEMS WERE NOT REMOVED FROM SERVICE AFTER BEING	$\binom{01}{02} / - 33$
NAVMED P5010-1, ART 1-57)	(02)
NAVMED F3010-1, ART 1-37)	(03)
000000000111111111222222222233333	
1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
x x x x x x x	(00)
OBILE FOOD SERVICE VEHICLES WERE NOT MAINTAINED IN A CLEAN.	(01) 1-37
ANITARY CONDITION.	
NAVMED P5010-1, ART 1-61)	(03)
00000000011111111122222222233333	
1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
x x x x x x x	(00)
AUTHORIZED COFFEE MESSES WERE NOT COMPLYING WITH SANITARY	(01) 1-37
REGULATIONS.	(02)
NAVMED P5010-1, ART 1-62)	(03)
00000000011111111122222222233333	
1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
x x x x x x x	(00)
ODD SERVICE TRAINING CERTIFICATES (NAVMED 4061/1) WERE NOT KEPT ON	(01) /-37
FILE AT THE WORK LOCATION.	(02)
(NAVMED P5010-1, ART 1-69 1(E))	(03)
00000000011111111122222222233333	
1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
X X X X X X X	(00) 1-39
"NO SMOKING" SIGNS WERE NOT POSTED IN ALL FOOD PREPARATION AREAS.	
(NAVMED P5010-1, ART 1-69 (3))	(02)
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1234567890123456789012345678901234	
x x x x x x x	(00)
OOD SERVICE PERSONNEL WERE NOT WEARING HAIR RESTRAINTS IN THE	(01) / 3
STATE ACTIVITY) FOOD FACILITY.	(02)
(NAVMED P5010-1, ART 1-69 (2))	(03)
00000000011111111122222222233333	
1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
X X X X X X	(00)
PERSONAL HYGIENE SIGNS WERE NOT CONSPICUOUSLY POSTED IN ALL FOOD	(01) 1-39
SERVICE AREAS.	(02)
(NAVMED P5010-1, ART 1-69 (2))	(03)



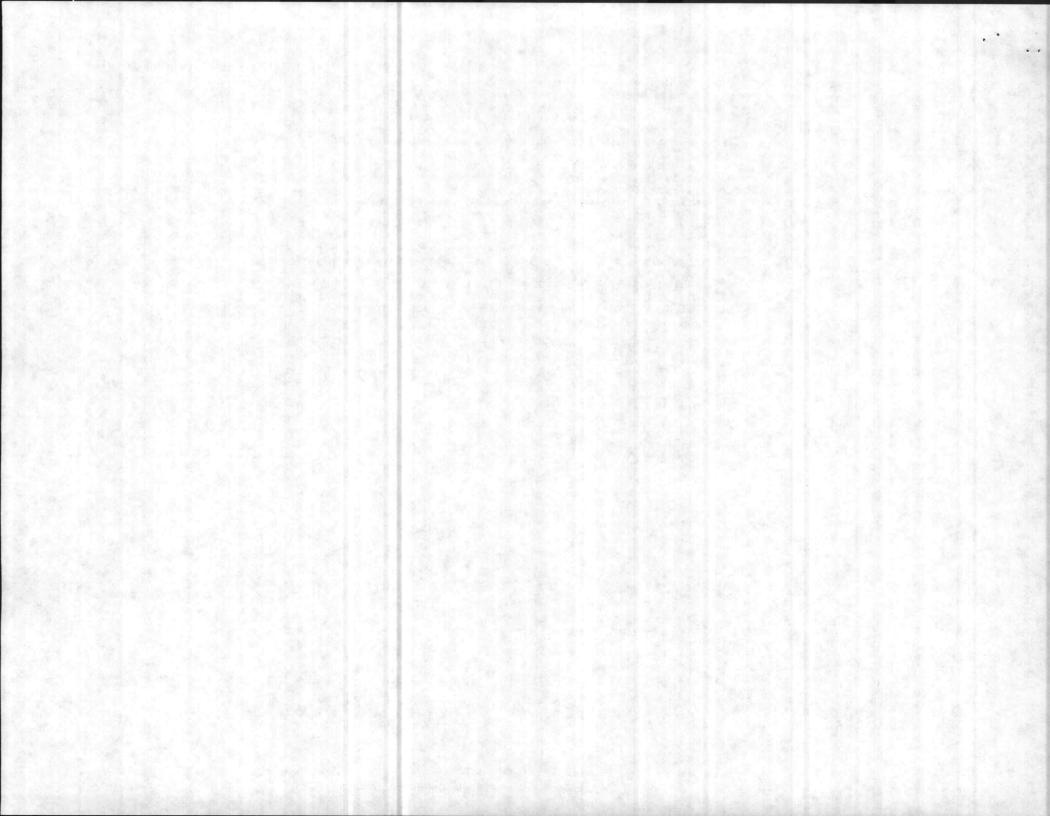
DEPARTMENT OF THE NAVY HEADQUARTERS UNITED STATES MARINE CORPS WASHINGTON, D.C. 20380 INSPECTOR GENERAL OF THE MARINE CORPS

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AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)

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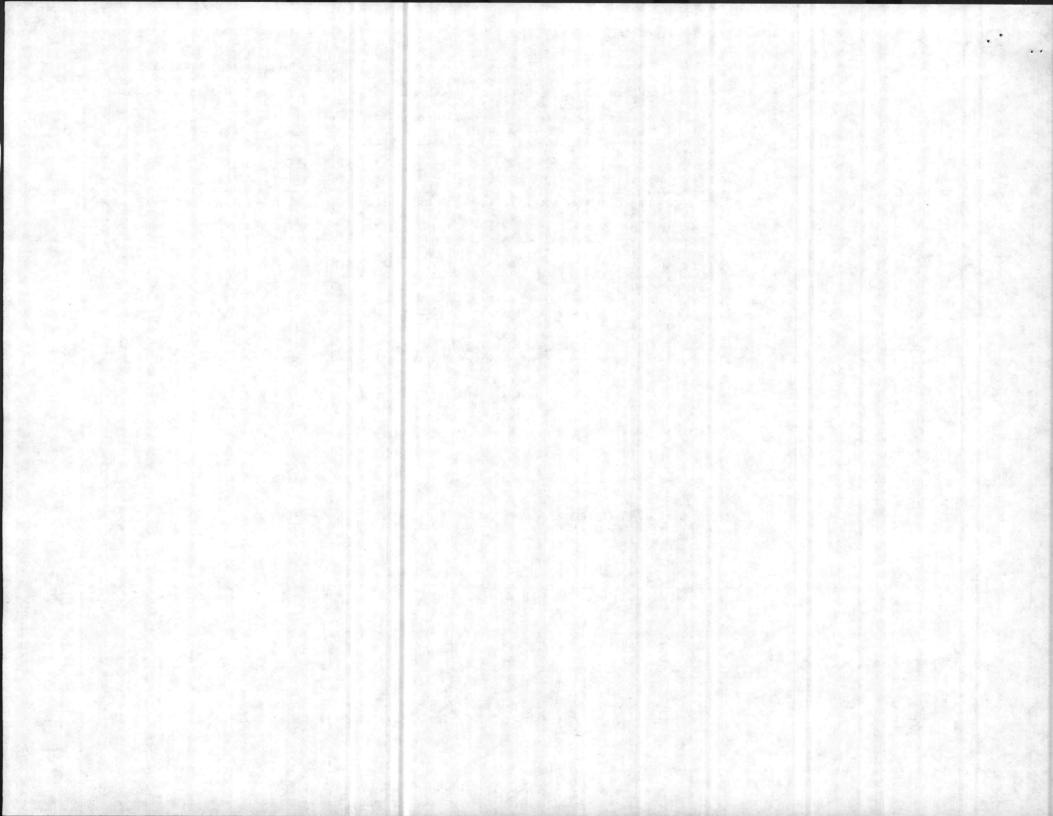
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AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)

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		CODE: OF DESCRIPTION: SECURITY AND LOSS PREVENTION	(01)
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565007001		x x x x x x x	(00)
		THE EXCHANGE HAD NOT ESTABLISHED PROCEDURES FOR LOSS PREVENTION	(01) 74-4
		TRAINING AND REINFORCEMENT FOR ALL EMPLOYEES.	(02)
		(MCO P4066.17, PAR 24001.5)	(03)
		000000000111111111222222222233333	
No. 12 Control of		1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
565007002		X X X X X X X X	(00)
		CENTRAL STATION ALARMS WERE NOT TESTED AT LEAST MONTHLY TO INSURE PROPER SIGNALS WERE RECEIVED FOR THE CORRECT ACTIVITY.	$\binom{01}{02} = 5 - 7$
		(MCO P4066.17, PAR 5003.5)	(03)
		(mcd P4038.17, PAR 3003.3)	(03)
		00000000111111111222222222233333	
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565007003		x x x x x x x x	(00)
		EMERGENCY NOTIFICATION DECALS WERE NOT POSTED ON THE FRONT ENTRANCE	(01) $<$ $ >$
		TO ALL FACILITIES.	(02)
		(MCD P4066.17, PAR 5006)	(03)
		000000000111111111222222222233333	
		1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
565007004		x x x x x x x	(00)
		THE NAMES AND TELEPHONE NUMBERS OF RESPONSIBLE FACILITY MANAGEMENT	(01) 5 - 5
		WERE NOT RECORDED AT THE MILITARY/SECURITY POLICE OFFICE.	(02)
		(MCO P4066.17, PAR 5006.1)	(03)
		000000000111111111222222222233333	
		1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
565007005		X X X X X X X	(00)
		PATRON REFUNDS WERE NOT SPOT-CHECKED FOR AUTHENTICITY.	$\binom{01}{02} / 5 - 7$
		(MCO P4066.17, PAR 15000.12)	(02)
		000000000111111111222222222233333	
		1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4	
565007006		x x x x x x x	(00)
		PRE EMPLOYMENT CHECKS FOR PROSPECTIVE EMPLOYEES WERE NOT CONDUCTED.	(01) / / - 3
		(MCD P4066.17, PAR 17001)	(02)
		000000000111111111222222222233333	
		1234567890123456789012345678901234	
565007007		XXXXXX	(00)
		THE LOCATION AND MOVEMENT OF ALL VENDING MACHINES WERE NOT	(01) 20 -3
		DOCUMENTED.	(02)
		(MCO P4066.17, PAR 20001)	(03)

CODE: 650 DESCRIPTION MARINE CORPS EXCHANGES



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	AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)
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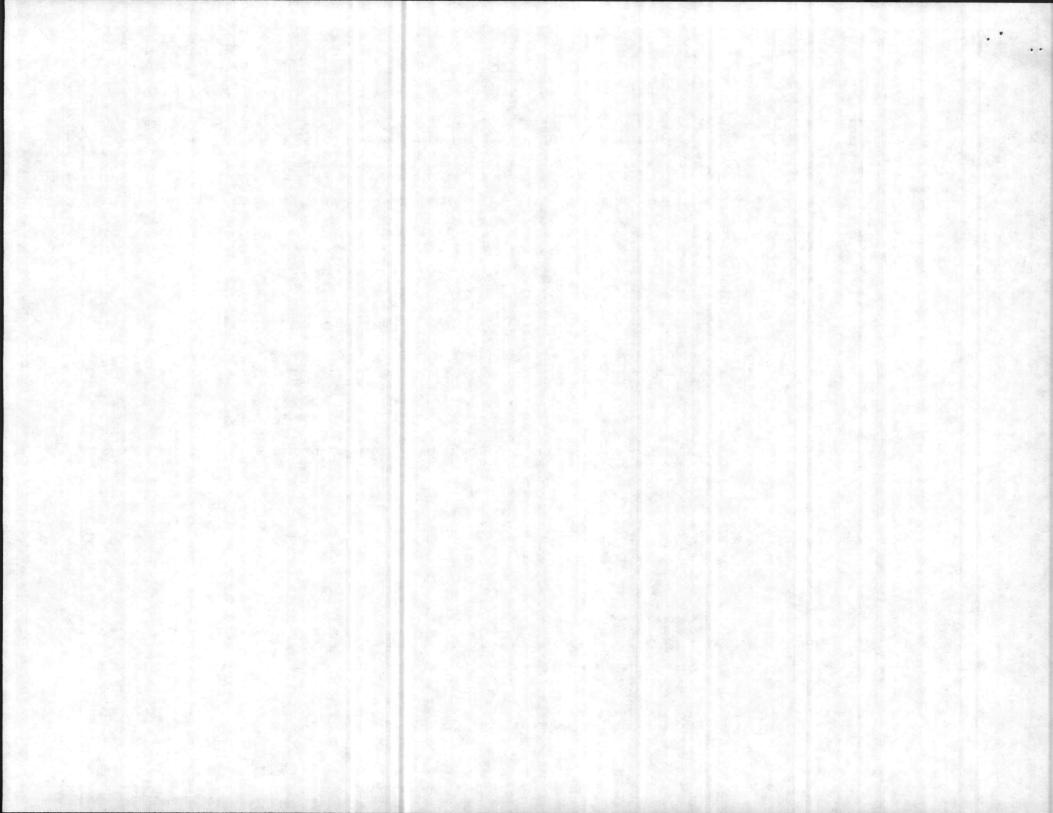
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EACH FACILITY.

