UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

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PERSO	BO P4400.17A
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BASE ORDER P4400.17A w/Ch 1

From: Commanding General
To: Distribution List

Subj: Standard Operating Procedure (SOP) for Base Property Control

Ref: (a) UM 4400-15
        (b) BO P4400.5D
        (c) UM 4400-124

Encl: (1) LOCATOR SHEET

Report Required: Monthly Consumption of POR's, paragraph 7004

1. Purpose. To establish policy and standard operating procedures (SOP) for the management and control of garrison property located at Marine Corps Base, Camp Lejeune, in accordance with references (a) and (b).

2. Cancellation. BO P4400.17 and Chapters X and XI of BO P4400.5D.

3. Summary of Revision. This revision contains major modifications and a substantial number of changes, and must be completely reviewed.

4. Records Disposition. Records required to be created/maintained by this Manual will be disposed of in accordance with references (a) or (c), as appropriate, if not otherwise indicated.

5. Recommendations. Recommendations concerning this Manual are invited, and should be submitted to the Commanding General, Marine Corps Base, Camp Lejeune (Attn: Assistant Chief of Staff, Logistics) via the appropriate chain of command.

6. Concurrence. Having received the concurrences of the Commanding Generals, II Marine Amphibious Force; 2d Marine Division, FMF; 2d Marine Aircraft Wing, FMF; 2d Force Service Support Group (Rein), FMF; 6th Marine Amphibious Brigade, FMF; and the Commanding Officer, MCAS(H), New River, this order is applicable to those commands.

7. Certification. Reviewed and approved this date.

R. L. FORMANEK
Chief of Staff

DISTRIBUTION: A
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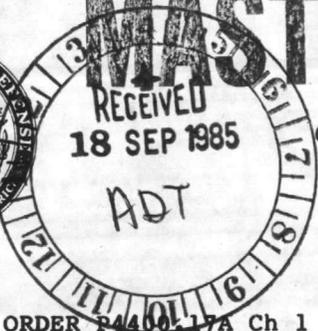
UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

BO P4400.17A Ch 1
LOG/pah
12 Sep 1985

BASE ORDER P4400.17A Ch 1

From: Commanding General
To: Distribution List

Subj: Standard Operating Procedure (SOP) for Base Property Control

1. **Purpose.** To direct a pen change to the basic Manual.

2. **Action.** In the basic Manual, Chapter 3, paragraph 3002.1, page 3-3, delete the last sentence.

3. **Summary of Change**

   a. Rescinds the prohibition against loading certain equipment to the RUAF CMR.

   b. Permits GPRO's to subcustody additional items of equipment to Responsible Units and reflect that equipment on their CMR.

4. **Filing Instructions.** This change transmittal will be filed immediately following page 2 of the basic Manual.
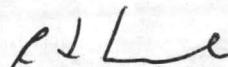
R. L. FORMANEK
Chief of Staff

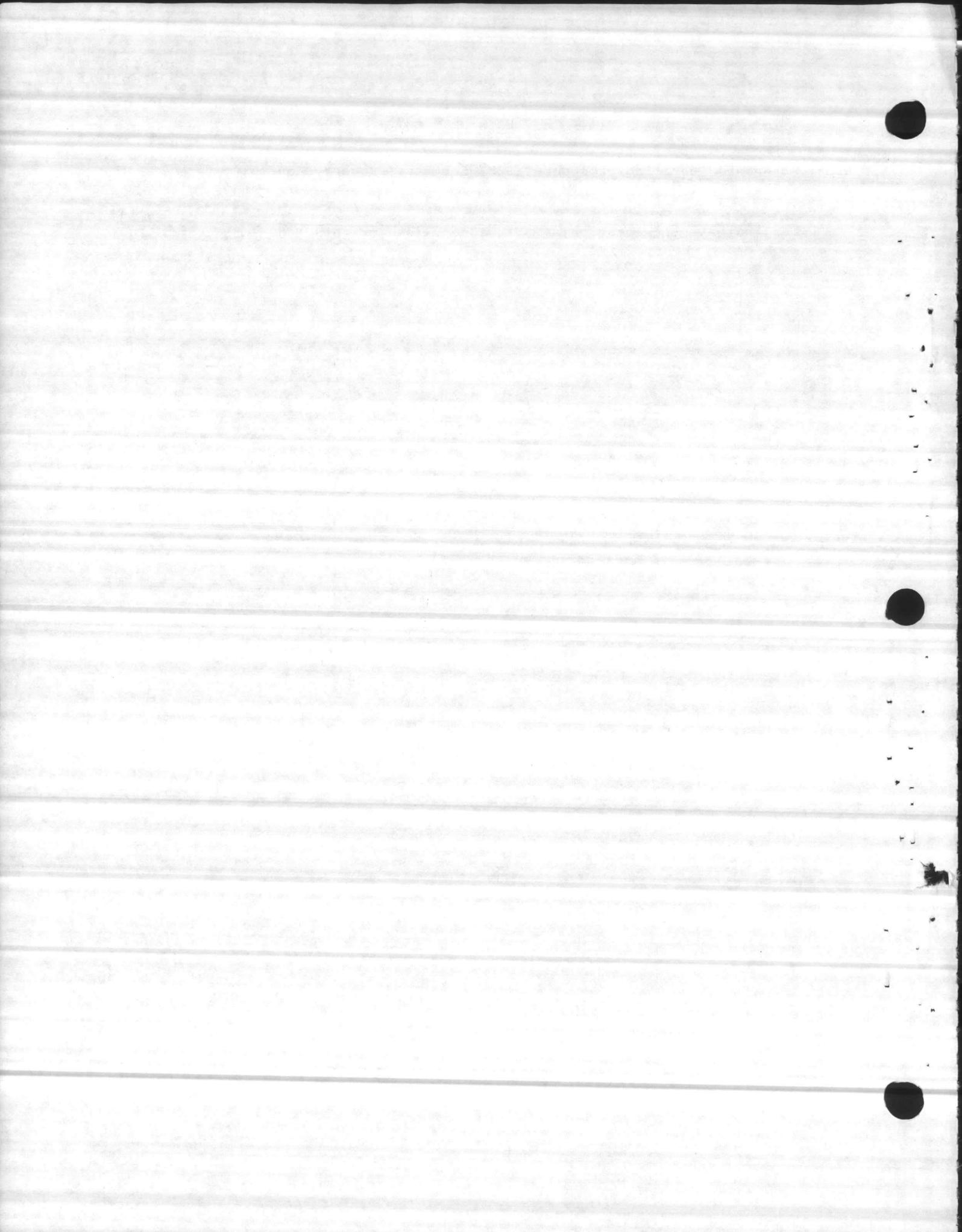DISTRIBUTION: A plus AC/S, LOG (BPCO) (250)

LOCATOR SHEET

Subj: Standard Operating Procedure (SOP) for Base Property Control

Location: _____
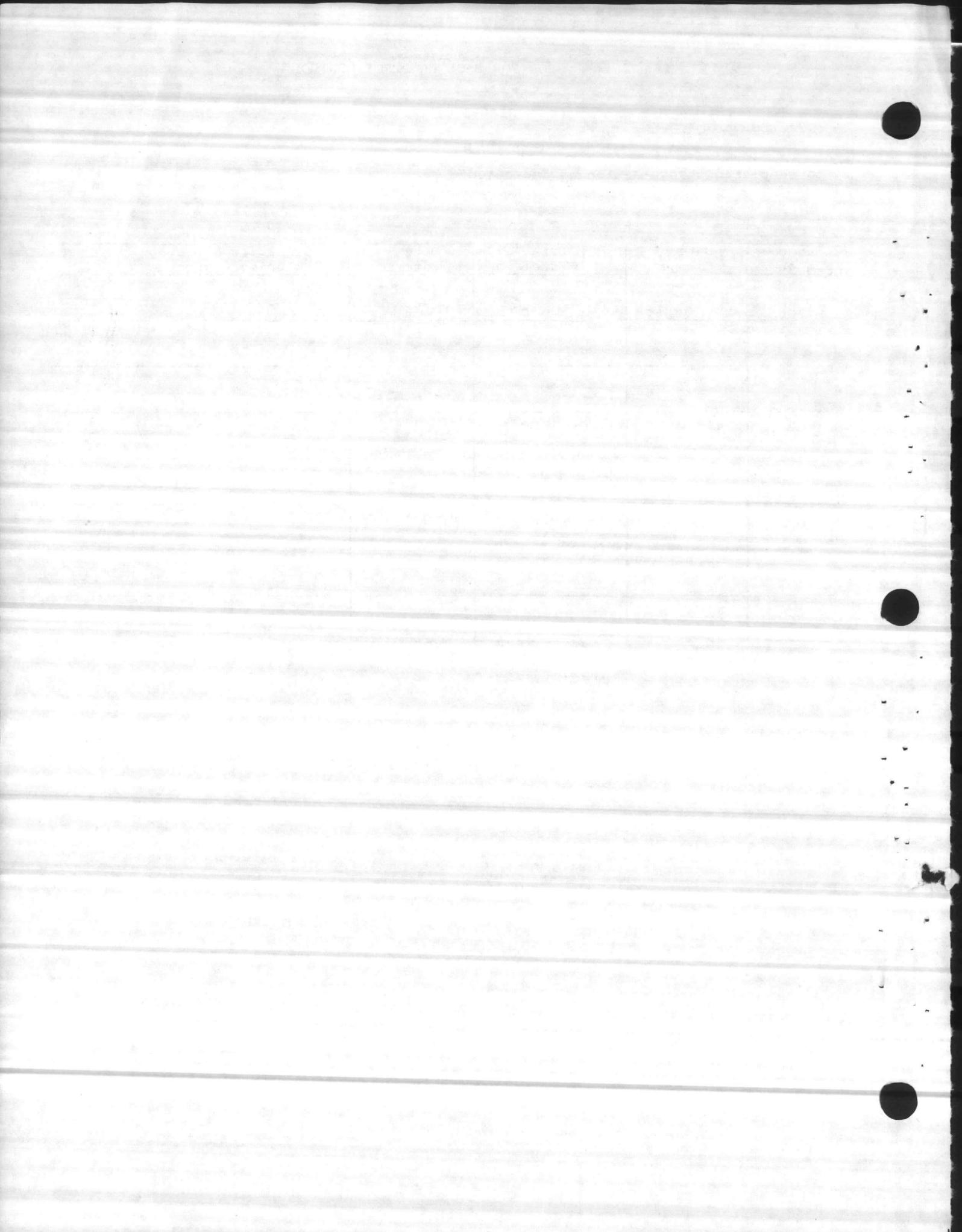   (Indicate the location(s) of the copy(ies) of this Manual.)

RECORD OF CHANGES

Log completed change action as indicated.