(MCO P4066.17, PAR 25000.3)

EXCHANGE HAD NOT DESIGNATED SPECIFIC EMPLOYEE ENTRANCES/EXITS FOR



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WASHINGTON, D.C. 20380
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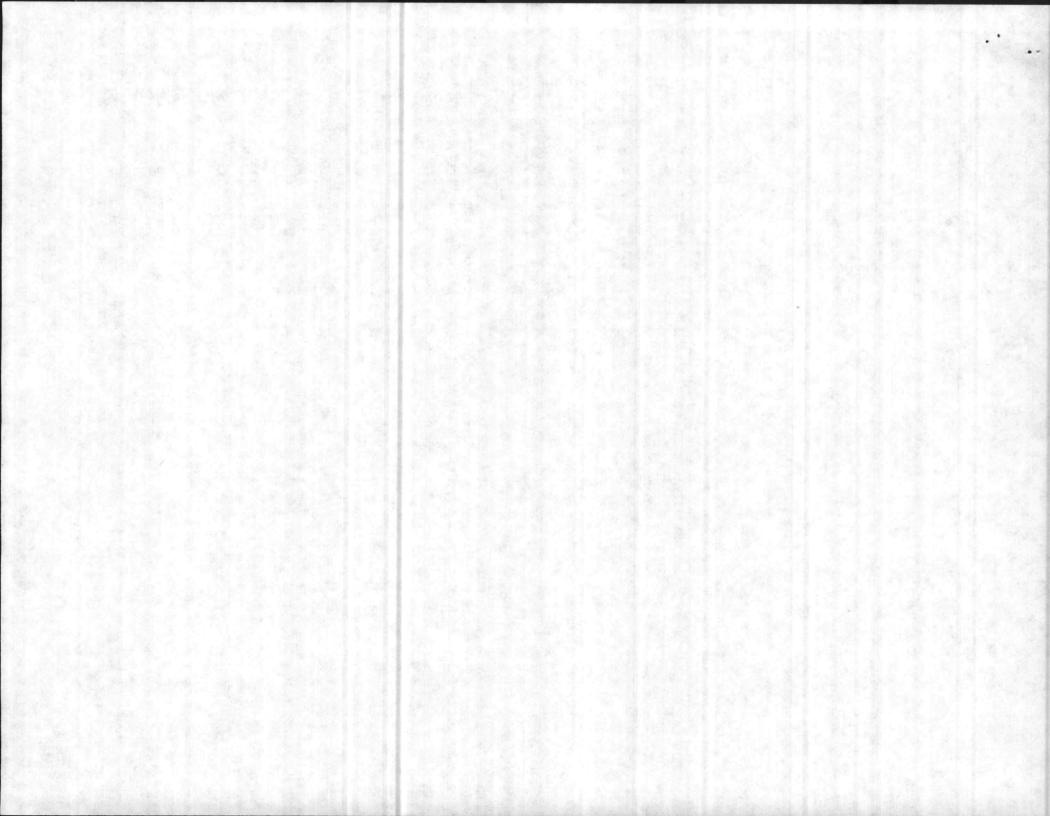
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AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)

WITH AN APPROVED PANIC ALARM. (MCO P4066.17, PAR 25000.10)

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AUDIT	STATEMENT I	LISTING FOR	650	FUNCT	IONAL	AREA(s)
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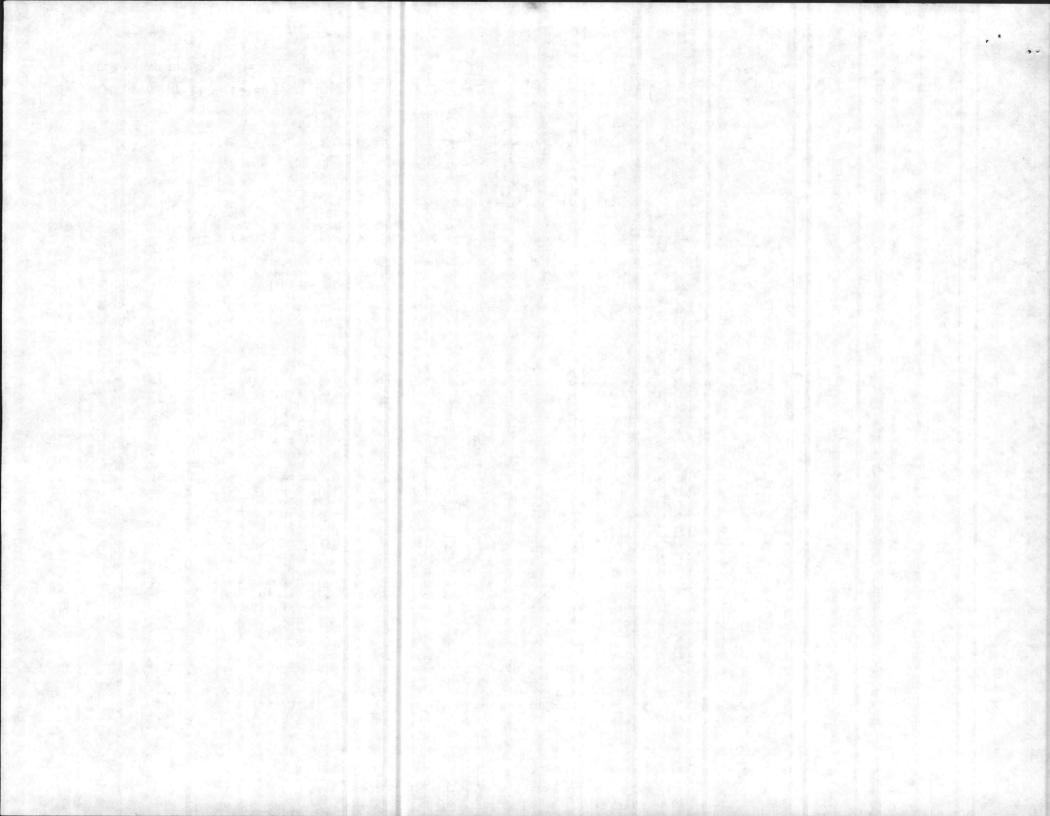
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SUB-CATEGORY:



DEPARTMENT OF THE NAVY HEADQUARTERS UNITED STATES MARINE CORPS WASHINGTON, D.C. 20380 INSPECTOR GENERAL OF THE MARINE CORPS

AUDIT STATEMENT LISTING FOR 650 FUNCTIONAL AREA(S)

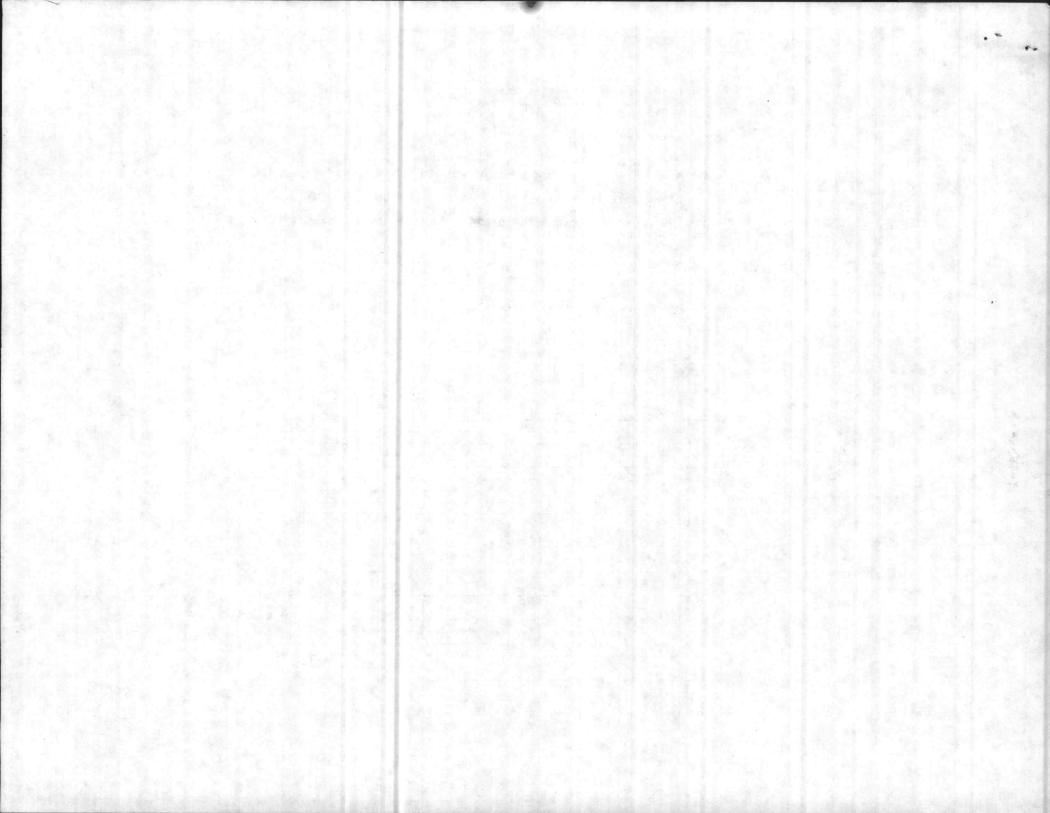
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WHIT INSPECTED:

MARINE CORPS EXCHANGE

FECOMMENDED GRADE: (CIRCLE ONE)

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EXCELLENT WICOMMENT (EX) ABOVE AVERAGE (AA) AVERAGE (AV)

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(FOR TEAM USE ON)

DISCREPANCIE (COMMENTS:

THE QUALITY OF SERVICE TO AVITORIZED PATRONS

HAS BEEN CONSIDERABLY ENHANCED DURING THE PAST

TWO YEARS, MERCHANDISE PRESENTATION AND STOCK

ASSORTMENT OF THE MAIN STORE WAS COMMENDABLE,

THE OUTSTANDING LEADERSHIP QUALITIES OF EXHANCE

MANAGEMENT STAFF WAS QUITE EVIDENT; MORALE AND

ENTHUSIASM WAS UNIFORMALLY HIGH AND THE STATE

OF POLICE WAS SUPERB,

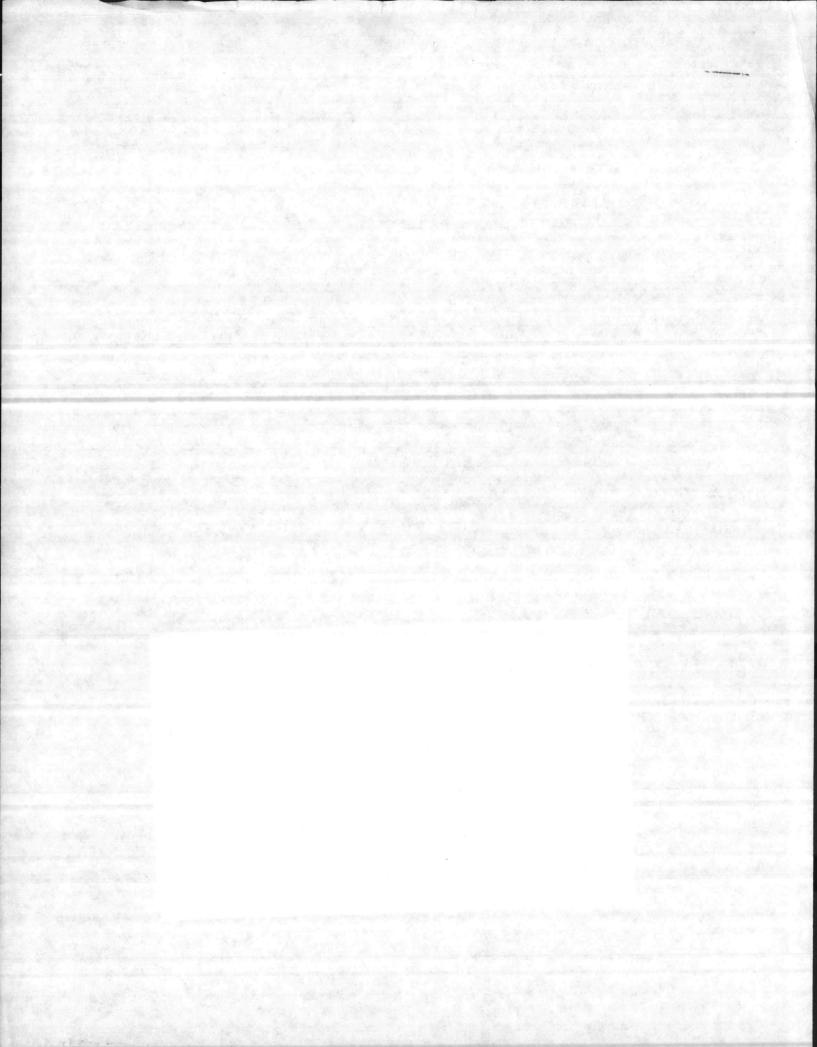
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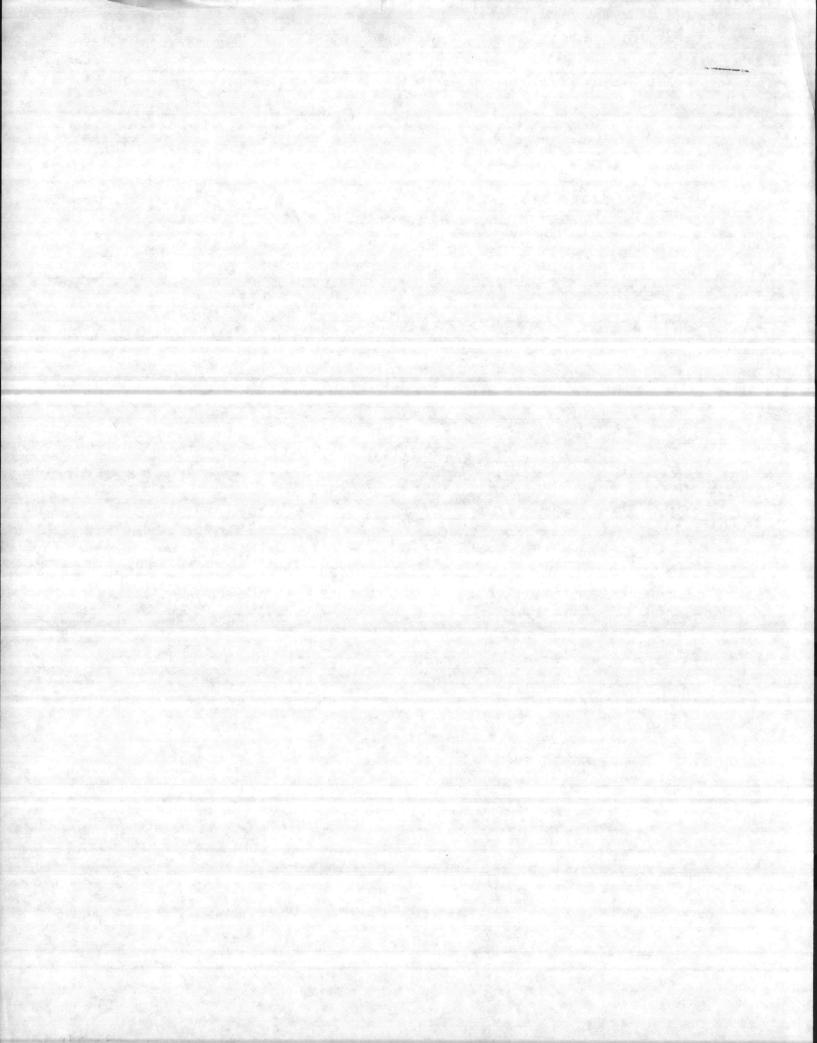
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REGULATION CHECK LIST

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- 1. Cash Register Requirements 2605.2
- 2. Wholesale tax stamp required if MCX sells beer to other activities (2802.8a).
- a. Beer retail tax stamps required for each location that are not centrally located (same premises, etc.) 2802.8b
- 3. Information Returns IRS Form 1099 (Statement for Recipients of Miscellaneous Income) or 1096 for all independent contractors fees, commissions, etc:
 - Should be filed by MCX's making payments under a personal services contract aggregating \$600 or more to anyone.
 - Must be filed to IRS by 28 February and to person by 31 January.
- 4. Compliance with authorized service activities (2900,2 & .3.)
- 5. Hobby shops operated by Rec. program are supplies procurred thru MCX if so are cost price limitations met for authorized resale items?
- 6. NAF Procurement Committee Is one established and what are the results? (21000.5)
 - a. MEMBERS Regular NAF fund procurement and operating personnel together w/representation from commander's appropriated fund procurement and legal staff. Chaired by largest procurement volume.
 - b. MEETINGS At least Semi-annually and record of proceedings shall be maintained.