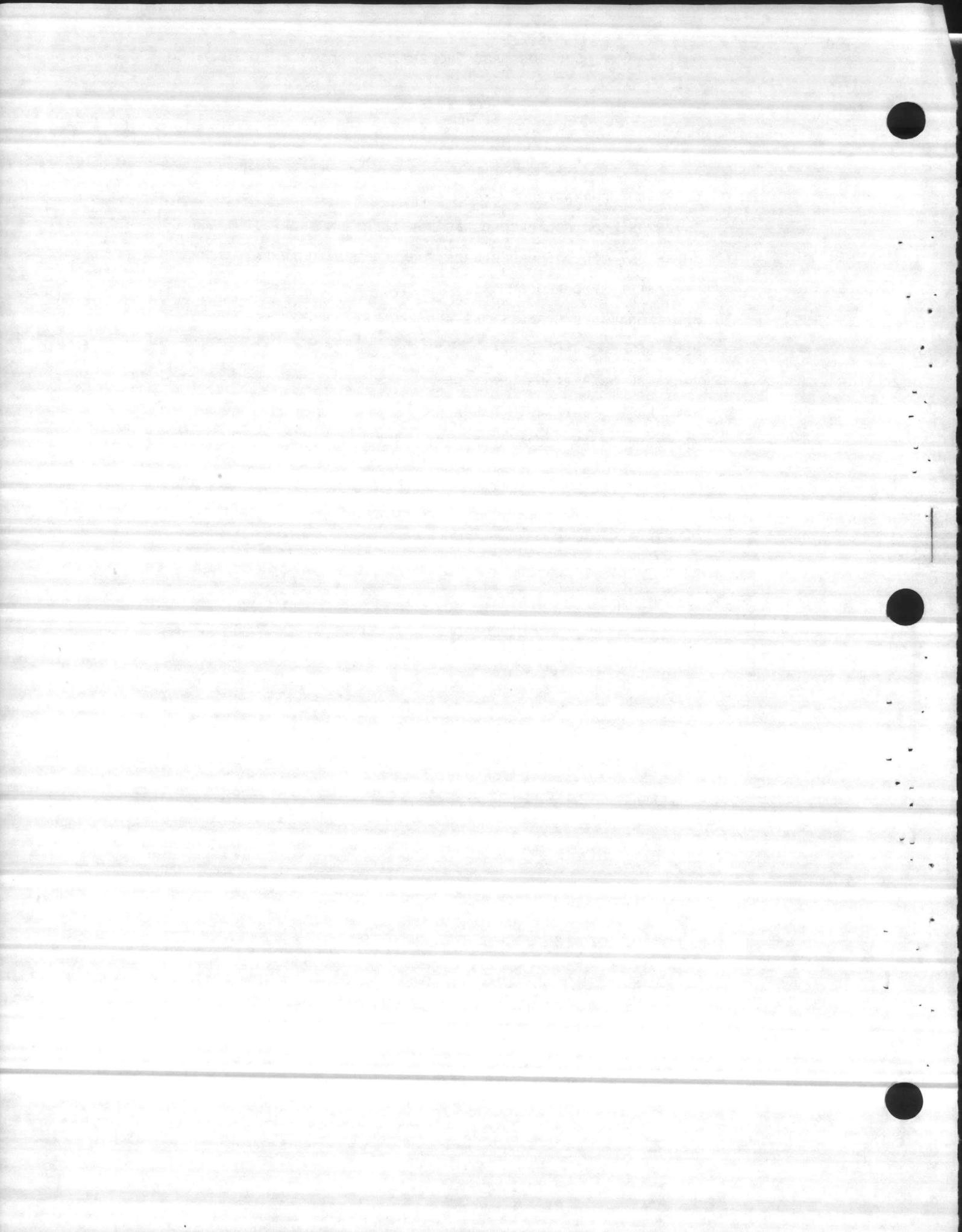| Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change
Ch 1	12 SEP 85	18 SEP 85	18 SEP 85	A. O. Theisen

CONTENTS

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CHAPTER 1

GENERAL INFORMATION

CHAPTER 1

GENERAL INFORMATION

1000. SCOPE

1. This Manual provides procedures for the control and maintenance of all property and equipment furnished to Marine Corps Base units and all Marine Corps Base property, less Plant Account property furnished to MCAS (H), New River, North Carolina.

2. The essential features of these procedures are:

   a. Acquisition, accountability, maintenance, and disposition of Marine Corps Base property and equipment, less MCB T/E will be accomplished by the Base Property Control Officer.

   b. The Supported Activities Supply System (SASSY) mechanized supply management system will be utilized, with modifications, by the Base Property Control Officer in controlling and accounting for all nonexpendable and expendable Marine Corps Base property within the scope of this Manual.

1001. MISSION.

The Base Property Control Division is responsible for providing garrison supply support to all MCB and FMF units for supplies of non Self Service or Shop Stores type, and control of certain expendable and nonexpendable type items in use within the MCB units, except repair parts.

1002. USE OF TAM EQUIPMENT BY BASE ORGANIZATIONS.

Table of Authorized Material (TAM) type equipment, regardless of supply category, will be used by MCB organizations when one or more of the following circumstances exist:

1. The equipment is essential for the accomplishment of assigned missions in support of FMF units or the Selected Marine Corps Reserve (SMCR).

2. The equipment is authorized by USMC T/E 7500.

1003. STOCKAGE OF SUPPLIES

1. Garrison property will not be carried in operating stocks (purpose code 'A') by units within the tenant commands. Only those quantities authorized by the unit's Mechanized Allowance List (MAL) are authorized to be on hand, and those assets are to be "in use" at all times (purpose code 'C'). Expendable items issued by Base Property Control and required by using units will be requisitioned for immediate issue and use, except as outlined in Chapter 7.

2. The Base Property Control Officer will not normally maintain stocks of nonexpendable property except those stocks resulting from turn-ins of excess by the using units. All valid requests will be filled from available stocks without charge to the requesting unit. Items not in stock will be requisitioned by Base Property Control from the appropriate supply source as the availability of funds permit. NOTE: Base Property Control will not requisition materiel on a using unit "funded request" when like items in a serviceable condition are available for issue.

1004. PROCUREMENT OF EQUIPMENT/SUPPLIES BY BASE PROPERTY CONTROL DIVISION

1. The primary source of supply for garrison property and supplies will be requisitions from appropriate unit and placed in the supply system by Base Property Control.

2. Alternate sources of garrison equipment and supply may be utilized when authorized and beneficial to the command, e.g.:

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

b. Excess property available through the Defense Property Disposal System (DPDS).

3. It is essential that maximum utilization of the excess program be effected in the interest of supply economy; however, in accordance with the current edition of MCO 4570.15, and to ensure that monetary savings are factual, the following procedures will apply when requisitioning excess garrison property from the DPDS:

a. Any DPDS excess garrison property desired by the using unit will be reported to the Base Property Control Officer by NSN, location in DPDS, and turn-in document number(s).

b. The Base Property Control Officer will insure that a valid requirement exists for the desired property, and that the capability to maintain the equipment exists prior to requisitioning the item(s) from DPDS.

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

d. If the desired DPDS excess property is found to be serviceable, maintenance support for the equipment is available, and the requirement is valid, the Base Property Control Officer will requisition the desired equipment from the DPDS, and issue it to the using unit.
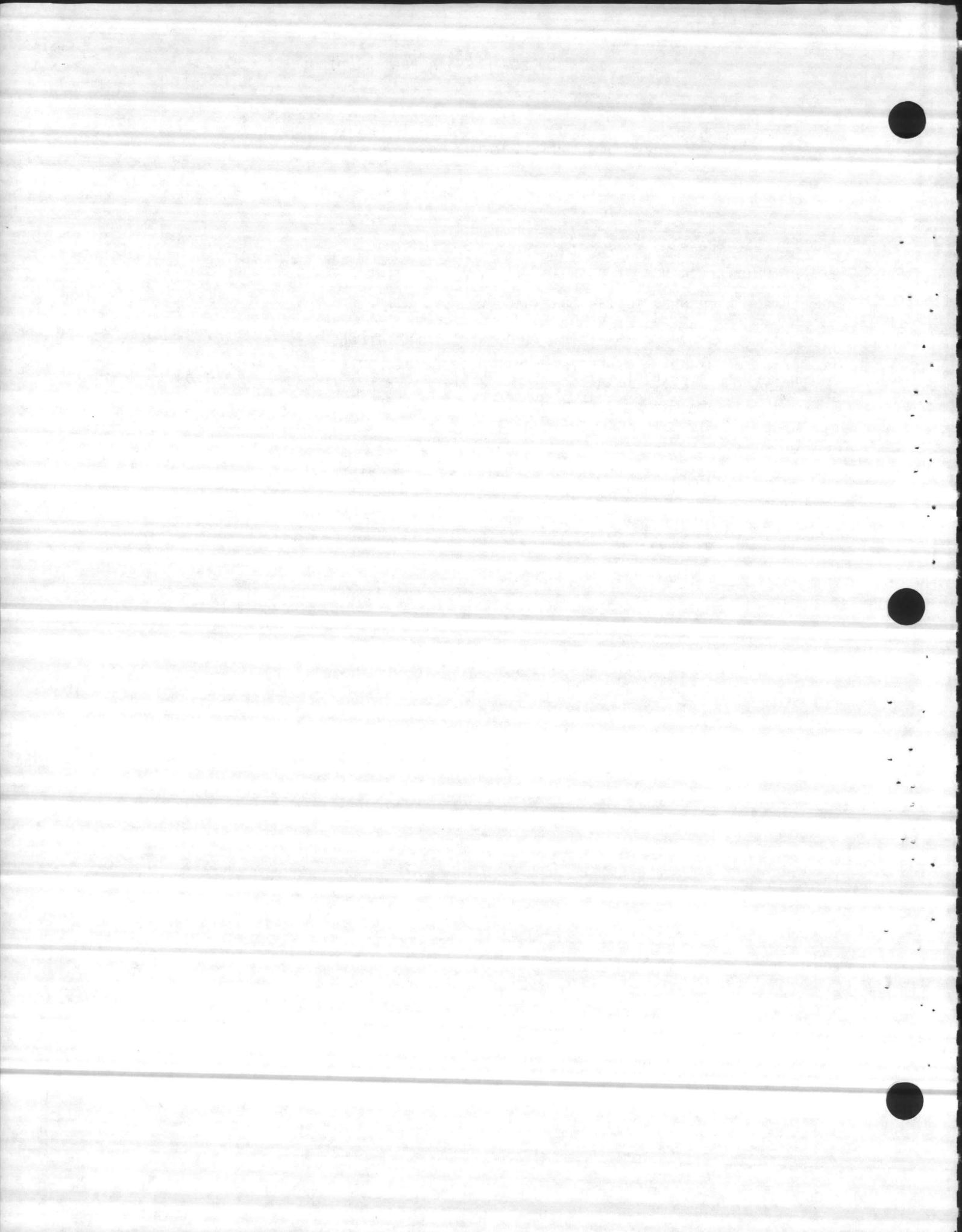
CHAPTER 2

INVENTORY CONTROL PROCEDURES FOR GARRISON PROPERTY

CHAPTER 2

INVENTORY CONTROL PROCEDURES FOR GARRISON PROPERTY

2000. GENERAL INFORMATION

1. It is the responsibility of the using unit Commander/Officer-in-Charge to have on hand, or on order, the quantities of garrison property authorized by the unit's Mechanized Allowance List (MAL) provided by Base Property Control.