PRICING POLICY - 2103.2 - (IN PART) Essential items shall be priced to generate the lowest gross profit.

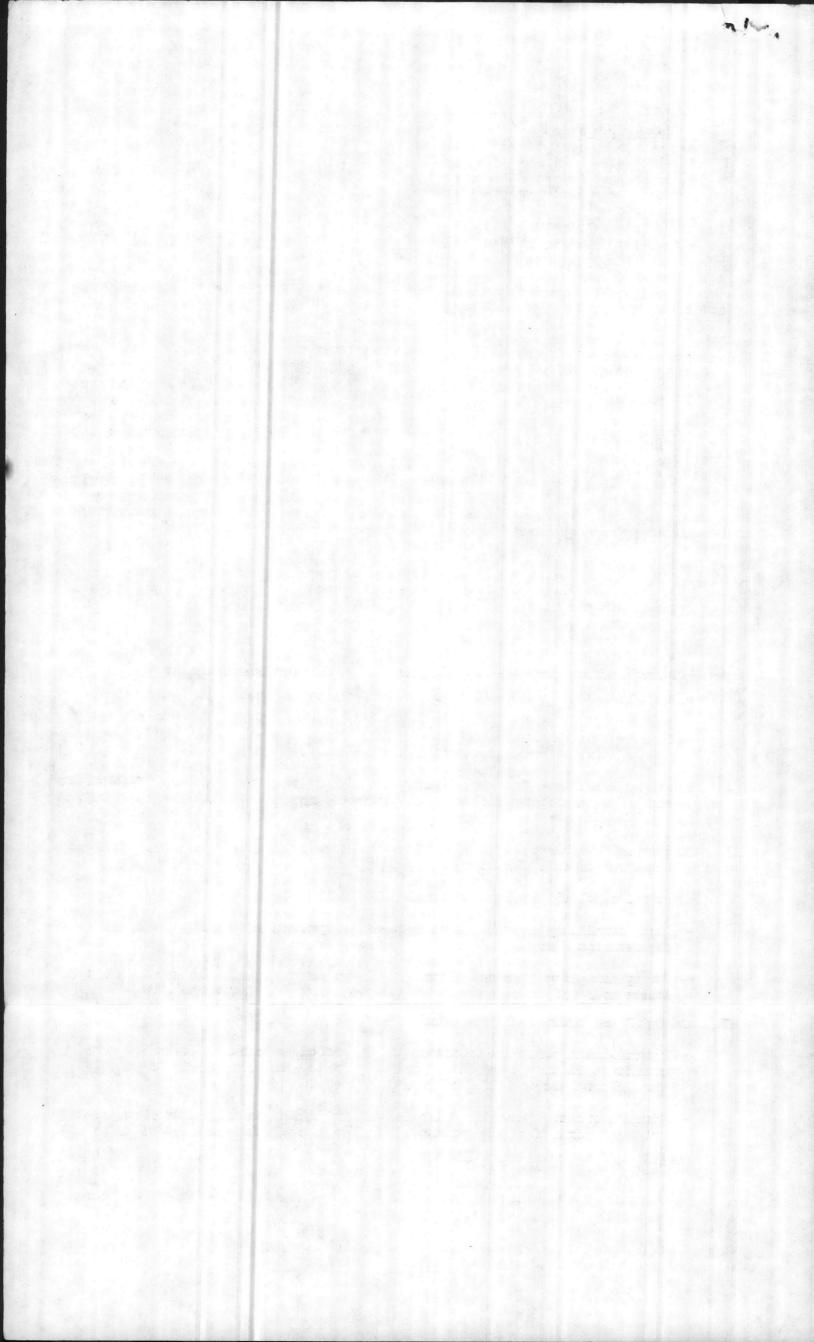
MARKUP RATE - Not less than 15% and not more than 35%.

c. PURPOSE

- (1) Consolidate procurement of common items used by more than one fund.
- (2) Assignment of purchasing responsibility to a single fund for commonly utilized items.
- (3) Comparison of prices paid by each fund for the same or similar items.
 - (4) Sources of supply.
- 7: Price Agreement Bulletins (PAB) Maintained current and utilized for purchase except when local vendor can provide at same or lower price or in case of emergency or other justifiable circumstances (21005.1,.2)
- 8. Direct Delivery receiving procedures with 21007.5. (not received thru warehouse)

SPOT INVENTORIES 21500 - Shall be conducted periodically.

9. Seconds and rejects shall be procurred without specific approval of the commander. If sold they must be advertised as such. (21107)



10. Statement of eligibility to supply livestock products slaughtered by methods approved by Sec. of Agriculture. Must be attached to all contracts, POs, Direct Delivery, etc. (21113) 11. Periodic price surveys of local competitive stores and catalogue houses, shall be conducted. (3101.2) 12. Warehouse critical item control - (3303) \$500 cost - Utilization of critical item control form (MCX 419) is for high value items and prepared upon receipt. a. Prepared for each unit, serial #, unit sell, date of receipt and receiving number. b. Original to operations, security, etc. for filing and inventory follow-up. c. Copy remains with unit until sold, at which time balance of form is completed in every detail and bottom portion of the form will be provided to the customer. The top section forwarded to those maintaining original where they are matched and filed together for 2 Once per month unsold items will be inventoried by persons other than those who have custody of the merchandise. Inventory re-

sults should be noted on the back of the original. A detail report of the verification results should be provided to the MCXO.

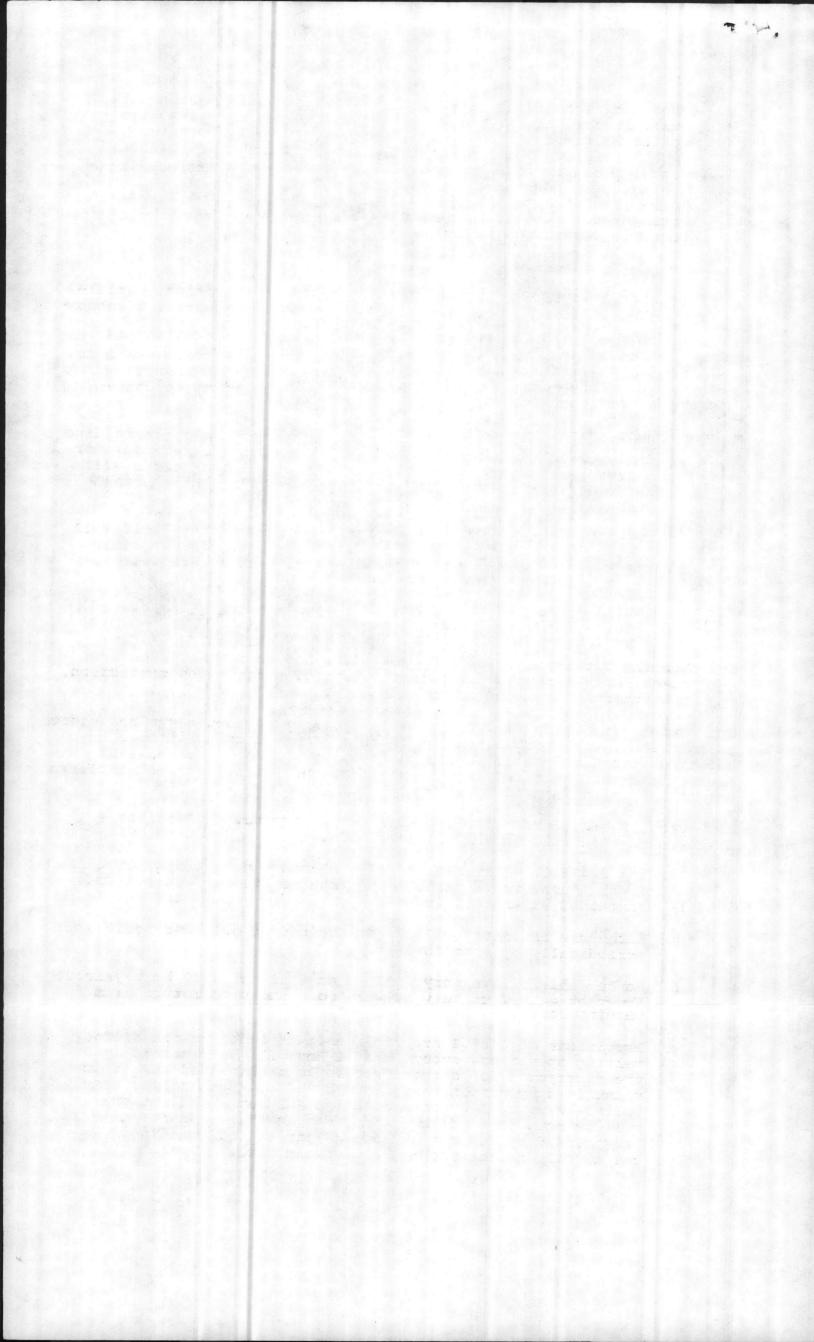
- 3502.1 - MCX's not on MIS shall utilize MUC system.

- 3502.2 - MCX's not on MIS system shall utilize MUC system for warehouse stock.

Sales to government Activities (3606).

. V. F

- Merchandise price landed cost + 10% service charge.
- Direct labor cost plus material cost plus - Services administrative/overhead cost. (3606.2a, b & c.)
- Food Food Service purchased and catagory is at regular sell price and is recorded as sales ..
- Pricing (4101) Barber, Beauty, Tailor, Laundry and Dry Cleaning, Shoe, Portrait/photographic operations will not exceed a 30% operating profit.
- 15. Employee Uniforms (4104) MCX owned or rented shall be laundered at the expense of the facility.
- Control methods and procedures (4106.3)
 - Each facility should have separate operating goals, be self sustaining, etc.
 - Unexplained variances from month to month shall be examined for instances of fraud, etc.
- 17. Control methods and procedures Food (4209.3)
 - Procurement will be planned in quantities that will be consumed within a 10 day period. Monetary value of inventory in CONUS should not exceed 25% of monthly sales.
 - Stock control records will be established on all items regularly stocked with the exception of daily consumables. (4209.3,b)
 - Free Meals (4210.6)
 - Food Service Medical Exam (4210.7) Examined by staff medical officer.