2. Personnel within the Customer Service section of Base Property Control will be the using unit contact point for transaction reporting. Using units have direct access to the appropriate using unit manager for the using unit in the areas of inventory, data input assistance, inquiry requests, and reports requests. In addition, all user oriented system output is forwarded to the using unit via the Base Property Control using unit managers.

2001. LOADED UNIT ALLOWANCE FILE(LUAF)

1. The LUAF is the means by which a Unit Commander/Officer-in-Charge establishes and maintains the records of authorized Marine Corps Base property allowances. The using unit is responsible for the continuing maintenance and review of allowance assets and requirements loaded to the LUAF.

2. The LUAF maintains a record of authorized allowances. On the file are recorded allowance quantities, on hand quantities, due-in quantities, and other control information. The MAL Over/Short Report is produced from the LUAF.

3. The LUAF is updated during the inventory update, and exception codes are provided when exceptional conditions existed at the time of processing, for those transactions processing against the LUAF. Exception codes and the required action to be taken are found in the current edition of MCO P4400.126, FMF SASSY Accounting Manual and UM 4400-124, FMF SASSY Using Unit Procedures.

2002. REQUESTS FOR CHANGES TO THE LUAF/MAL

1. When using units require changes to their Loaded Unit Allowance File, the Commanding Officer/Officer-in-Charge will submit a request for allowance change, in letter form, to the Base Property Control Officer, via the Assistant Chief of Staff, Logistics, Marine Corps Base (see Figure 2-1). The letter will reflect new items to be added, items to be deleted, or changes to current allowances. The letter will provide justification for all increases to current allowances and additions of new items of equipment.

2. The appropriate change transaction (DIC YAL) will be provided as an enclosure to the request for allowance change letter.

3. Allowances listed on the Base Property MAL for garrison property items are established as required by the using unit, in the quantity required to support operations in garrison. These allowances may be adjusted if required, with appropriate justification. In the case of electric typewriters (TAMCN FM2337 and FM2357), this justification must be based on T/O requirements, and requests for additional or upgraded printing/copying equipment, must be substantiated by the Base Printing Officer, in accordance with the current edition of BO P4400.5, Logistics Manual.

2003. MECHANIZED ALLOWANCE LIST (MAL) OVER/SHORT REPORT

1. The primary purpose of the Base Property Control MAL is to control Base Property allowances within the command. The original copy of the Base Property Control MAL, with copies of all increase/decrease transactions (Pending Adjustment File), will be maintained by the Unit Garrison Property Responsible Officer. As changes occur, the original copy of the MAL will be updated in pencil, and initialed by the Garrison Property Responsible Officer (GPRO). When a new MAL has been produced, and has been reconciled against the old MAL, the old MAL will be retained until the next quarterly MAL verification has been completed. Quarterly (March, June, September, and

December), a copy of the MAL must be verified, annotated, signed on each page by the GPRO, and returned to the Base Property Control Officer.

2. The Base Property Control MAL will be printed monthly in two parts. Each part will be printed in TAM and NSN sequence. Part 1 contains serialized garrison property and garrison equipment, with a unit cost of $700 or greater. All items in Part 1 of the MAL will have a Memorandum Receipt Indicator Code (MRIC) of '1'. Part 2 contains non-serialized garrison property with a unit cost of less than $700. All items in Part 2 of the MAL will have a MRIC of '2'.

2004. CONSOLIDATED MEMORANDUM RECEIPT (CMR)/RESPONSIBLE UNIT ALLOWANCE FILE (RUAF)

1. The CMR is the means by which the Base Property Control Officer controls serialized items in the hands of using units. It also serves as the means by which the unit Garrison Property Responsible Officer controls items in the hands of Responsible Units. Responsible Unit CMRs will be produced quarterly, upon change of unit Garrison Property Responsible Officer, and upon request of Garrison Property Responsible Officers. Master CMRs are produced monthly, coinciding with the production of the MAL.

2. When the Master CMR is produced, the unit Garrison Property Responsible Officer will verify that on hand quantities and serial numbers listed are correct. Quarterly (in concert with the MAL), the Garrison Property Responsible Officer will annotate corrections, and sign each page of the original Master CMR, and return it to the Base Property Control Officer, retaining a copy for the unit's records.

3. The RUAF is the data base which produces the CMR. YRU transactions required to change/update a unit's RUAF will be prepared by the using unit, and forwarded to Base Property Control for input via Scan-Data. A copy of all YRU transactions will be maintained in a CMR Pending Adjustment File. Using units may induct their own YRUs directly, using the Scan-Data terminal located at Base Property designated for cus-tomer use. Requests for appointments to use the Scan-Data terminal should be directed to extension 2651 during normal working hours.

4. Unit GPROs will maintain current CMRs for all responsible units they have assigned within their using unit. The CMR will be used in lieu of the Equipment Custody Record (ECR) card for control of allowances and accountable balances.

    a. The CMR can be produced in two sequences, TAM control number, and NSN sequence. The NSN sequence is identified as the RUAF list, and the TAM sequence as the Consolidated Memorandum Receipt.

    b. The GPRO will maintain a signed copy of the CMR for each RU, together with all pending adjustments, such as signed copies of receipts, turn-ins, etc.

    c. All CMRs, especially for the Quarterly CMR, must be requested from the BPCO; upon change of Responsible Officer (RO), or as desired. A new CMR will be produced. Except for the quarterly CMR, these must be requested from Base Property Control, when required. Two copies will be forwarded to the requesting unit for reconciliation and signature. Signed copies of the CMR will be retained on file for one (1) year at the Base Property Control Office.

    d. When the Responsible Officer for a unit receives a new CMR listing, the on hand balances and serial numbers will be verified, and a signed copy returned to the GPRO. If discrepancies are noted, they will be annotated, and any supporting docu-mentation returned along with the signed copy of the CMR. This action will be com-pleted within ten (10) working days from the date of receipt.

    e. Records at the Responsible Unit level will be kept to a minimum. Responsible Officers must ensure that their records are maintained current on a daily basis. One copy of the CMR is required to be maintained at the Responsible Unit level. The Responsible Officer's copy of the CMR will be annotated in pencil when increases, decreases, or change of serial numbers occur. When a new CMR is received, it will be reconciled with the old copy, and the old copy destroyed.

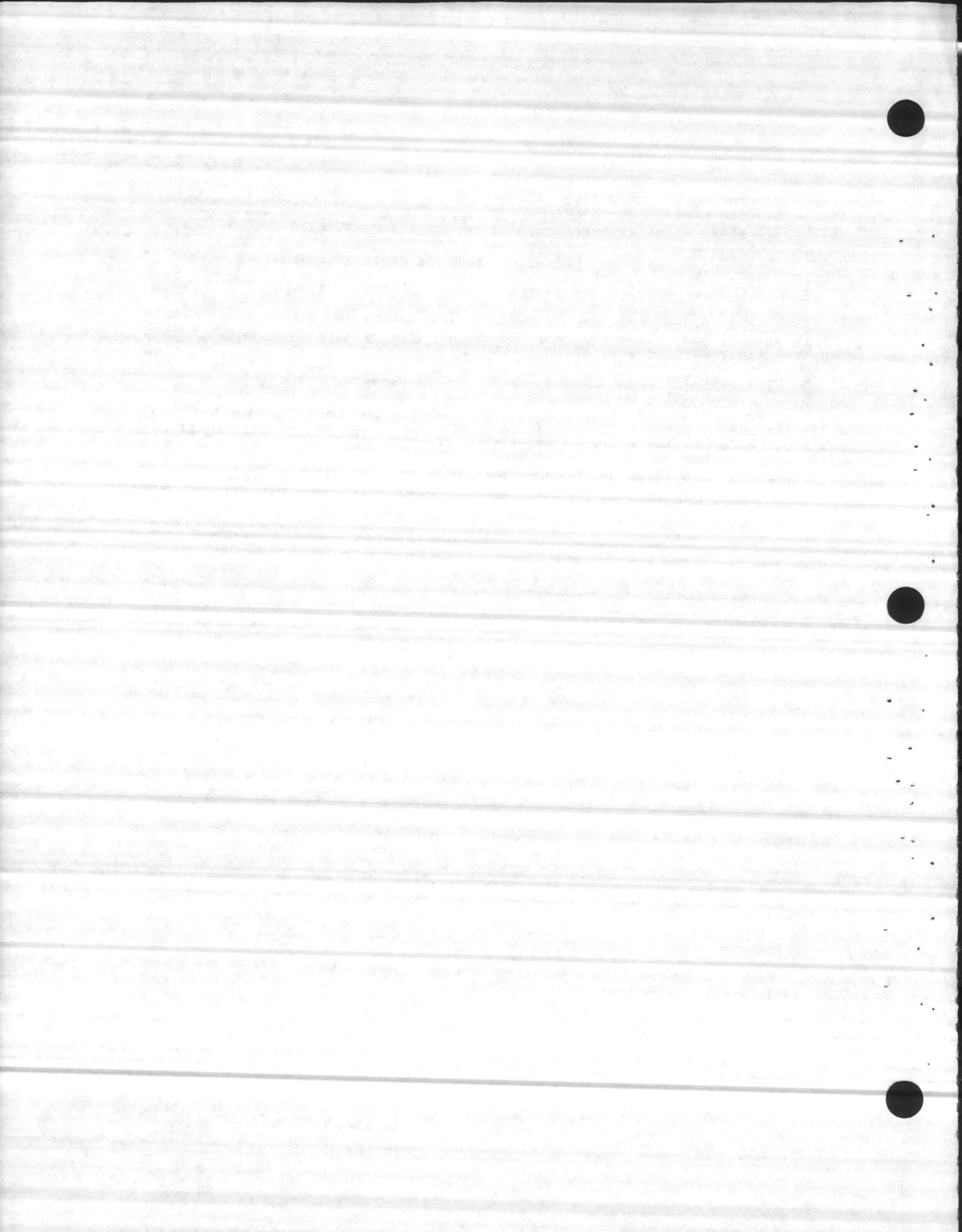UNIT HEADING

SSIC
Originator's Code
Date

From: Commanding Officer/Officer-in-Charge
To: Base Property Control Officer
Via: Assistant Chief of Staff, Logistics, Marine Corps Base, Camp Lejeune

Subj: REQUEST FOR ALLOWANCE CHANGE IN GARRISON PROPERTY

Encl: (1) Change Transactions (YAL's)

1. ADD: NSN 7910-00-680-8296, Floor Polisher, Qty 4; Total Allowance = 4.
Justification: Battalion has replaced carpet with tile in the barracks and now
requires floor polishers to maintain barracks.