Food price comparison (4210.15) - Purchase price quotations will be obtained from 3 or 4 prospective vendors each time order is to be placed on at least twice a week. Monthly quotations for baked goods and dairy products will suffice. Similar comparisons will be made on staple products.
 Sale of waste products (4210.18) - Where possible MCXO will

- Sale of waste products (4210.18) - Where possible MCXO will arrange for sale of such as garbage, grease, trash, containers, etc. to commercial sources

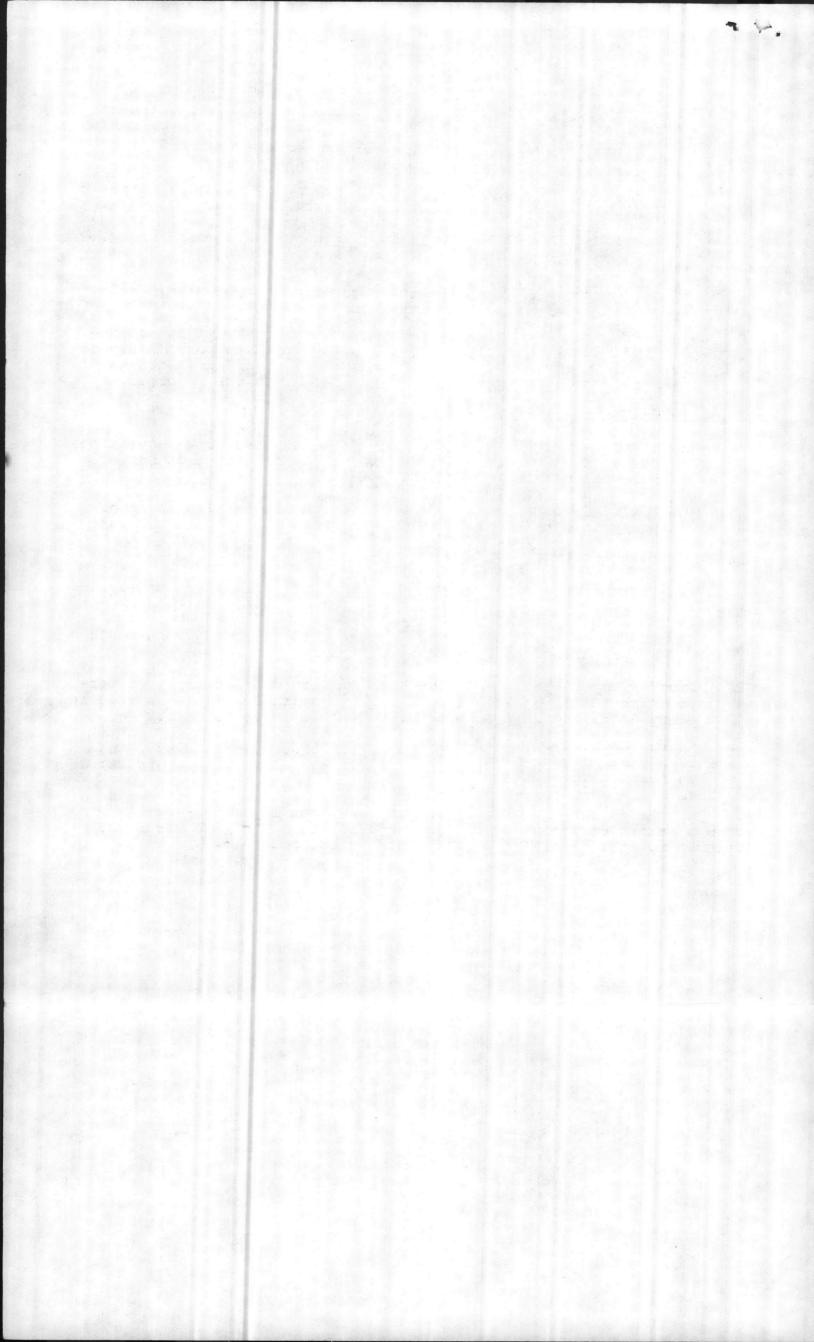
18. Service Station -

OF

- (a) 4300.5 State credit to cover gasoline evaporation, shrink-age, cost of tax collections, etc. contact state tax authorities for procedures:
- (b) 4301.9c At Service Station without branch service stations, Merchandise Unit Control Form (MCX 436) will be maintained at the service station as a method for recording merchandise and eliminating slow moving merchandise.

MCX's operating branch S/S locations and when all merchandise transferred to branches is issued from either a warehouse or storage area at the main service station. Stock cards will be maintained at the Main Facility and MUC's at the branch locations.

- (c) 4302.2b. Record of battery sales on each battery sold will contain group and type numbers, patrons name, date of sale and battery code date. (work order with this data will be suffice.
- (d) 4301.9a Price marking of retail items \$2.00 or less will be stamped \$2.00 or more ticketed.
- 19. Vending locations (4401.3) MCX's shall keep a monthly record of sales, both direct and indirect by location for sales comparison, product changes, machine movement etc.
- 20. Safety Standards (4407) MCXO should require continuous inspection to ensure all equipment is in top operating condition and that all safety features are attached and functioning. Also signs shall be posted near coin operated laundry machines which will prohibit children unless accompanied by an adult.
- 21. Control Procedures (4408.1) -Direct non product collections unscheduled cash collections shall be made.
- 22. Vending (4408.2) Inventories of exchange owned vending machines consist of warehouse, route vehicle and machine stocks, and controls will be maintained at these 3 levels.
 - (a) Warheouse inventory will be maintained at sell and verified periodically by spot inventory.
 - (b) Route vehicle inventory will be at sell and will be physically inventoried before leaving warehouse and upon return from vending route.
 - (c) Provisions of 4408.1 are applicable to indirect non product vending operations except that 1 key will be retained by the contractor for service access to machine and the other maintained by person designated by MCXO. Cash collections will be made by the contractor and MCX rep. Collections will be accounted for by individual machine. Receipts will be verified by MCX rep and contractor at MCX vending. Receipts will not be counted at vending site.



(d) All provisions of 4408.2 are applicable to indirect product vending except inventory control will be maintained at a single level, when the product is placed in the machine at which time title passes to the MCX.

Security of cash is responsibility of contractor. MCX will perform periodic verification of inventory controls versus cash collected on contractor owned machines.

- (e) Machine (MCX OWNED) not equipped with lockable cash containers will be so equipped upon replacement.
- (f) Contractors (4408.6) will provide up to date master list of locations on all machines.
 - Frequent spot checks of machine locations will be accomplished by Exchange personnel. It is MCX responsibility to verify through cross checking of route sheets, machine #'s and location list to ensure all machines are reported.

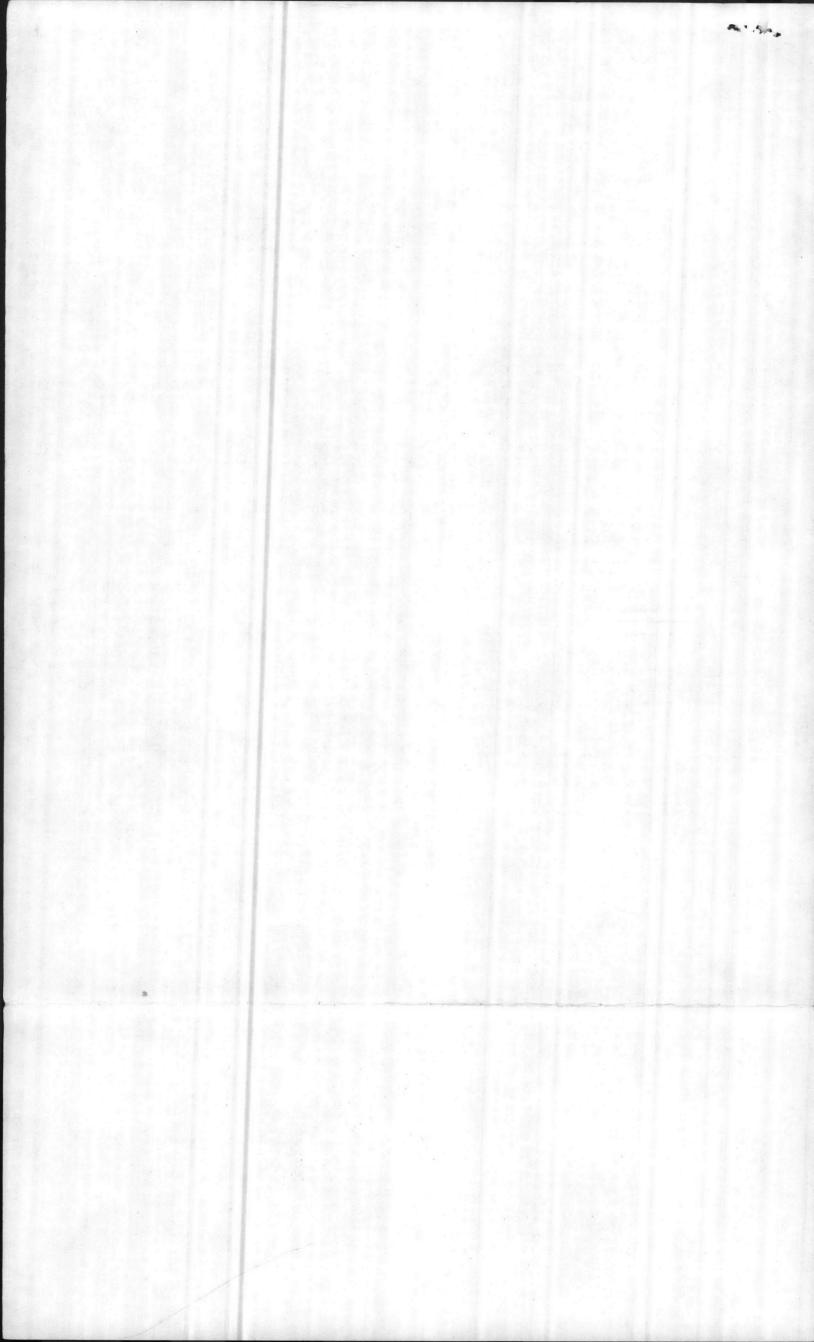
23. Barbers/Barber Shops -4500

- (a) 4500.6 Comprehensive list of sanitary rules and regulations (stated in MCXM) will be conspicously posted in each barber shop and will be strictly observed.
- (b) 4500.6g Barbers will be examined on a scheduled basis as prescribed by station medical officer.

24. Beauty Shops - 4501

....

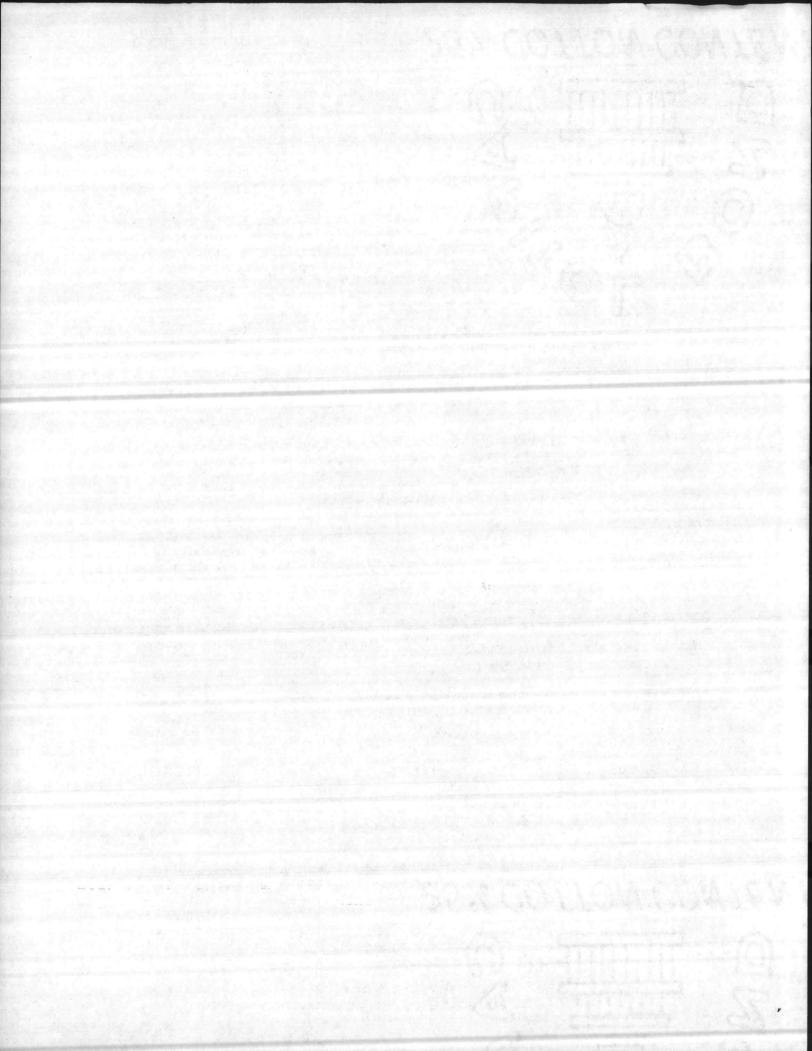
- (a) Sanitary rules prescribed in 4501.7 will be conspicuously posted.
- (b) 4501.7f Beauticians will be examined on a scheduled basis as prescribed by the medical officer.
- 25. Laundry/Dry Cleaning 4502 MCXO will ensure laundry test service provided by the International Fabricare Institute is utilized every 90 days. Dry cleaning test service every 30 days.
- 26. Optical Controls 4504.5 MCXO will cause selection at random of 5 completed opthalmic orders and submit to military optometrist or his rep. for evaluation.
- 27. CCF Projects New Exchange Facility (Last 2 years) 6805 Provied a narrative report of the good and bad points of the structure, materials, etc. (Shall report 6 months after occupancy).



	POLICY OR PRO	OCUREMENT
	21000.3	Procurement shall be made wo/favortism in open market primarily thru competition negotations and to best advantage of the Ex. Only 1st quality goods will be procurred.
	21000.4	Exchanges should not, under normal circumstances purchase fuel for Exch vehicles from the supply system.
DELETE ON I/G	21000.5	The Commander shall establish a NAF procurement committee.
	21001.2	Goods, equipment and supplies shall not be procurred under any credit arrangement.
	21001.3	Exchanges should at all times extend courteous, considerate and impartial treatment to vendors or REPS.
	21002.	Guaranteed Sales
	21003.	Consignment
Delete on 7/6	21005.1 & 2	Price Agreement Bulletins
	21006.	Special orders - Items not included or authorized resale *** list cannot be special ordered.
	21006.2	Advance deposit for Spec. Orders - 1/3 - if salability of the item is limited.
-	21007.2 21007.4	Prescribed PO shall not be used. MCX 414-2 is used. EXO shall designate who are authorized to order and receive.
p. 4,10 1 Har 3/6 10 en 3/6 Delete	21008.2	PO procedures - PO's are considered binding contracts of purchase upon acceptance of vendor.
10 60 00	21010.5	FOB terms clearly stated on PO
	21010.9	SHIP BEST WAY stated on PO should be avoided.
	21012.1	All procurement, except DD or PO's shall be by competitive quotation resulting in written contract.
	21012.5	Quotation received shall not be opened until day after day utilized for the receipt. 3 members of ExCouncil shall participate in evaluation.
	21012.6	Unsuccessful quotations shall be notified in writing should info be requested by unsuccessful quoter, info shall be furnished.

Late quotation received after date indicated will be included if circumstances are as such.