2. DELETE: NSN 7110-00-COO-0399, Desk, Single Pedestal.

3. INCREASE: NSN 7210-01-COO-0016, Mattress, Qty 25; Total Allowance = 750.
Justification: Battalion has received a T/O increase, and the additional mattresses
are required to billet enlisted Marines in the barracks.

4. DECREASE: NSN 3750-00-COO-6000, Lawnmower, Qty 2; Total Allowance = 6.

                              /Signature/

Figure 2-1.--Sample Change of Allowance Request Letter

CHAPTER 3

INVENTORY CONTROL PROCEDURES FOR MCB T/E EQUIPMENT
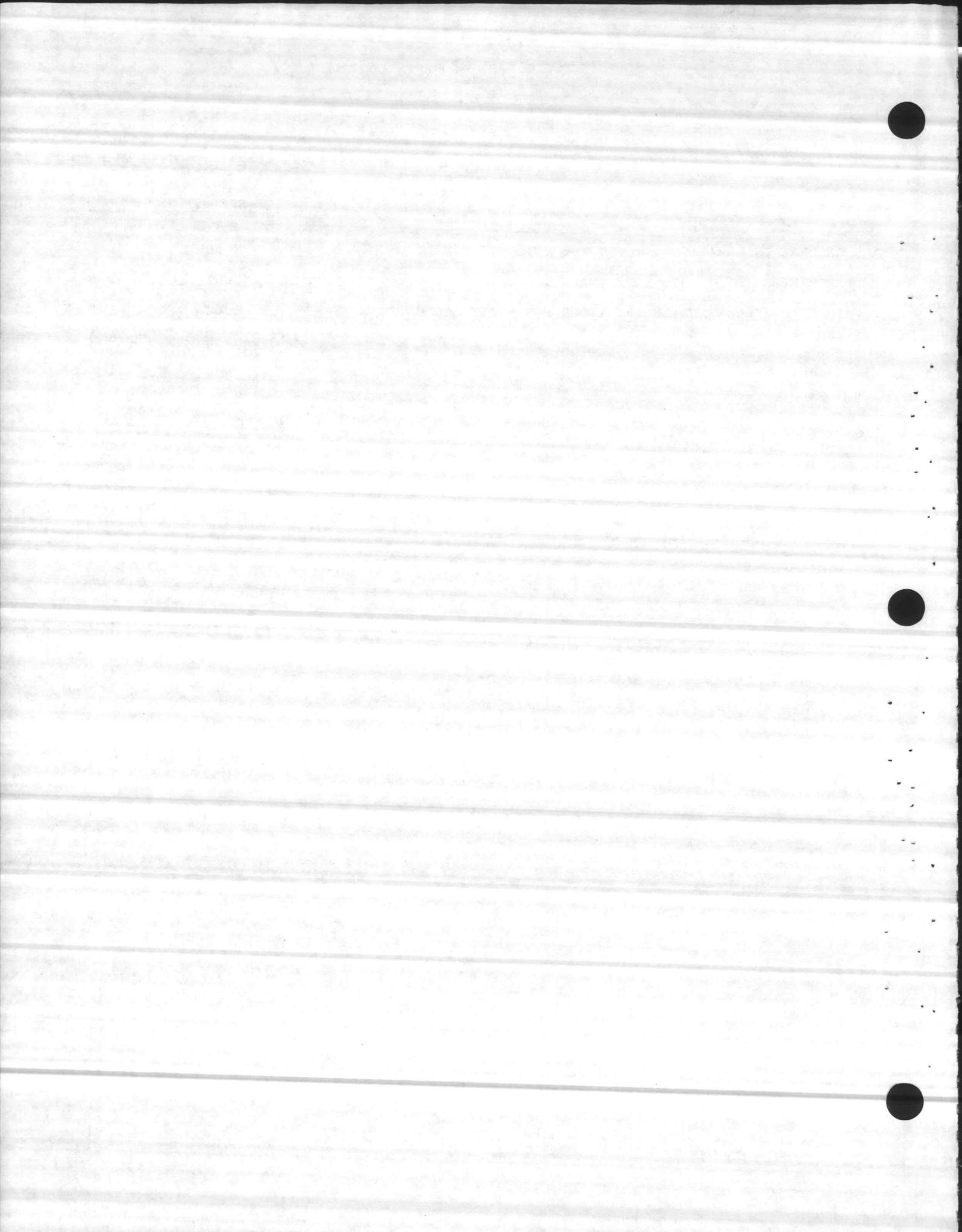
CHAPTER 3

INVENTORY CONTROL PROCEDURES FOR MCB T/E EQUIPMENT

3000. **GENERAL INFORMATION**

1. This chapter pertains only to Marine Corps Base, Camp Lejeune, organizations which have equipment authorized in the 7500 series Table of Equipment (T/E).

2. It is the responsibility of the using unit Commander/Officer-in-Charge to have on hand, or on order, the quantities of equipment authorized in the appropriate Table of Equipment. A 7500 series T/E items, and locally authorized allowance items, will be carried for allowance control purposes on the MAL provided by Base Property Control, with the exception that Self Service (less 782 gear) items will not be carried.

3. The Base Property Control Officer does not exercise control over MCB T/E items loaded to the Base Property MAL. These items are loaded in order to standardize accounting systems within Base units' supply sections, and to provide the Assistant Chief of Staff, Logistics, a simplified means of allowance control and visibility for Base T/E assets.

3001. **MECHANIZED ALLOWANCE LIST (MAL)**

1. The Mechanized Allowance List for Base units will encompass both T/E and garrison property equipment, and will appear as described in Chapter II of this Manual. T/E items will be listed with TAM Type 1 items in Part 1, and TAM Type 2 items in Part 2 of the MAL. TAM number in the 'G' series, identified in the current edition of MCO 4440.27, will be listed in Part 1 of the MAL.

2. Marine Corps controlled items will be identified by the appropriate Controlled Item Code (CIC). T/E items for which the Commanding General or the local Unit Commander/Officer-in-Charge desires local control will be identified in writing, and a CIC of '2' loaded to the MAL.

3. Dues and receipts for Base units' T/E items (except Marine Corps Controlled) will not post to the MAL. If Base Property Control is the source of supply for the item, it will be handled as a 'funded request' described in paragraph 4006 of this Manual. Transaction reporting for these items, regardless of the source of supply, will be limited to DIC's D8_, D9_, D7Y, D7P/J, and ZOA walk throughs. These transactions only will be used to record changes to on hand balances of non-Marine Corps controlled T/E items on the MAL.

4. Marine Corps controlled items CIC A through I will be requisitioned through the Assistant Chief of Staff, Logistics, and will be loaded as dues to the DASF and MAL.

5. The information and procedures relating to the LUAF, RUAF, changes to the LUAF/MAL and RUAF/CMR, and maintenance of the MAL/CMR will be as stated in Chapter II of this Manual, and the special instructions below.

3002. **SPECIAL ACCOUNTING INSTRUCTIONS FOR PLANT ACCOUNT T/E ITEMS**

1. As stated above, all items listed on the 7500 series T/E will be carried on the MAL including Marine Corps controlled items, and 'G' series TAM items, for the purpose of allowance control. ~~These items will not however, be loaded to, or carried on the RUAF CMR, if the unit price is $1,000 or more.~~

2. Marine Corps controlled items and Garrison Mobile Equipment items ('G' series TAM) with a unit price of $1,000, are accounted for by Base Accounting as Plant Account items, and will be carried on the Plant Account CMR for accountability purposes.

3. Specific instructions relating to inventory control and reporting to Marine Corps controlled items are contained in the current editions of MCO P4400.82, Controlled Items Management Manual, and MCO 4200.9, Acquisition and Control of Classes 3 and 4 Plant Property (Station Property) and Organic (Minor) Property.

Instruction pertaining to control and reporting of Garrison Mobile Equipment is contained in the current editions of MCO 4200.9 and MCO 4440.27.

CHAPTER 4

REQUISITIONING PROCEDURES

CHAPTER 4

REQUISITIONING PROCEDURES

4000. GENERAL INSTRUCTIONS

1. This chapter establishes procedures for using units to submit additional demands, follow-ups, modifiers, and cancellations to Base Property Control. In conjunction with these procedures, using units should develop desk top procedures outlining the basic responsibilities and tasks assigned the garrison property clerk.

2. The means of transmitting the additional demand to Base Property Control will be on DD Form 1348 or NAVMC 10694.

3. The two types of additional demands are:

    a. DIC ZOA - Demands submitted to Base Property Control for NSN's resident on the Base Property Master Header Information File (MHIF).

    b. DIC ZOE - Demands submitted to Base Property Control for items or NSN's not resident on the Base Property MHIF.

4001. SOURCES OF SUPPLY

1. Additional demands for garrison property items will be submitted to Base Property Control by all units of the Quad-Command, with appropriate justification annotated.

2. Additional demands from Marine Corps Base units for Marine Corps controlled items (ASA and Plant Account items) with a unit price over $3,000, will be submitted to the Assistant Chief of Staff, Logistics. Procedures for requisitioning Plant Account property, Class 3 and 4, are contained in the current edition of BO P4400.5.

3. Non-garrison property, Stock Fund Account (SFA) items will not be requisitioned through Base Property, with the exception of Garrison Mobile Equipment with a unit price of less than $3,000.

4002. PREPARATION OF ADDITIONAL DEMANDS

1. When requesting garrison property, the using unit will complete the applicable portions of the additional demand (see card layout for DIC ZO_ in Appendix B). In preparing the additional demand, the required data may be typed, printed, or stamped. In any event, all data must be legible on all copies of the additional demand. Prior to preparation of the additional demand, the Base Property MHIF will be reviewed to insure that current and accurate supply management data is entered.

2. Distribution of the additional demand will be as follows:

    a. The original will be forwarded to Base Property Control.

    b. One copy will be furnished to the Responsible Unit concerned.

    c. One copy will be furnished to the fiscal clerk in cases where a funded addition demand is submitted (Base units only).

    d. The back hard copy will be filed in a garrison property additional demand file. THIS FILE WILL NOT BE COMBINED WITH THE ADDITIONAL DEMAND FILE MAINTAINED FOR ADDITIONAL DEMANDS SUBMITTED TO SUPPLY SOURCES OTHER THAN BASE PROPERTY. The garrison property additional demand file will contain copies of all pending additional demands submitted to Base Property Control which have not yet appeared on the Additional Demands Listing. This file will be maintained in document number sequence, and may be separated by categories, e.g., additional demands, pending cancellations, backorder releases, follow-ups, and modifiers. After the demand, or other item appears on the Additional Demand List, the pending copy may be removed from the pending file and destroyed/disposed of.