21012.7



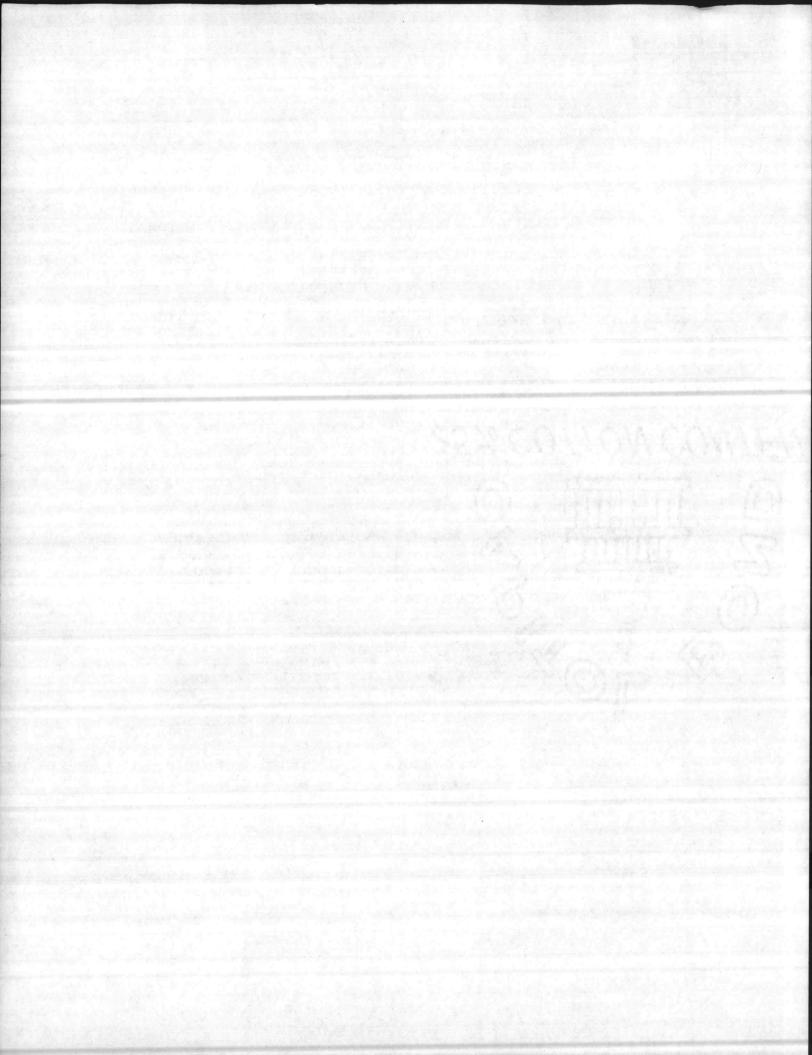
WEAPONS AND AMMUNITION

- Only (1) model of each weapon will be displayed
 Display only small quantities of ammunition.

 No shotgun of any gauge that has barrel less than
 18" may be stocked or sold.

 No rifle w/barrel less than 16" may be stocked.

 Only pistols and revlolvers of military type or
 those commonly used in target practice w/a barrel
 of 4" or more may be stocked or sold.
- 21012. All procurement, other than DD or PO shall be competitive quotation resulting in a written contract as described under 21012.
- 21206.7 Record of all ammunition received for sale or disposition must be maintained for a period of not less than 2 years.
- Is treasury form ATF 3310.4 available and applied for an unlicensed purchaser who purchases 2 or more pistols/revolvers at one time for within 5 consecutive business days.
- 21206. Sale of guns and ammunition in compliance w/State and Fed law/with respect to sale, reporting of sale, registration and waiting period between date of application or purchase and delivery. FORM ATF-4473 required conviceted felon, etc.
- 21206.6 MCX form 464 recorded and retained?



SELF INSURANCE PROGRAM AND ETC.

- 2700. Will not provide protection for the following:
 - Mysterious disappearance (inventory shortages-cash register shortages)
 - Uncollectible checks
 - Loss as result of accidental damage to merchandise by customer or exchange employee.
 - Minor damages to buildings, shipment via parcel post.
 - Does not cover items of property costing less than \$100
- 2802.8.a Exchanges that sell beer to other activities for resale requires a wholesale tax stamp.
- IRS FORM 1099 These forms are required to be filed for Payments made to independent contractor for fees, commission and other compensation related to Non-Employee services. Such return must be filed by Exchanges making payments under a personal services contract aggregation \$600 or more to anyone other than a Corp.

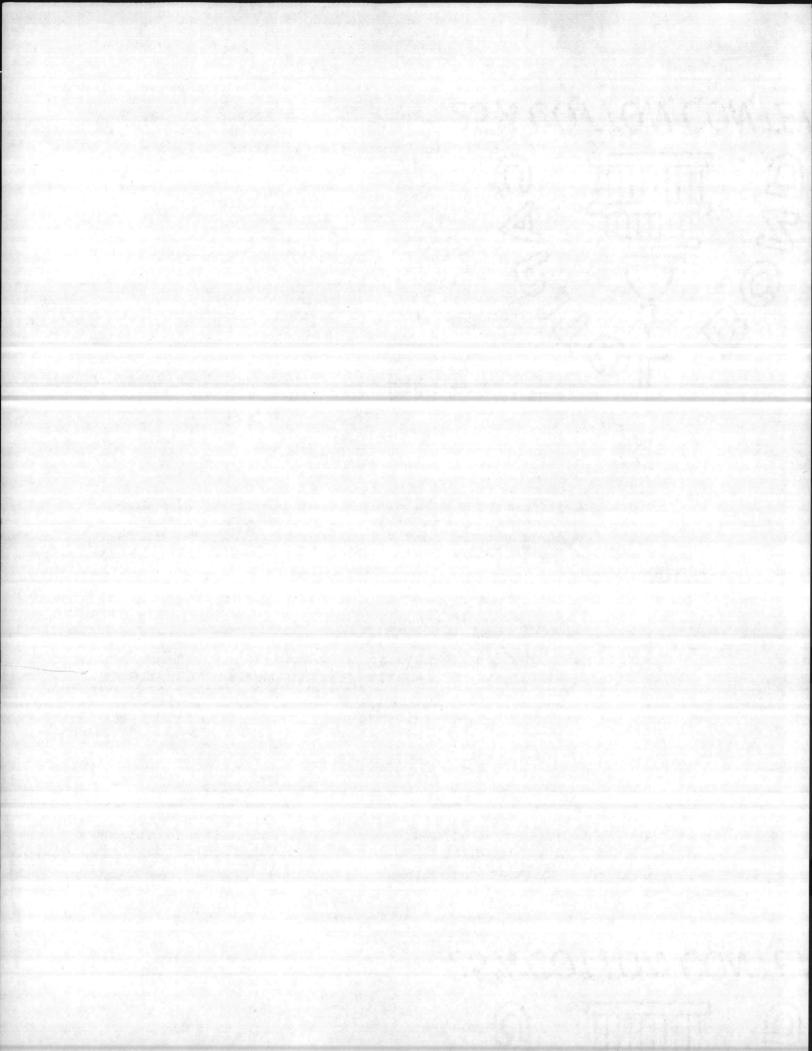
Payments to individuals for prizes, awards, contract entertainers; and individuals performing personal services who are non-employees must also be reported on IRS Forms 1099 and 1096 Misc.

Deviations - Deviations from policies and procedures must be authorized in writing by CMC (Code LFE).

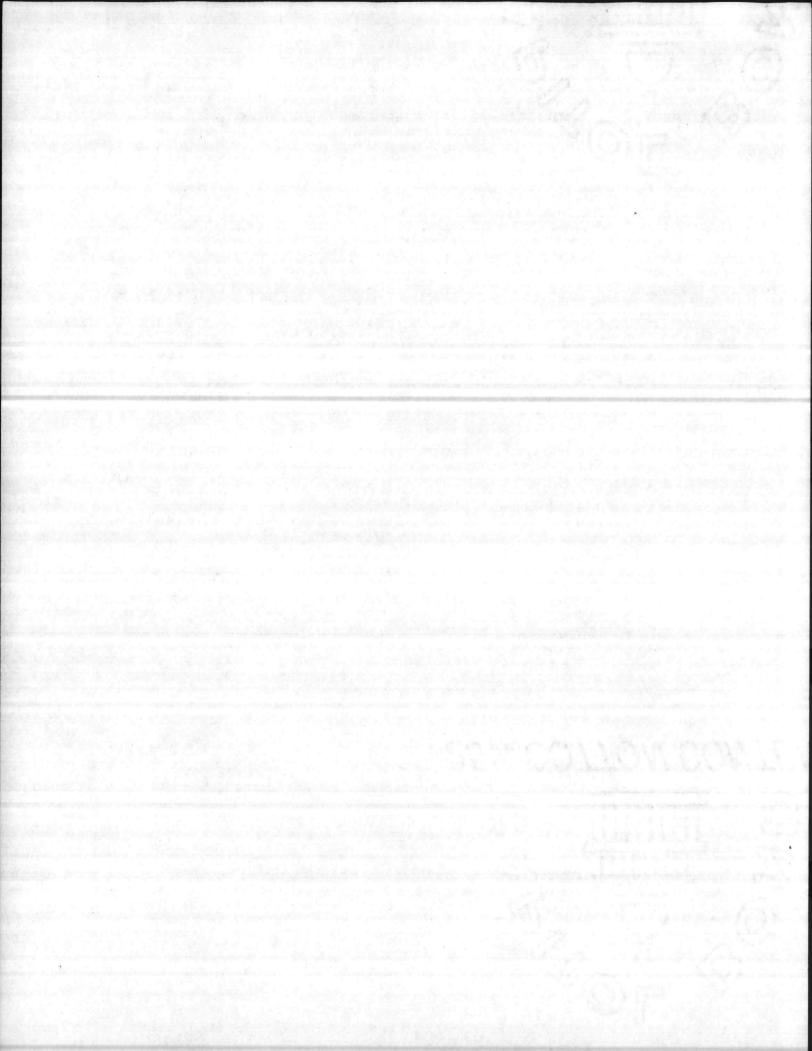
PUBLIC RELATIONS

- Expense for no more than 2 such memberships shall be borne by the Exchange.
 - 1702 Commander shall designate in writing the person best qualified to enhance exchange-community relations.

 2 memberships should not be maintained in same organization.
 - 21113 Livestock products Statement of eligibility??????



- The use of exchange funds for other than exchange business **EXXX** is prohibited.
- 2605. Cash Register requirements Extra cash registers should be centrally stored in a secure place and issued only when needed.
- All cash registers on location in sales activities shall be read daily, including those not in use; Info be recorded by cash collector. Register indicator shll not be reset; Cash register tape will be removed and identified by date, number and initial; The tape shall be submitted w/cash register reading report. Tapes shall be retained in the records of the Exchange for 1 Year.
- Sales receipts shall be checked against the register remding daily and if differences occur appropriate corrective measures shall be taken.

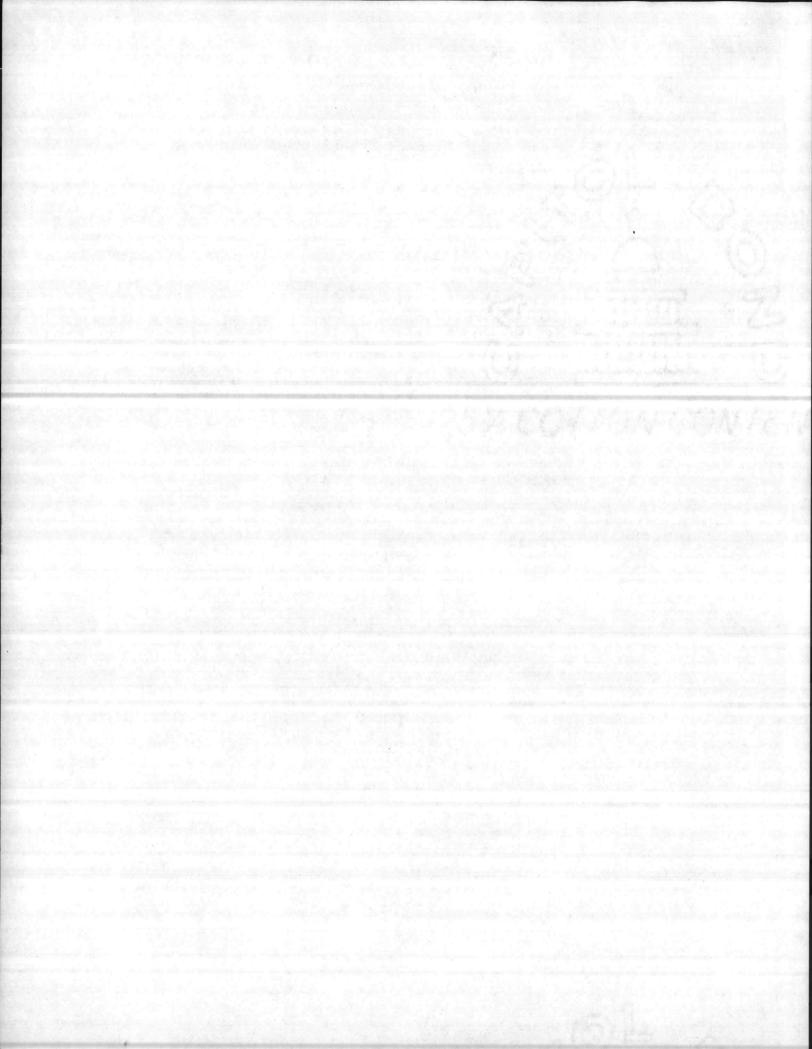


- 21403.2.b Property & Equipment All items purchased at \$100 shall be carried as an asset and depreciated.
- 21403.2.c Items costing less than \$100 shall be classified as expendable and charged directly to the appropriate expense asset at the time of purchase.
- 21403.2.e Property and equipment shall not be transferred from the accounts of one Exchange to another without specific authority of CMC (LFE)
- 21403.2.f Spot checks should be made periodically to ensure items are being properly safeguarded, used and kept in good repairs.
- Exchange owned property \$500 or less, damaged or beyond economical repair or unfit for trade-in shall be disposed of in the best interest of the Exchange by the EXO. Documentation of such will be made and maintained.

Items costing more than \$500, damaged or beyond economical repair a voucher will be approved by a member of the ExCouncil designated in writing by Commander.