3. Commanders/Officers-in-Charge of requisitioning activities will insure that all requisitions which contain priority designators based on urgency of need A and B are in fact for materiel without which the unit <u>cannot</u> perform its mission, or places the unit in a degraded readiness condition, respectively. The requisitions in this category, and walk through demands, will be reviewed and signed by the Commanding Officer/ Officer-in-Charge, or his designated representative (other than the GPRO for urgency designator A), prior to submission.

4. Walk through additional demands may be submitted for urgent requirements directly to the Base Property Control Office. Authority for final approval of walk through requisitions will rest with the Base Property Control Officer. If an issue is made, Base Property Control will insert control code '1' (walk through indicator) in CC 67 of the requisition to suppress the posting of a backorder, or printing of a shipping invoice during the inventory update. If Base Property Control cannot furnish the materiel as requested by the walk through, the additional demand will be processed in the next update as a normal additional demand.

5. Additional demands for items not resident on the Base Property MHIF will be submitted with a DIC ZOE, and supporting item identification, source, and unit price annotated.

6. Those additional demands for non-system items received at Base Property will be assigned a local stock number by Base Property Control, and inducted as a ZOA.

4003. ADDITIONAL DEMAND LISTING/DUE AND STATUS FILE

1. An Additional Demand List in document number, NSN, RU, and ERO number (if used) sequence, will be provided every two weeks. Pending transactions will be annotated on the Document Sequence Demand List by the using unit, and reconciled upon receipt of new listings. Only demand with a backorder quantity will appear on the Additional Demand Listing.

2. A Due and Status File (Total General Acct DASF) will be provided for using units on monthly basis by Base Property Control. The DASF will be printed in document number and NSN sequence, and all documents with a due-in quantity will appear.

4004. FOLLOW-UPS AND MODIFIERS

1. When an additional demand does not appear on the unit's daily history printout with two updates (updates are every Monday, Wednesday and Friday), inquiries should be made to the Customer Service section for research.

2. When a lonesome demand appears on the ADL/DASF, liaison should be made with the appropriate Customer Service representative for action.

3. Modifiers should be submitted if it becomes necessary to modify a previously submitted additional demand. An additional demand modifier, DIC ZM1 (see document layout in Appendix B), may be submitted to Base Property Control as long as the latest status on the document is not BA or M8. Modifiers should be submitted only in cases when an extreme urgency of need arises, i.e. incoming personnel requiring racks, etc. Office/ barracks renovation is not a valid reason to submit modifiers.

4005. CANCELLATION OF ADDITIONAL DEMANDS

1. Cancellation of additional demands will be accomplished when required. Format for cancellation requests is contained in Appendix B (DIC ZC1).

2. Cancellations with a 'B' in CC 7 should not be submitted on a regular basis for using units. Prior to submission, liaison should be made with Customer Service for assistance.

4006. SPECIAL INSTRUCTIONS FOR MCB UNITS

1. Marine Corps Base units required or desiring to use their own funds to procure T/E (SFA) or garrison property type items, may do so by marking the requisition as a "Funded Request" and providing the applicable JON or appropriation data to be charged.

2. Funded requisitions will not be loaded to the unit's ADL/DASF, but will be identified on the Base Property General Account DASF, and will be issued on a walk through basis when received by Base Property Control.

4007. MISCELLANEOUS REQUISITIONING PROCEDURES

1. All requisitions/additional demands submitted to Base Property Control must be signed by the Garrison Property Responsible Officer, and include appropriate justification for the requirement. In the case of walk through demands (except those directed by BPCO, and demands with an urgency of need designator A and B, the requisition must also be signed in accordance with paragraph 4002.3 above.

2. Requisitions/additional demands for air conditioners (except replacement) and space heaters (other than 110V and replacement) must be approved by the Marine Corps Base Assistant Chief of Staff, Facilities, prior to submission.

3. Requisitions for copiers/printing/duplicating equipment must be approved by the Base Printing Officer in accordance with the current edition of BO P4400.5, prior to submission in all cases.

CHAPTER 5

ADDITIONAL DEMANDS LISTING AND RECEIPT PROCESSING

CHAPTER 5

ADDITIONAL DEMANDS LISTING AND RECEIPT PROCESSING

5000. GENERAL INFORMATION

1. Working the Additional Demands List (ADL) and DASF listing is an essential function in the operation of a garrison property account. The unit Garrison Property Responsible Officer must insure that the ADL and DASF property reflect dues and backorders for which a valid requirement exists.

2. The ADL is provided by Base Property Control in document number, NSN, Responsible Unit and ERO number (if used) sequence every week. The DASF list is provided in document number and NSN sequence monthly.

3. With the submission of an additional demand, a backorder entry is created on the LUAF (if for purpose code 'C'), LUBF, and on the DASF. All dues, regardless of purpose code or backorder quantity, will appear on the DASF list, except walk through demands filled by Base Property, and all DASF records with a backorder quantity will appear on the ADL.

5001. ADDITIONAL DEMAND LIST RECONCILIATION AND BACKORDER VALIDATION

1. The ADL will be reconciled by the unit garrison property clerk with the garrison property pending additional demand file upon receipt of a new ADL from Base Property Control. Information appearing on the ADL will be matched against the pending garrison property additional demands for validity, e.g. NSN and quantity. Once an additional demand appears on the ADL, the duplicate copy filed on the pending demand file may be discarded. When the new ADL has been reconciled the old ADL may be discarded; however, sound management may dictate its retention for record purposes as required by local policy.

2. The garrison property ADL will be validated with the Responsible Units (RU) on a monthly basis. Upon completion of the validation, a copy of the ADL, with required actions noted, and signature of the personnel performing the validation certifying that a validation was accomplished, will be filed in the using unit's garrison property office, and maintained until completion of the next validation. Following the validation, all applicable transactions will be forwarded to Base Property Control for induction in the next update.

3. Processing cancellation/reject status received from Base Property Control (BPC) requires close monitoring of the ADL and DASF by the using unit. Cancellation/reject status will reduce the due-in for a particular document number, but does not reduce the corresponding backorder. Cancellation request (DIC ZC1) with a 'B' in CC 7 must be prepared to reduce the backorder and a new additional demand submitted if the requirement is still valid. It is the responsibility of the using unit to submit cancellation requests to Base Property Control for those demands which are excess to the using unit's garrison property requirements (CC 7 must be blank).

4. The DASF list (Total General Account DASF) is provided in order to give the unit garrison property clerk visibility of those documents for which a backorder for a RU does not exist, but a due-in is resident. These documents should be validated, and when received, action taken to transfer the assets from purpose code 'A' to 'C' (DIC DAD), if appropriate. Documents in this category which have not yet been received, and are not required, should be cancelled with a cancellation request, DIC ZC1.

5. Quarterly, Base Property Control will forward a listing of unit documents which are resident at Base Property as valid backorders to the using unit. This listing should be checked against the ADL and DASF, and appropriate action, as indicated in the attached cover letter taken.

5002. RECEIPT PROCESSING

1. There is no requirement for the using unit to submit D6T transactions for items
issued on a A5A shipping mat with the unit's document number, since these are automa-
tically prepared at Base Property from the original, signed D-1348-1. Care should be
taken by the unit however, to insure that the D6T processes. If a document that has
been received does not reflect the receipt on the ADL/DASF within two weeks, the unit
should submit the original D6T transaction with a "1" in the CC 70. No receipt trans-
actions are required for walk-through demands which are issued by Base Property Con-
trol.

2. If any doubt exists as to whether an item was received from Base Property, the
using unit may request a copy of the original issue document ("Proof of Delivery")
from Base Property, if the issue was made within the previous 70 days.

3. Backorders resident on the ADL with no valid due should be reviewed to see if
receipt processed without a '1' in card column 70. In this case, submit a ZZZ to clear
the backorder and move assets to the MAL. If the Due was closed as a result reject
status, submit a ZC1 with 'B' in CC 7 to close the record.

4. Receipts for Special Project materiel, or receipting for materiel that was trans-
ferred to a unit from Base Property by means of a D7P transaction will be receipted
for by the receiving unit by utilizing DIC D6A. The D6A will be run citing the same
DOC Nr resident on the shipping mat and the unit will put their unit code in the
Supplementary Address Field so that the assets will be picked up on the LUBF. The
unit will then prepare a DAD transferring from AA to CA. The unit will utilize a new
document number when preparing the DAD transaction.

5003. DISCREPANCIES IN SHIPMENT. When materiel is received at the using unit, it will
be verified against the shipping invoice to insure that the item received actually
corresponds to the item listed on the invoice equipment which is received still packed
in the manufacturer's shipping container will be checked for damage. New items which
are found to be damaged when unpacked will immediately be reported to the Base Property
Control Officer by telephone, and further unpacking will be suspended until approval
is given by the BPCO. Packing cartons and materials from damaged items will not be
discarded unless directed by the Base Property Control Officer.

CHAPTER 6

MISCELLANEOUS PROCEDURES

FIGURES

CHAPTER 6

MISCELLANEOUS PROCEDURES

6000. ACCOUNTING PROCEDURES FOR EXPENDABLE/CONSUMABLE ITEMS OF MATERIEL SUPPLIED BY BASE PROPERTY CONTROL

1. Base Property Control issues various items of materiel that will be requisitioned for purpose code 'A' by the using unit's garrison property account. These items of equipment/supplies include, but are not limited to:

    a. Glides for bed, steel

    b. Caps for bed, steel

    c. Meal, Combat, Individual/Meal, Ready to Eat (Base units only)

    d. Bar, Fuel, Trioxane (Base units only)

    e. Lock modification kit for wardrobes

2. When requesting the type items listed above, the using unit will insert an 'A' in CC 68 of the additional demand. This will cause the expendable/consumable items to post to the using unit's operating stocks (LUBF), vice the MAL.

3. The following actions will be affected by the unit garrison property clerk upon issue/use of the expendable/consumable items, in order to clear the on hand balance from the unit's LUBF.

    a. Those items received which have a backorder resident on the ADL will cause a ZZZ backorder release transaction to be submitted as described in Chapter V.

    b. Items received without a backorder (e.g. walk through issues from BPC) must be issued from 'AA' stocks with a D7A over-the-counter issue transaction.