- 21403.4.a Property & Equipment missing by inventory at close of accounting period or property and equipment missing and the councils disposition has not been determined will be listed on inventory sheets as a shortage.

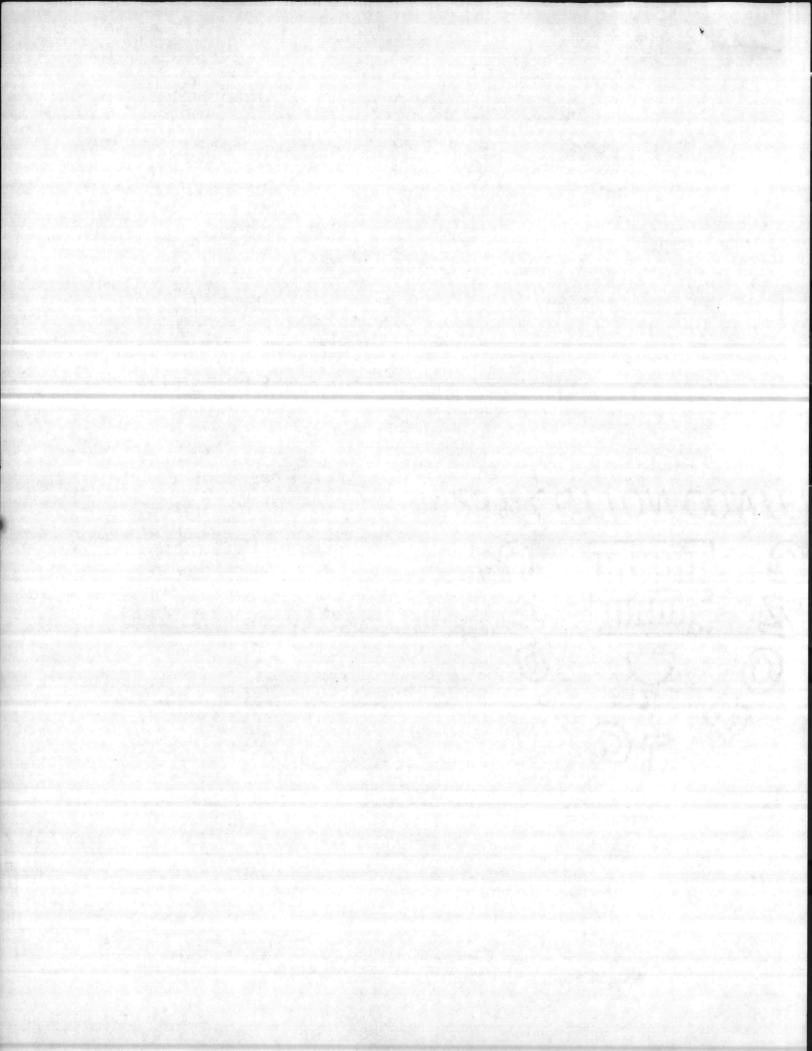
 Missing items shall be the subject of an investigation by an officer designated by the commander.
- 21403.4.c Excess items of government owned property and equipment shall be turned in for disposition to the supply officer.



RECEIVING AND WAREHOUSE

- 3301.7 The following stowage conditions should be observed, if practical, concerning tobacco and smoking accessories:
 - -Clay moistener and humidifier should be used to preserve cigars.
 - -Humidity 50 to 60 percent
 - -Out of direct sunrays
 - -Away from possible contaminating items, such as soap and shoe polish
 - -Matches should be in a fireproof location away from other merchandise.
 - -Luggage and leather goods should not be stored unwrapped, stored near heat, dampness or in areas where dust and grit is more than average.
 - -Film should be stored in a cool, dry place.
 - -Liquid shoe polish should not be stored in below 32 F temperatures.
- WAREHOUSE CRITICAL ITEM CONTROL \$500 Cost

 Utilization of critical item control form (MCX 419)
 is for high value items and prepared upon receipt.
 - 3502.1 MCX's not on MIS shall utilize MUC system
 - MCX's not on MIS system shall utilize MUC system for warehouse stock.



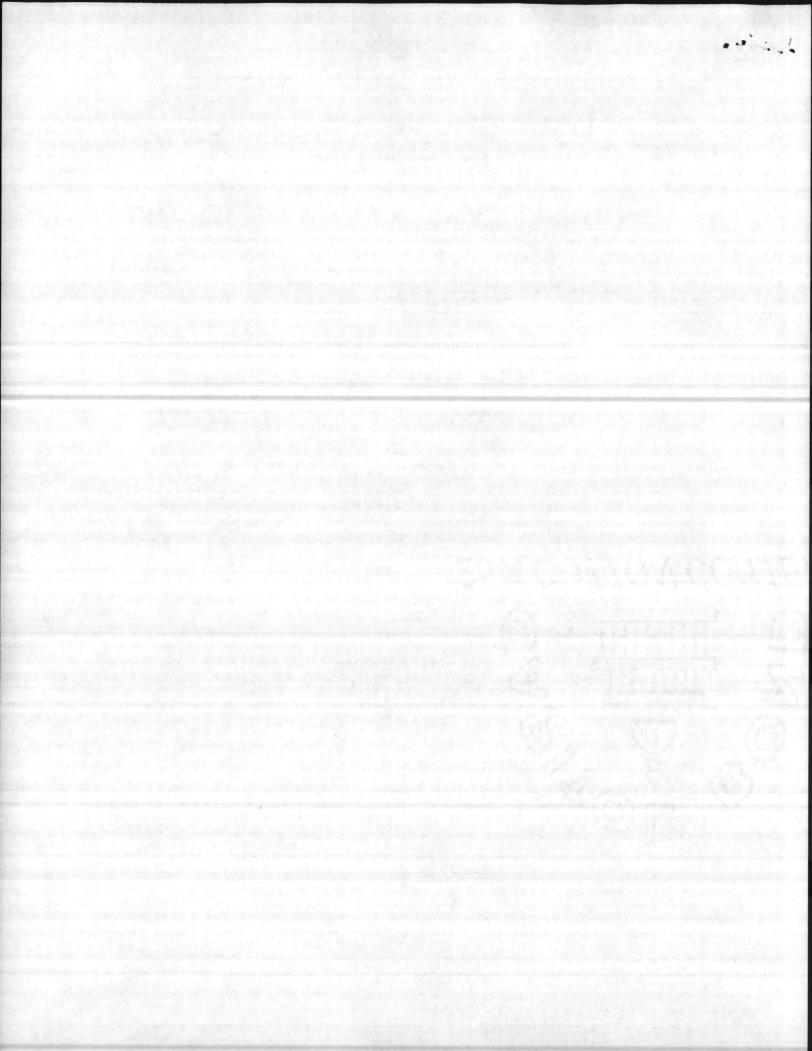
MERCHANDISE

21106.	Imprinted items - No items shall be procurred for	
	resale with exchange name imprinted.	

- 21107. Seconds and rejects, if procurred must have approval of the Commander and if sold advertised as such.
- 21500 Are spot check inventories being made periodically?
- 3101.2 Price surveys local competitive stores and catalogue houses.
- 2108. Patron surveys not less than every other year.
- 3205.2.e Do branch managers pinpoint merchandise areas for which there is an unfulfilled demand or to call attention to classification or subclasses for which there is insufficient demand.
- 2-6 month merchandise plans should be prepared each year to 2 major selling seasons; Spring-Summer (Feb-July) Fall-Winter (Aud-Jan). One 6 month plan by dept. and another 6 month plan (accumulation of all department plans) for total exchange.
- When more than one facility of a king is operated identical items or services be sold for the same price in all facilities concerned.
- Operational goals should be established separately for each facility if adverse deviations occur from these goals or unexplained variances from month to month shall cause the command to ascertain whether fraud or dishonesty exists. Each activity shall be self sustaining.

MERCHANDISE PRESENTATION

- Changes in sell prices must be authorized by MCXO except damaged or soiled items. Store managers may be delegated subject to condirmation ty EXO.
- 3106.2 Departmentalization
- 3107.4 Check out Areas
- 3107.5 indoor or outdoor signs misrepresentation
 - 3203. Function of merchandise manager
 - 3204.2.a Exchange policy to consider needs and desires of all patrons. Middle economic segment of Dept store trends High standards service oriented- etc 3204.



3208.	Guidelines for achieving sales and profit objectives
3208.1	Assortment planning
3208.2	Sales plan
3208.3	Exploit best sellers
3208.4	New items create excitement
3208.5	Promotional merchandise
3208.6	Maintain Basic assortment
3208.7	Use MUC system effectively
3208.9	Overstocks, causes for
3208.10	Problem mdse.
3210.3	Gifts and gratiuties
3214.1	Mdse display

MDSE STOCK ASSORTMENT

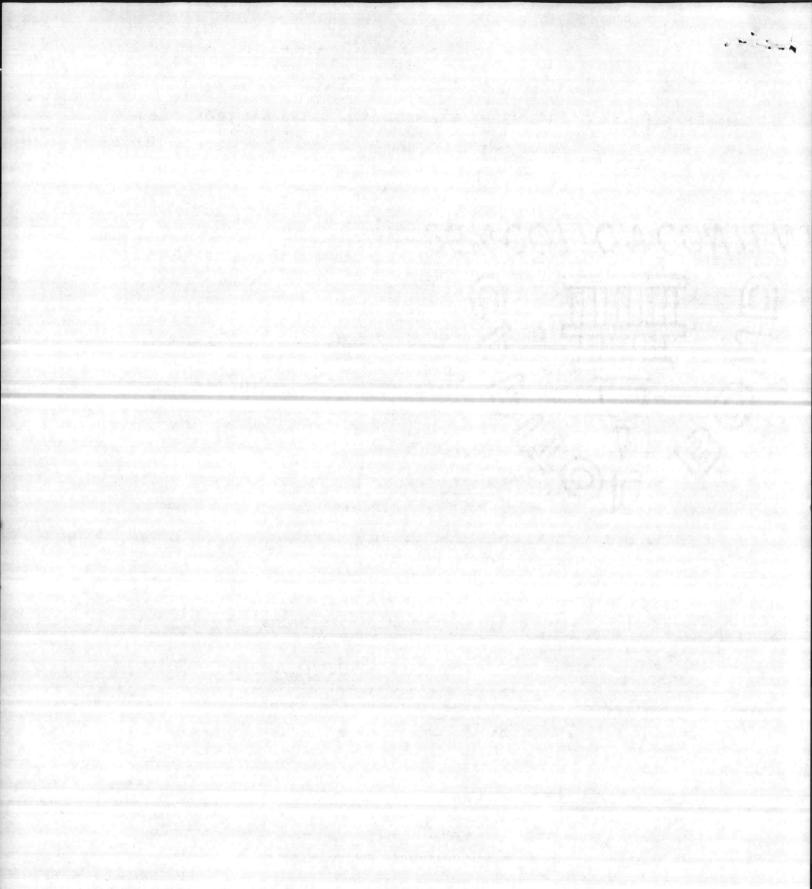
1	3400.1	Never out list
	3401.	Towne-Oller Report Used?
	3402.	Maxwell Report - Cigarette Sales
	3403.	SAMI report - Candy sales

MDSE SALES

- ✓ 3601.2 "satisfaction guaranteed" signs or plaques displayed?
- ✓ 3604. Layaway Sales Process? Payment? Amount down?

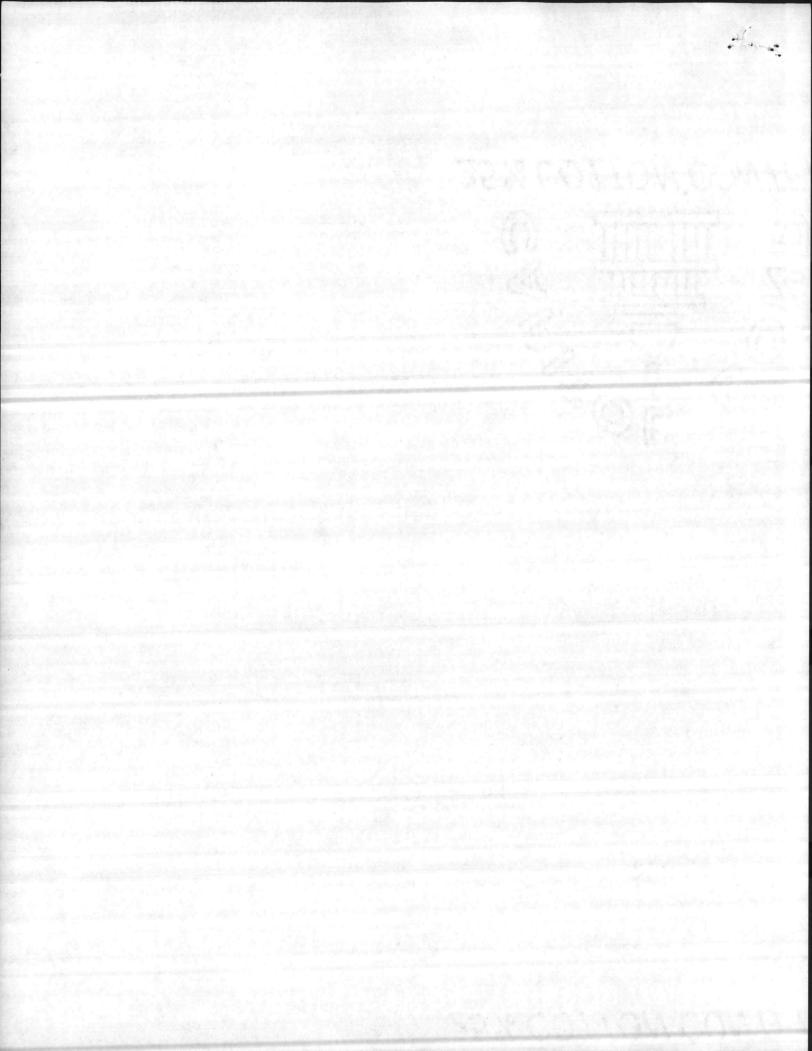
HANDLING RECEIPTS AND CHANGE

- √ 3605.3 Proper use of cash register-money-receipts-etc.
 - 3603 Sales to government activities