6001. ROLLBACK/TURN-IN OF MATERIEL (DIC D7P)

1. All garrison property, excess or unserviceable within the using unit, will be rolled back/turned-in to Base Property Control, utilizing a DIC D7P, issue to rollback transaction. If the item being turned in is resident on the LUAF/MAL, the D7P will cite purpose code 'C' in CC 65; if the item is not on the LUAF/MAL, CC 65 will contain an 'A'. The condition code cited in CC 66 will always be 'A', regardless of the actual condition of the materiel, and CC 67 will contain a '1' in all cases so that issue mats will be suppressed. One document is required for each line item (NSN) being rolled back to Base Property.

2. In the event Base Property Control's materiel inspector determines that materiel being rolled back/turned-in is beyond economical repair, Base Property warehouse personnel will prepare documentation for turn-in to disposal (DIC A5J), and direct the using unit representative as to where to dispose of the materiel. The signed (by BPCO) original of the A5J shipping mat must be returned to the Base Property warehouse after delivery of the materiel to DPDO, by the unit representative within two working days. Units repeatedly failing to return this documentation will be frozen (see paragraph 6016).

6002. PICK UP OF MATERIEL AT BASE PROPERTY

1. Each unit with a Base Property account will provide a Letter of Authorization to Base Property Control, authorizing individuals to receipt for materiel from Base Property. The format contained in Figure 6-1 may be used for this purpose, and authorization will be updated at least once every six months.

2. No individual will be allowed to receipt for materiel at Base Property unless their name appears on a current Letter of Authorization, and has a valid ID card in their possession.

6003. TRANSFER OF MATERIEL BETWEEN USING UNITS

1. Transfer of garrison property is not authorized without approval from the Base Property Control Officer.

2. Upon approval of a transfer between using units, the unit transferring the materiel THE LOSING UNIT becomes responsible for hand delivering the necessary documentation for all units involved to the appropriate using unit manager at Base Property Control.

3. Transfers of garrison property between using units will be affected in the following manner:

    a. Losing Unit - Prepare a Management Created Redistribution Order (DIC Z2M) to transfer the materiel accountability from one unit to the other. The document number of the Z2M will be assigned by the GAINING UNIT, and the losing unit's AC will appear in CC 45-50.

    b. Gaining Unit - Prepare a receipt transaction (DIC D6T/ZZZ) for the materiel received. Card Columns 45-50 will be left blank on the D6T.

4. Shipping mats (DIC A2A) produced due to the input of Z2M transactions will be issued to the using units transferring the property so signatures may be obtained and filing completed.

6004. ADJUSTMENT TRANSACTIONS

1. Adjustment transactions will be reported to Base Property Control utilizing DIC D8_ or D9_ prepared in accordance with the formats contained in Appendix B.

    a. Inventory gain adjustments (DIC D8A) and miscellaneous gain adjustments (DIC D8Z) will be prepared to report gains of materiel found on hand/in stock, not carried on the garrison property account. Serialized items, such as typewriters, must cite the serial number(s) gained.

    b. Inventory loss adjustments (DIC D9A) and miscellaneous loss adjustments (DIC D9Z) will be prepared to report the loss of materiel not covered by other transactions. Every effort should be made by the using unit to verify that the loss was not the result of some other transaction (e.g. D7P, Z2M, DAD, etc.) which failed to process, or processed erroneously, before a D9_ is submitted.

    c. Inventory/miscellaneous adjustments with an extended money value of $800 or more and nonexpendable items (serialized), will require approval as stated in paragraph 6004.2 below, and will also contain a brief explanatory note. The approval and explanatory note will be entered on the reverse side of the original document, and will be retained in the appropriate voucher file (see paragraph 6010). Adjustments for less than $800, or expendable, non-controlled items are not required to be approved, but will contain an explanatory note and the signature of the RO.

    d. The original of inventory/miscellaneous adjustments will be forwarded to Base Property Control for updating of files and retention in the Base Property Control Officer's voucher file, if required. The using unit garrison property clerk will update the MAL and CMR, and a copy of the adjustment will be filed with the MAL Pending Adjustments.

    e. The procedures relating to the requirements for, and conduct of investigations contained in the current edition of MCO P4400.150 will be adhered to when submitting adjustments with a dollar value of $800 or more, or nonexpendable items.

2. Approval by the Commanding Officer/Officer-in-Charge, or a designated representative other than the GPRO, is required on all adjustment documents with an extended dollar value of $800 or more, and all nonexpendable or controlled items, regardless of dollar value. If a designated representative is appointed, the appointment will be in writing, and will be an officer in the chain of command between the Commanding Officer/Officer-in-Charge, and the unit Garrison Property Responsible Officer. A copy of the appointment will be forwarded to Base Property Control for reference purposes.

3. Adjustments for T/E items in Marine Corps Base units will be approved and signed by the Commanding Officer/Officer-in-Charge when the extended value is $800 or more, or is a controlled item. The original of these adjustment documents will be filed in the Unit Property Officer's voucher file in accordance with UM 4400-124 and UM 4400-15. A legible copy will be forwarded to Base Property Control for record adjustment purposes.

6005. INVENTORY PROCEDURES

1. With centralized accounting and de-centralized utilization or garrison property, accurate and timely physical inventories are essential. Controlled inventories are required for all assets carried on the balance record of Base Property Control.

2. Using units maintaining a garrison property account have the responsibility for conducting required inventories. Upon request, limited technical assistance for conducting inventories will be provided by the Base Property Control Officer. The using unit will coordinate with Base Property Control to establish the cutoff dates for inventories, and while inventories are in process, no transactions effecting the unit will be processed by Base Property Control.

3. There are two types of inventories which will be conducted involving garrison property:

    a. Semi-Annual. All garrison property will be physically sighted and inventoried at least semi-annually. One of these will be the inventory conducted during June of each year, while the other will be at the discretion of the using unit. It is recommended that the change of unit Garrison Property Responsible Officer inventories (if required during the year) be utilized for this requirement, if at all possible. Upon completion of the inventory, appropriate adjustment transactions will be prepared and forwarded to Base Property for processing. After they have been processed, all other transactions held and not processed during the inventory, will be processed.

    b. Spot Inventories. A spot inventory is a one-time physical inventory of selected items, not in conjunction with scheduled inventories. This type of inventory is required whenever a known or suspected difference occurs between the balance on Base Property Control records (MAL), and the assets on hand. Spot inventories may be initiated by the using unit, or requested by Base Property Control.

4. Prior to beginning a wall-to-wall inventory, the using unit should insure that a current MAL, Master CMR, RU CMR's, and LUBF printout, concurrently dated, are available to substantiate current on hand balances and serial numbers. Following the inventory, and after the appropriate D8_, D9_, and DAD adjustments have been submitted to correct the MAL and LUBF, YRU transactions will be prepared to bring the CMR in consonance with the MAL.

6006. INVESTIGATIONS

1. When nonexpendable items of garrison property in the possession of a using unit become missing, destroyed, or damaged, the circumstances surrounding such cases will be reported to the using unit's Garrison Property Responsible Officer, who will initiate a request for an investigation to the appropriate unit Commanding Officer authorized to initiate investigative action. The request will be in letter form, and will include sufficient copies for each officer required to keep records of receipts, expenditures, and balances of garrison property on hand, including the Base Property Control Officer. MLSR reports as required by the current edition of SECNAVINST 5500.4 will be initiated by the GPRO, as outlined in the current edition of BO P4400.5. Materiel pending investigation will be held by the using unit pending disposal instructions.

2. Upon completion of the investigation into the circumstances surrounding the loss, damage, or destruction of garrison property, the Unit Commander conducting the investigation will forward the investigation to the Commanding General (Attention: Assistant Chief of Staff, Logistics), Marine Corps Base, Camp Lejeune, via the Commanding General, 2d MarDiv, 2d FSSG, 6th MAB, or 2d MAW as appropriate, for final approval.

3. Upon receipt of the approved report of investigation, the Base Property Control Officer will notify the using unit concerned of the action to be taken by letter, and will carry out the approved recommendations which are under his cognizance. The Base Property Control Officer will certify at the bottom of the last page of the report of investigation that the property involved has been disposed of as directed, and will assign the report a voucher number.

   a. The using unit losing or disposing of property as a result of investigation will furnish the Base Property Control Officer with the appropriate gain/loss adjustments to adjust the using unit's accountable balance. The using unit adjustment document number(s) will be annotated under the Base Property Control voucher number on the last page of the report of investigation.

   b. When all required action has been completed, the signed copy of the approved report of investigation will be retained in the Base Property Control Officer's voucher file.

4. Except as noted in the following paragraphs, the approved report of investigation will be used as the accounting document to drop all property listed on it. The following items will not be dropped, but will be ruled out by red lines on the report of investigation:

   a. Items that are to be repaired and retained on the property records of the using unit.

   b. Items the Government is reimbursed for by cash/checkage sale. Items of garrison property within this category will remain on the investigating unit's property records until cash/checkage sale action is effected.

5. When final disposition instructions have been received by the Base Property Control Officer, and the property appearing on the approved report of investigation does not involve DIC D7Y, or D7P, a D9Z miscellaneous loss transaction will be used to drop the property from the Base Property Control records.

6. When disposition of the property appearing on an approved report of investigation involves the preparation of DICs D7Y, or D7P, the following processing procedures will apply:

   a. D7P Invoices. The GPRO's retained copy will be filed with the MAL, and annotated with the report of investigation referenced in the remarks block of the transaction.

   b. Checkages (D7Y). Two extra copies of the individual's Checkage Form (NAVMC 6) will be prepared. One copy will be attached to both the original and duplicate of the report of investigation involved. When the duplicate of the individual's checkage form is returned to the GPRO, it will be forwarded to the Base Property Control Officer and used to drop property from the Base Property MAL.

   c. Cash Sales (D7Y). Completed NAVMC 6 Cash Sale documents will be attached to the report of investigation at the time of forwarding for approval (after approval by the unit Commanding Officer), and will be used by the Base Property Control Officer to drop the property from the using unit's MAL.

7. Upon approval by the unit Commanding Officer, disposal action recommended by report of investigation for MCB units' T/E items lost, damaged, or destroyed, will be initiated by the Unit Property/Supply Officer. Legible copies of required transactions (D9Z, D7J, D7Y) will be forwarded to the Base Property Control Division for those items appearing on the Base Property MAL. Approved reports of investigation for MCB T/E items will also be forwarded to the Commanding General (Assistant Chief of Staff, Logistics) for review and approval. After this review and approval, these investigations will be endorsed back to the unit for vouchering purposes and will not be forwarded to the Base Property Control Officer.

6007. PROHIBITION OF REMOVAL OF GARRISON PROPERTY, PLANT ACCOUNT PROPERTY
AND MESS EQUIPMENT FROM CAMP LEJEUNE

1. Except as specifically authorized by the Commandant of the Marine Corps, station,
plant account, mess property, and other articles authorized for garrison use WILL NOT
BE TAKEN INTO THE FIELD OR REMOVED FROM THE CAMP LEJEUNE AREA. In the event circum-
stances require that garrison property items be used in the field, or removed from the
Camp Lejeune area, authority must be obtained from the Commandant of the Marine Corps
in each instance. Units will submit their request for authorization, with complete
justification, to the Commanding General, Marine Corps Base (Attn: Assistant Chief of
Staff, Logistics), who will initiate action in accordance with the instruction con-
tained in the current edition of MCO P4400.19.

2. In order to insure that Base Property office machines are not inadvertently
deployed or removed from the Camp Lejeune area, and to guard against loss or damage
which may occur while units are separated from their garrison property assets, all
garrison property and plant account office machines will be turned in for safekeeping
to the Base Property warehouse (Bldg 1316). Machines will be turned in on the last
working day prior to deployment, and will be tagged with the serial number and owning
unit AC at the time of turn-in. These items will not be removed from the unit's MAL,
and will be returned immediately upon the unit's return from deployment.

6008. CASH SALES PROCEDURES

1. Cash sales will be conducted in accordance with the procedures contained in the
UM 4400-15 and UM 4400-124, and as modified herein.

2. Marine Corps Base and MCAS(H), New River Activities

    a. In accordance with the UM 4400-15, NAVCOMPTMAN Vol 4, and Chapter IV of the
current edition of BO P4400.5, unit commanders will appoint in writing, authorized
custodians for the handling of public funds. The letter of appointment and acceptance
will be in the form contained in the current edition of BO P4400.5. The original copy
will be retained by the appointed custodian, the duplicate copy will be forwarded to
the Base Property Control Division to be maintained in the CMR files, the triplicate
copy will be forwarded to the Assistant Chief of Staff, Logistics, and the quadrupli-
cate and quintuplicate copies will be maintained in the unit command and unit property
office files, respectively.

    b. Funds collected as a result of sales of Government property will be accounted
for in accordance with the NAVCOMPTMAN, and as amplified by the current edition of
BO P4400.5. Funds will be turned over to the nearest disbursing officer, utilizing a
NAVCOMPT 2277, by the Unit Property/Supply Officer concerned.

    c. The NAVMC 6 will be used to effect sales of articles of Government property
as stated in UM 4400-15. Distribution of the cash sales document (NAVMC 6) will be as
follows:

Copy	Use
Original	Retained to support the NAVCOMPT 2277 Cash Collection Voucher.
Duplicate	Given to the individual making the purchase at the time of the sale.
Triplicate	Retained as the posting voucher for property not on the Base Property Control MAL, or unit T/E items. Forwarded to Base Property Control for garrison property appearing on the Base Property MAL (accompanied by a D7Y transaction).

d.   Processing of cash sales will be as follows:

(1)   Cash sales of government property not appearing on the Base Property MAL of the selling activity will be assigned transaction code B7X, and posting will be accomplished as required.

(2)   Cash sales of garrison property appearing on the MAL of the selling activity will be assigned transaction code D7Y, and a voucher number. For cash sales of T/E assets appearing on the MAL, the original D7Y and supporting NAVMC 6 will be retained in the unit's voucher file, and a copy of the D7Y forwarded to Base Property Control for posting to the MAL. For cash sales of garrison property appearing on the MAL, the original D7Y and supporting NAVMC 6 will be forwarded to Base Property Control for processing and vouchering, and a copy filed with the pending adjustments to the MAL.

3.   Fleet Marine Force activities will accomplish cash sales in accordance with the UM 4400-124. The original D7Y and supporting copy of the NAVMC 6 resulting from cash sales of garrison property will be forwarded to Base Property Control, and a copy of the D7Y filed with the pending adjustments to the Base Property MAL.

4.   Replacement of urgently required Personnel Support Equipment (PSE) items, which are the subject of a D7Y cash or checkage sale, will be on a walk through basis. The walk through document (DIC ZOA) must be accompanied by the D7Y adjustment and supporting copy of the NAVMC 6 for approval as a walk through. PSE items not requiring urgent replacement will be requisitioned using the normal procedures outlined in Chapter IV of this manual.

6009.   <u>CHECKAGE SALES</u>

1.   Checkage sales for reimbursement for lost, damaged, or destroyed government property may be effected by use of the NAVMC 6, Cash Sale/Request for Checkage, if a transaction cannot be handled on a cash sale basis. Transaction code B7X or D7Y, as appropriate (see para. 6008.2d), will be assigned to this document.

2.   Checkage sales of government property appearing on the unit's Base Property MAL will be effected in the following manner:

a.   The NAVMC 6 will be prepared in triplicate in accordance with UM 4400-15 or UM 4400-124.

b.   The originating officer will sign the original only.

c.   The original and duplicate copy of the NAVMC 6 shall, after being endorsed by the individual's commanding officer, be forwarded to the unit diary clerk maintaining the pay account of the individual concerned.

d.   The triplicate copy will be held as a tentative copy by the originating officer until the duplicate copy has been processed and returned by the unit diary clerk.

e.   If for a garrison property item, the completed duplicate copy will be forwarded to Base Property Control, along with the appropriate D7Y transactions. A copy of the D7Y will be filed with the MAL as a pending adjustment.

f.   If for a Marine Corps Base T/E item, the completed duplicate and original D7Y will be retained in the unit's voucher file, and a copy of the D7Y forwarded to Base Property Control for posting to the MAL.

3.   Checkage sales procedures for deserters will be as follows:

a.   When an absentee is declared a deserter, the Responsible Unit Property/Supply Officer will immediately prepare and process the necessary request for checkage for any missing or damaged government property.

b.   The request for checkage for lost, damaged, or destroyed items of garrison property appearing on the unit's Base Property MAL on charge to the individual, will

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be prepared separately from any organic or MCB T/E property on charge. This checkage will be prepared in quadruplicate, and at the bottom of the listing of items, the form will be annotated "DECLARED A DESERTER (DATE)". The form will be approved by the individual's Commanding Officer.

c. The request for checkage will be distributed as follows:

(1) The original and two copies will be forwarded to the Commanding Officer for inclusion in the Service Record Book of the individual.

(2) For those requests for checkage for garrison property items, the quadruplicate will be forwarded to the Base Property Control Officer, with the appropriate D7Y transactions. A copy of the D7Y transactions will be filed with the MAL as pending adjustments.

(3) For those requests for checkage for organic or T/E items, the quadruplicate and original D7Y transactions will be retained in the unit's voucher file. A copy of the D7Y transactions will be forwarded to the Base Property Control Officer for posting to them if the items appear on the Base Property MAL.

6010. VOUCHER FILES

1. The official Voucher File for all garrison property items is maintained by the Base Property Control Officer. Integral to this file is the Money Value Gain/Loss Notice(MVGLN) produced by the SASSY system.

a. The Money Value Gain/Loss Notice is produced in an original and one copy. The original is maintained, with appropriate signatures, in the BPCO voucher file. The copy is forwarded to the appropriate using unit for information purposes only. Except as required for MCB T/E items, unit copies of MVGLN's need not be signed or vouchered.

b. Marine Corps Base units must review their copy of the MVGLN for adjustments to T/E items, and if required, obtain the appropriate signatures, and file within their T/E voucher file. Base Property will not maintain vouchers for MCB T/E items.

c. Other elements of the voucher file include cash collection vouchers, miscellaneous transactions (DIC's D7J, D7P, and Z2M), cash/checkage sale transactions, reports of investigations, and letters of unserviceability (DIC WIR) with disposition instructions. Units required to maintain voucher files in accordance with this paragraph will be guided by the instructions contained in UM 4400-15 and UM 4400-124.

2. Quarterly, a microfiche copy of the SASSY VOCF (Voucher File) will be produced and distributed to all units. The VOCF will list all transactions processed during the quarter which had an effect on the unit's on hand balance on the MAL or LUBF.

6011. CONTROL OF SMALL ARMS (MCB UNITS)

1. Marine Corps Base units with serialized small arms on their T/E, or on hand, are required to accomplish appropriate reporting to the NWSC, Crane, Indiana, in accordance with the current edition of MCO 8300.1.

2. All reports concerning serialized small arms will be forwarded via the Assistant Chief of Staff, Logistics.

6012. RELIEF OF COMMANDING OFFICERS/OFFICERS-IN-CHARGE. The Commanding Officer/ Officer-in-Charge being relieved will furnish a certificate to the relieving officer, indicating the status of supply/garrison property operations within the command/unit. Any major deficiencies will be included in this certificate. Relieving officers will conduct necessary supply/garrison property inspections to assure themselves of the condition of materiel, records, and operating procedures. These inspections will be sufficiently detailed to provide an evaluation of the accuracy of the records and supply/garrison property operations. This inspection will be completed by the Commanding Officer/Officer-in-Charge, or a designated representative, within 30 days after assumption of command/control, or as soon thereafter as circumstances permit.

6013. RELIEF OF UNIT GARRISON PROPERTY RESPONSIBLE OFFICERS (GPRO)

1. When the relief of a unit Garrison Property Responsible Officer is required, the Commanding Officer/Officer-in-Charge will submit a recommendation for the assignment to the Commanding General, Marine Corps Base (Attn: Base Property Control Officer). Individuals recommended for assignment as Garrison Property Responsible Officers will be officers or Staff NCO's, preferably with some supply experience, who are readily available within the command/department, and not scheduled for deployment or PCS within six months. Upon approval of the recommended assignment, a letter of appointment will be forwarded from the Commanding General to the individual assigned, with a copy to the Commanding Officer/Officer-in-Charge, and the major command involved.

2. The unit Garrison Property Responsible Officer being relieved will conduct an inventory and reconciliation of property records to include verification that receipt signatures are valid and current. When circumstances permit, the old and new GPROs will conduct a joint inventory. All necessary signatures will be obtained upon completion of the inventory and reconciliation of the property records. At the time of appointment, a new MAL, Master CMR, and RU CMRs will be furnished to the relieving GPRO. A sample format recommending appointment of a unit Garrison Property Responsible Officer is contained in Figure 6-2.

3. Within 15 days after assuming administration of the garrison property account, the relieving GPRO will conduct a careful inspection of the condition of records, supplies, personnel and other matters coming to the GPRO's attention. If the new GPRO is not satisfied with the condition of the entire account, the facts will be immediately reported to the Commanding General (Attn: BPCO), Marine Corps Base, for appropriate action, by endorsement on the certificate provided by the relieved Garrison Property Responsible Officer (copy to CO/OIC of unit, and major command GC). If discrepancies exist in the property on hand as compared to the quantity on charge, action as indicated in paragraph 6006 above, and the instructions contained in the GPRO appointment letter, will be taken. The original MAL/CMR will be signed by the new unit Garrison Property Responsible Officer, and any discrepancies existing will be annotated. The signed original MAL/CMR will be returned to the Base Property Control Officer, with a copy of the relieving certificate and endorsement.