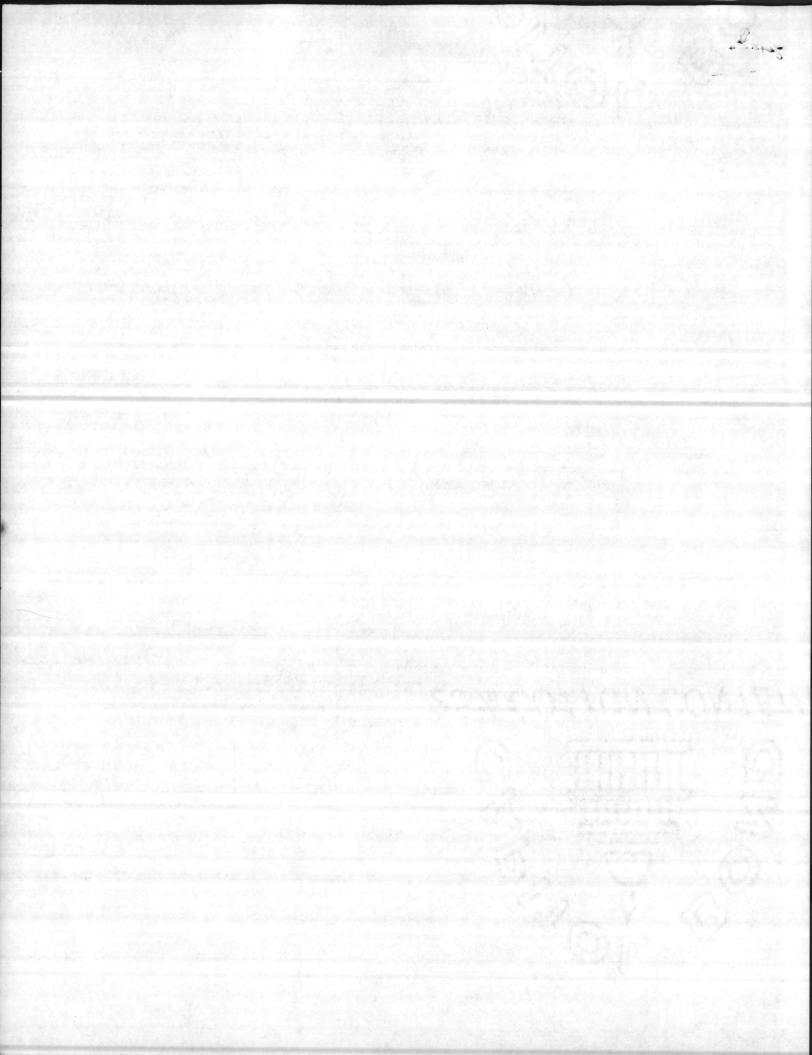


FOOD SERVICES		
4202.3	Are menu's prepared with consideration of what type customer will be served? Menu and pricing range?	
4204.	Portion control	
4204.3	Training personnel - portion control - portion charts hung near servicing area.	
4205.1	Food cost - are item cost and batch cost cards used?	
4209.	Controls, methods and procedures	
4206.	Menu pricing	
4207.	Purchasing - Food cost	
4210.6	Are managers maintaining a daily log of employees meals provided. Not to exceed 2.00 a meal.	
4210.18 21204	Sale of waste products and materials to commercian sources.	
21201	No person under 21 Years of age shall be employed as a bartender or any other capacity involving the sale alcholic beverages.	
21201	A notice shall be posted in all areas where alcholic beverages are sold for off installation consumption "Patrons transporting alcholic beverages off a military reservation become subject to the laws of the state or territory.	
4203	Recipe Development-Savings, etc.	
4210.5	Classroom training in food sanitation	
4210.7	Food service employees must be examined by staff Med. officer.	
4210.13	Exchanges will require statement from suppliers that products are inspected and approved by Dept. of Agriculture - Requests to the Base Med. Dept for inspection of premises and products of local vendors for sanitation, quality and fitness for human consumption.	
4210.14	Purchase agreements for gound beef shall prescribe that meat provided be in accordance w/NAMP 136 (BULK) and 1136 (PATTY). Finished product shall not exceed 25% Fat.	
4210.15	Procurement of daily consumable items (meats, produce, fresh frozen and the like) purchase price quotation will be obtained from 3 or 4 vendors each time an order is to be placed or at least twice a week. Monthly quotations for dairy or baked goods will suffice. Close	
	(-1) Problems to the one for an first and	

liason w/other Exchanges in the area for product and price comparison will be maintained.

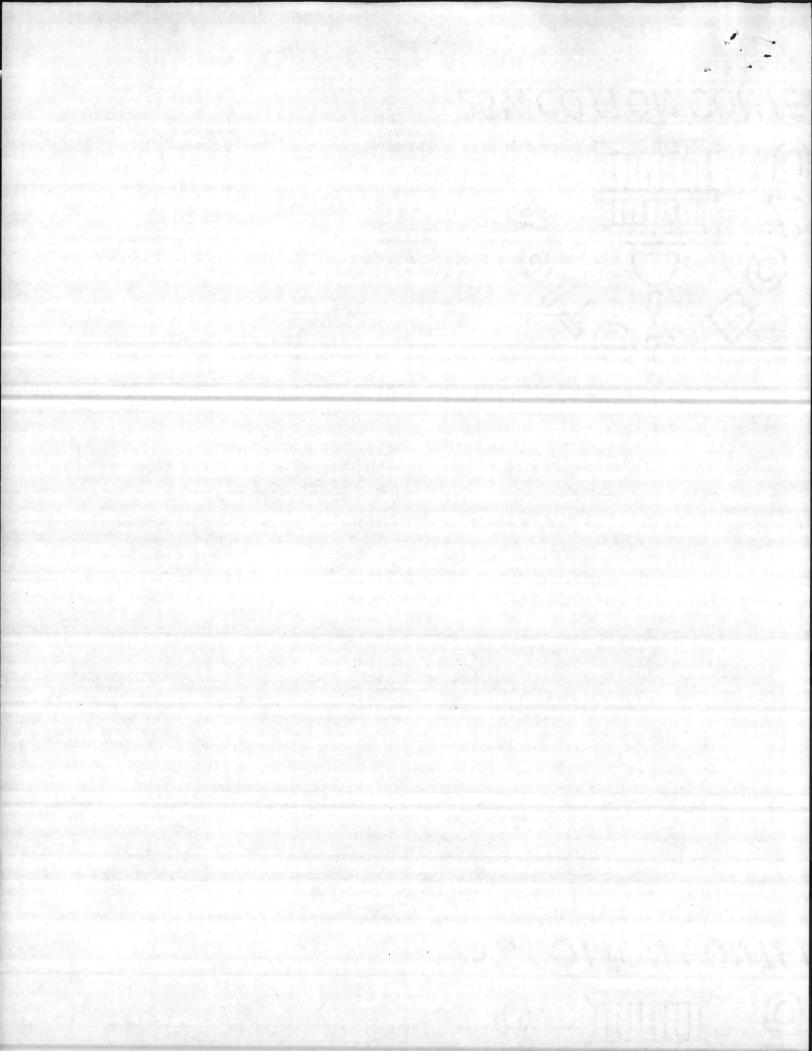


4210.16 Sandwiches will not be procurred from commerical sources for resale if adequate facilities are available with Exchange.

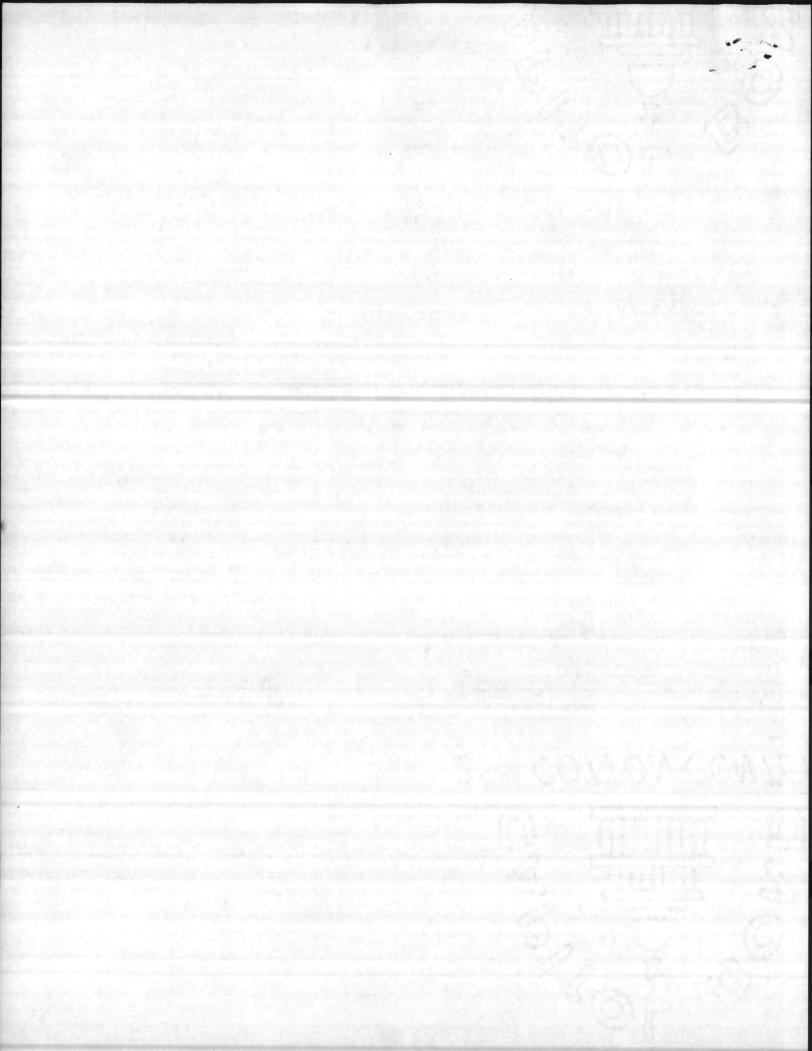


SERVICE STATIONS

SERV-02 STITZETTO		
21204	Is exchange arranging for the sale of waste oil drained from vehicles, used tire casings, etc. to commerical users?	
4300.4	Are state tax rebates obtained on gasoline used in exchange vehicles?	
4301.1	Are Exchange prices saving the customer 20% over commercial prices?	
4301.2	Daily tank gauging taken?	
4301.3	Stick readings, deliveries are made before and after. Attendant in charge should sign delivery ticket.	
4302.2.b	Battery sales record maintained. Warranty purposes.	
4302.2.c	Are arrangements for sale of discarded batteries made at least once monthly.	
4302.3	Used tires or tires marked seconds will not be offered for sale	
4302.4	Displays - Location-changed-clean-undamaged-merchandise-sell price visible on displayed merchandise??	
4302.5	Privately owned tools used? If so are they properly identifiable? Is cleaning and maintenance rules adhered to?	
4302.6	Safety precaution instructions for employees being made available?	
4302.6.j	No smoking signs in service bay area?	
4302.7.b	Adequate instruction available on self service pumps?	
4302.12	Sale of waste products and materials - as also 21204. above.	
4301.9.a	Price marking of retail items \$2 or less will be stamped. \$2 and over will be ticketed.	
4301.9.c	MUC control form MCX 436 will be maintained at station w/out branch station for recording mdse and eliminating slow moving mdse.	
	Mdse issued from warehouse or storage area at Main Station, stock cards will be maintained at Main Station and MUC's at branch station.	
4301.9.b	When new merchandise is received w/an increase in price - old stock shall be sold first.	



- Keys to the gasoline pump housing will be retained in the custody of the service station manager and used only when pump requires maintenance by authorized personnel. After maintenance is completed all seals will be prelaced on computer and metering mechanism.
- A service vehicle may assist vehicles only on military reservation. The vehicle may not be towed from military reservation.
- 4302.6 Safety precaution list will be posted.

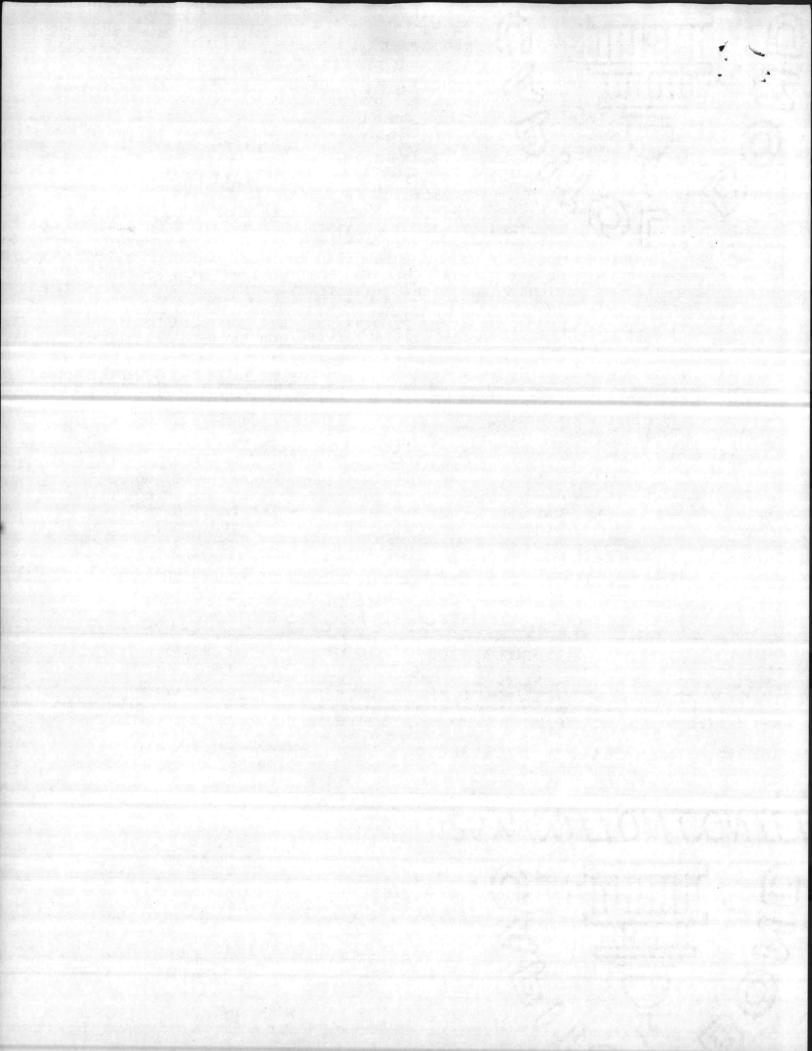


SERVICE ACTIVITIES

- No service activity or facility shall be operated at a planned loss.
- Every effort should be made to maintain a pricing structure that will save the patron approximately 20% over same service in commercial sector. In no case shall a pricing policy yield an operating profit in excess of 30%.
- Identical items or services shall be sold for the same price in all facilities concerned. All prices shall be posted or clearly visible.
- 4105. Claims by patrons An Exchange patron shall never be required to settle a claim directly with a contractor.
- When a service activity is operated by a concessionaire, cash registers within the activity shall be read at least monthly by an Exchange Rep. Concessionaire should not be permitted access to "CLEAR or RESET" register keys. All internal control provision in paragraph 4600 are also applicable to concessionaires.
- 4104. Employee Uniforms MCX owned or rented shall be laundered at the expense of the facility.

DRY CLEANING, SHOE REPAIR, ETC.

- Unclaimed finished work Unclaimed articles after 60 days after day of receipt attempts should be made to find owner. If address is known notify the owner that if not picked up they will disposed of 120 days from the day of receipt.
- 4107.2 1 90 days after receipt of the work a list of owners who have not redeemed their property shall be posted in the appropriate activity.
- 4107.3 120 days after receipt of the work all unclaimed articles shall be disposed of by sale.
- 4107.5 In exceptional cases items will be held until patron returns.
 - 4502.2.a Laundry test by Int'l Fabricare Inst. be utilized every 90 days.
 - 4502.2.b drycleaning service provided by Int's Fabricare be utilized every 30 days.



2101.2 Competitive quotation procedures be utilized.

4502.5 Safety rules posted, premises and equipment be inspected periodically for fire and safety hazards, "NO SMOKING" signs psoted.

4613.5 Record of transfer at pick-up and delivery locations should be kept.

4502.5 Local station regulations concerning use and storeage of inflammable liquids being complied with.

4101. Pricing will not exceed a 30% operating profit.

OPTICAL

MONTHLY, each Exchange will select at random 5 complete orders and submit to military optometrist or representative for evaluation.

WATCH REPAIR

4611. All work accepted should be entered in a log book with complete info.

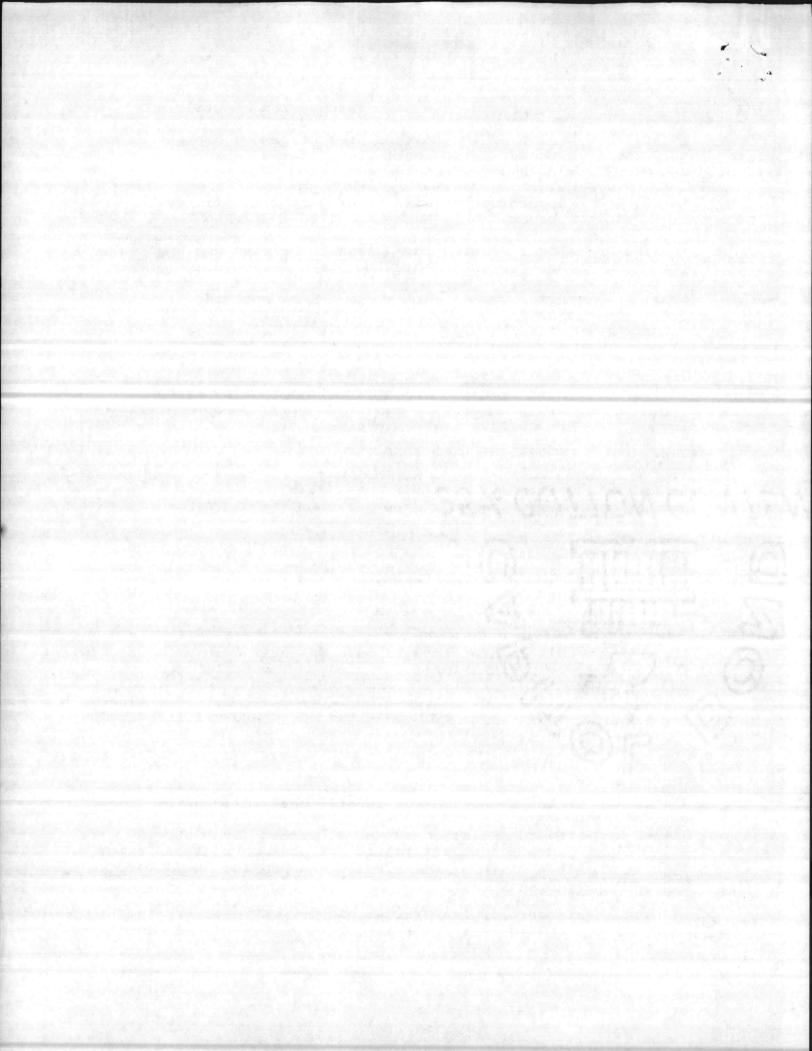
RADIO & TV

- 4612. All work accepted should be entered in a log book with complete info.
- Claim checks recovered from patron after service is completed should be attached to and verified against daily cash receipts.

SHOE REPAIR

- 4613.3 Are ID tags being properly used to identify shoes?
- Patrons claim check be submitted with activity daily report for verification of cash on register tape.

 Differences of \$1.00 or more should be reported to EXOfficer.
- 4613.5 Record of transfer at pick-up and delivery location should be kept.



Barber shops - Signs - hours of operation and com-4500.4 plete price list displayed? Barbers will be examined on a scheduled basis as 4500.6.g prescribed by the station medical officer. Will not exceed a 30% net profit. 4101. BEAUTY SALONS Permanent wave and hair color cards of salon patrons 4501.3.h kept? Hours of operation signs displayed. 4501.4 Sanitary Rules and Regs. prscribed by medical officer 4501.7 posted?

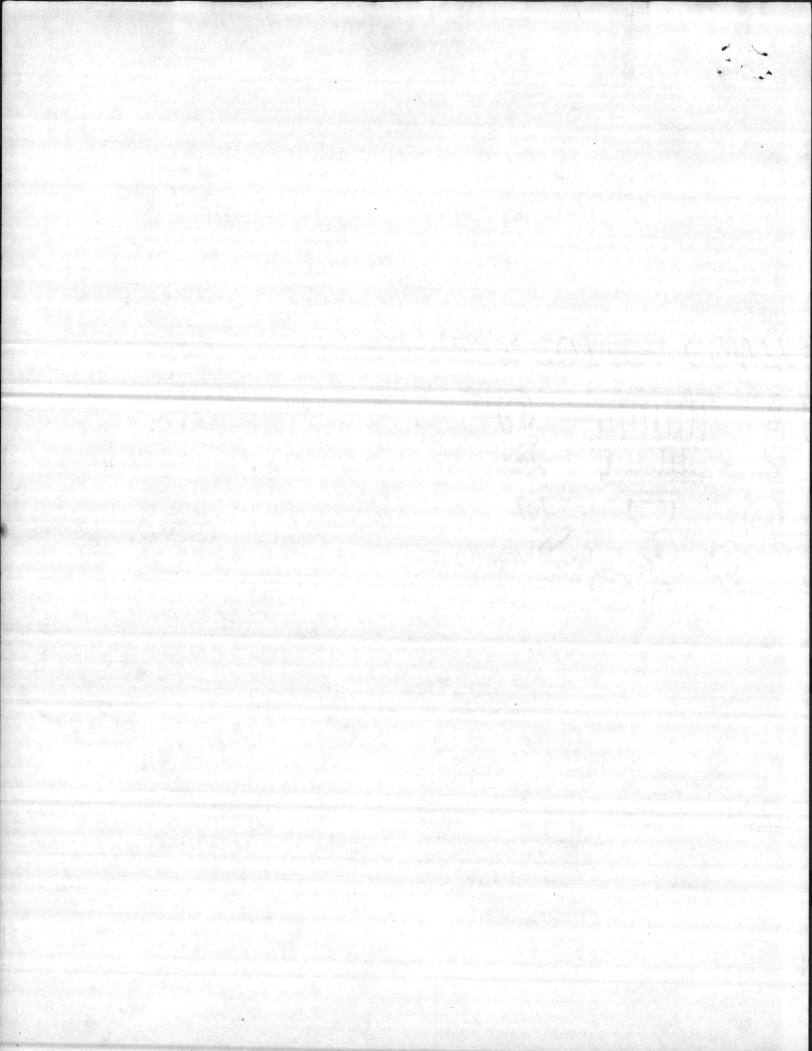
prescribed by medical officer.

4501.7.f

4101.

Beautician will be examined on a scheduled basis as

Will not exceed a 30% operating net profit.



VENDING & AMUSEMENT MACHINES

2700.10 Self insurance will cover vending machines losses.

4406. Sanitation standards

4407. Safety standards

4408.1 All direct nonproduct and amusement machines shall be equipped w/nonresettable counters and lockable cash counters.

a.Counter readings shall be recorded each time cash is collected and reconciled against cash receipts. b. Reconciliation shall be made to only those totals generated by counting devices which define pure unit/sell computations. c. All keys to cash containers will be retained by person designated by ExO/general manager. d. Collections will be made by a minimum of 2 persons. e. Unscheduled cash collection will be made.

All direct vending shall be controlled by inventory method.

- a. Whse at sell value with spot check inventories
- b. Route vehicle at sell value, inventoried before vehicle departs and upon return.
- c. All controls will be maintained at sell value
- d. Machines not equipped w/lockable cash containers will be so equipped upon replacement of the machine.

One key will be retained by the contractor for Indirect non-product vending for service access and the other key retained by person designated by ExO.

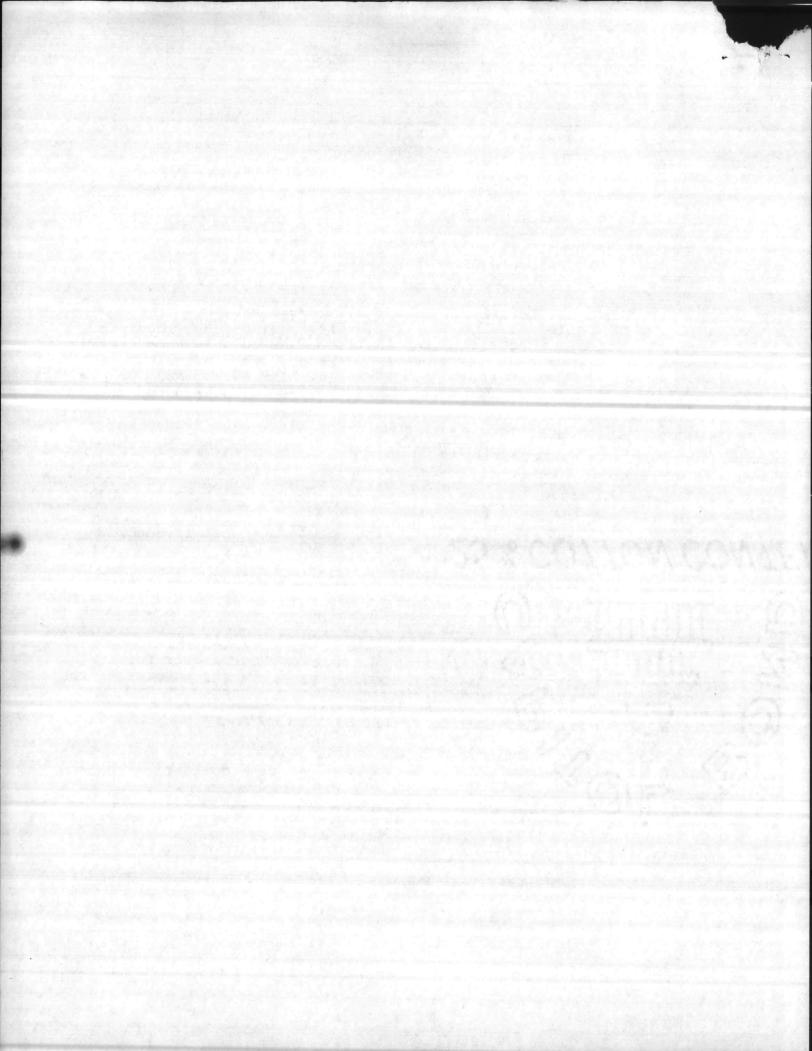
Cash collections will be made by contractor $\ensuremath{\mathrm{w/an}}$ Exch. Rep.

Receipts shall be verified at time collection is made but not counted at vending site.

Security of cash in contractors owned machines shall be the responsibility of the contractor.

Exchanges will perform perioduc checks of inventory controls versus cash collected on contractor owned machines.

Contractor will provide all data relevant to inventory control for each individual machine.



- 4408.5 At the end of each month the contractor shall provide the Exch a contractor's invoice, check and documentation of monthly activity.
- 4408.6 All movement of machines must be authorized and recorded by type, name and control number.

Contractors will provide Exchange w/an up-to-date master location.

Spot checks by ExPerson will be made frequently.

Exch should cross check of route sheets, machine numbers and location lists that all machines are reported on.

- Service vehicles will be provided w/an attached depository or safe so receipts can be deposited but not extracted. Route person shall not have access to key or combination.
- 4408.9 A cash collection slip w/be utilized when making collections from Ex owned machines.
- All vending machines will be equipped w/a decal located in an eye level spot indicating machine, telephone number to report problems w/machines.