4. During the period when the relieving unit Garrison Property Responsible Officer is conducting the inspection and inventory of the account, the unit will be in a "frozen" status, and will not, except for emergencies, be allowed to draw or turn in property. When an emergency exists, a letter signed by the Commanding Officer/Officer-in-Charge, with justification, will be submitted to the Base Property Control Officer for action.

5. In accordance with the current edition of MCO P4400.19, a unit Garrison Property Responsible Officer will not, when it can be avoided, be detailed for duty which will separate that individual from the property for which the officer is responsible. If the unit GPRO is temporarily separated from the property account, the Commanding Officer/Officer-in-Charge may, at his discretion, designate another individual to take charge of the property in the name of the temporary separated GPRO. The temporary assignment of this individual does not require a complete inventory of garrison property records, nor the submission of a new, signed MAL/CMR if the period of assignment is for less than 30 days. If the absence exceeds a 30 day period, a new unit GPRO will be recommended for appointment.

6. Marine Corps Base Unit Property/Supply Officers will be appointed/relieved in accordance with the instructions contained in UM 4400-15.

6014. SASSY EXCEPTION/EDIT REPORTS

1. SASSY exception reports and edit error listings produced during the Base Property update will be reviewed by the Base Property Control Customer Service section. The Customer Service section will take the required action to correct the situation which caused the exception or error wherever possible. In those cases where the Customer Service section cannot take the required action, the exception/edit error will be forwarded to the using unit, with a brief description of possible required actions.

2. Upon receipt of exception/edit error listings requiring using unit action, the unit garrison property clerk will determine and accomplish the appropriate action in

accordance with the current edition of MCO P4400.126, UM 4400-124, and/or the note attached by the Customer Service section.

6015.   DISTRIBUTION OF OUTPUT

1. All Base Property SASSY output, related reports and listings, and other documents and information directed toward using units is distributed by means of mail bins marked for each unit and maintained at Base Property Control, Building 1212. Units should routinely check these boxes at least twice per week (Tuesday and Thursday are recommended).

2. The following is a partial list of the primary reports and listings distributed, and their normal frequency:

     a. MAL - Monthly, during the first week of the month.

     b. Master CMR - Monthly, during the first week of the month.

     c. Additional Demand Listing - Every two weeks, during the first and third weeks of the month.

     d. Total DASF List - Monthly, during the first week.

     e. MHIF - Quarterly, during the first or second week of the first month of the quarter (on microfiche).

     f. Inventory Update Output (Daily History, Performance Reports, etc.) - Twice per week.

     g. RUAF Update Output - Daily.

6016.   ACCOUNTS IN 'FROZEN' STATUS

1. From time to time, it may be necessary to place unit accounts in a 'frozen' status for non response to the requirements of this order. Failure to submit an appropriate quarterly MAL/CMR by the stated deadline, without approved extension, is the primary reason for placing an account in a 'frozen' status.

2. Units in a 'frozen' status will not be allowed to: submit additional demands, receive issues, or process receipts until liaison is made with the Customer Service section of Base Property Control. Guidance will then be provided as to what corrective action must be taken before the 'frozen' status of an account will be lifted.

3. Placing an account in a 'frozen' status is only done as a last resort when all other means of communication has failed.

6017.   TEMPORARY LOANS TO USING UNITS

1. Base Property Control maintains a Temporary Loan pool of items which may be required from time to time by using units, but which are not required on a continual basis. These items include, but may not be limited to such items as folding/stacking chairs, folding/mess tables, and other items which using units may need for a special occasion or short term project.

2. Requests for temporary loan of any garrison property item must be submitted by letter to the Base Property Control Officer at least five working days in advance of the requirement. Approval of temporary loans will depend on availability of the item(s) requested.

3. Approved temporary loans will be made for a maximum of 30 days only, and will not be approved beyond that limit. Requests for loans of property to be used in the field, or outside the confines of Marine Corps Base, Camp Lejeune, must be addressed to the Commanding General (Assistant Chief of Staff, Logistics).

UNIT HEADING

From: Garrison Property Responsible Officer, Account #_____
To: Base Property Control Officer, Marine Corps Base, Camp Lejeune

Subj: AUTHORIZATION TO RECEIPT FOR MATERIEL FROM BASE PROPERTY

Ref: (a) BO P4400.17A

1. In accordance with the reference, the below listed Form DA 1687 will be used for subject authorization.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES				DATE	
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.					
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY REQ / REC		SIGNATURE AND INITIALS	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY ☐ DELEGATES TO ☐ WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687
JAN 82   EDITION OF DEC 57 IS OBSOLETE.

Figure 6-1 -- Sample Delegation of Authority Letter

UNIT HEADING

From: Commanding Officer/Officer-in-Charge
To: Commanding General (Attn: Base Property Control Officer), Marine Corps Base, Camp Lejeune

Subj: RECOMMENDATION FOR APPOINTMENT OF UNIT GARRISON PROPERTY RESPONSIBLE OFFICER

Ref: (a) BO P4400.17A

1. In accordance with the reference, it is recommended that the following individual be appointed as the unit Garrison Property Responsible Officer for this command/department (Account #_____):

NAME	RANK	SSN	PHONE #	BLDG #

2. It is requested that this appointment be effective as of _____.
                                                                    (date)

                                        /S/ Commanding Officer/OIC

Copy to:
Individual concerned
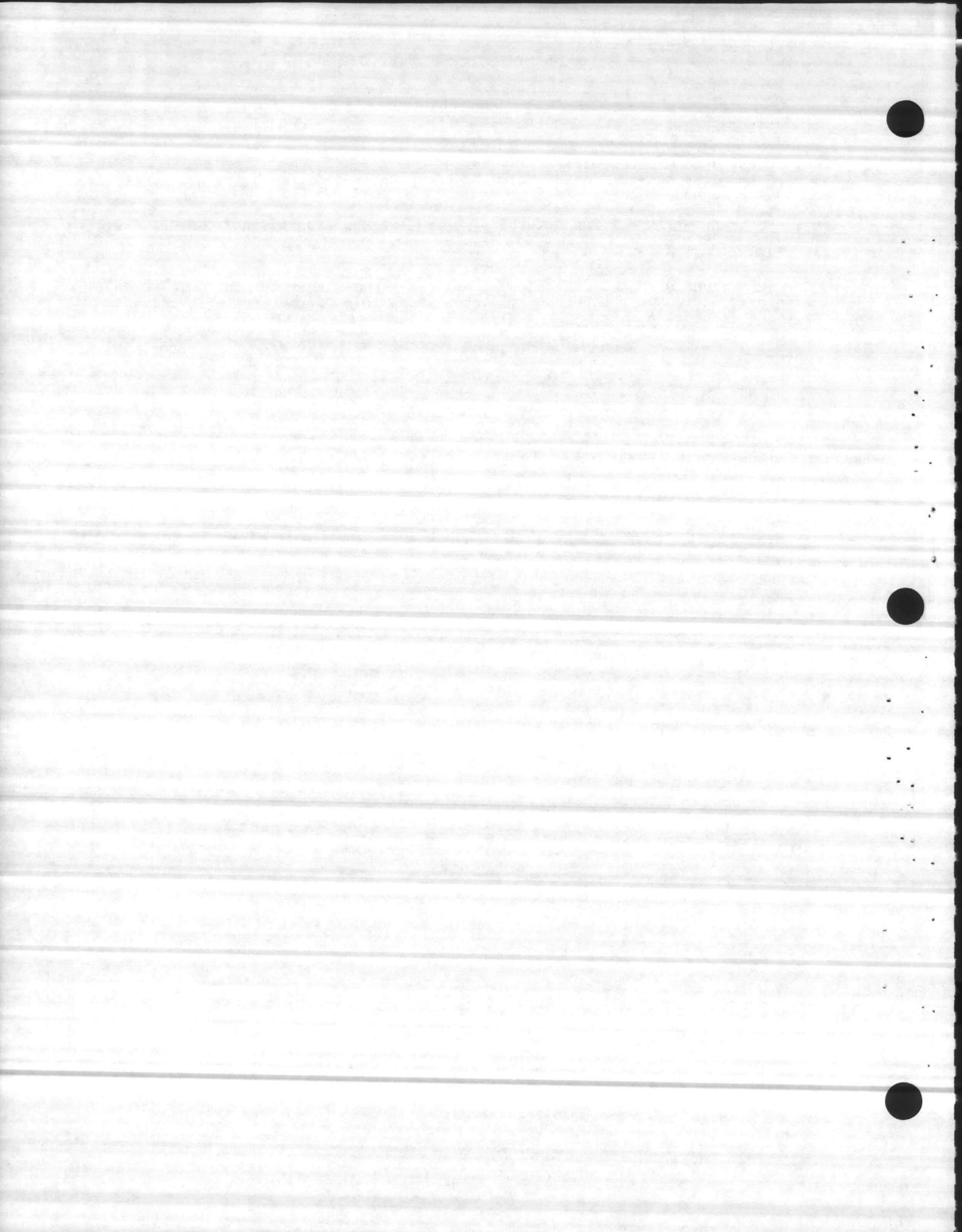
Figure 6-2. -- Sample Recommendation for Appointment of Unit GPRO

CHAPTER 7

PACKAGED OPERATIONAL RATIONS

7

CHAPTER 7

PACKAGED OPERATIONAL RATIONS

7000. __GENERAL.__ This chapter only pertains to those Marine Corps Base and MCAS(H), New River units requiring Packaged Operational Rations (PORs) and Compressed Trioxane Fuel bars in support of their assigned training mission, annual reserve training, or training requirements of special units (e.g. NROTC) visiting Camp Lejeune. These instructions are not applicable to any Fleet Marine Force unit.

7001. __REQUISITIONING AND BUDGETING__

1. During March of each year, the Base Property Control Officer will solicit from Non FMF Marine Corps Base and MCAS(H), New River, units, their requirements for Packaged Operational Rations and Compressed Trioxane Fuel bars. The request will be for annual field training for the remainder of the current fiscal year, and for the following two fiscal years. The total requirements generated will be included in the annual budget submission to the Commandant of the Marine Corps.

2. The Base Property Control Officer will requisition, warehouse, and issue the allowances of PORs and fuel bars allocated to Marine Corps Base, Camp Lejeune, and MCAS(H), New River, units.

3. Upon requirement for issue of PORs and fuel bars, units will submit a non-funded walk through requisition to the Base Property Control Division. Marine Corps Base units are not authorized to stock PORs or fuel bars, except in less than unit pack quantities, and upon completion of field training requiring PORs, all excesses will be turned in to Base Property Control on a D7P turn-in document. The MCAS(H), New River, may stock no more than a three months supply of PORs, if desired.

   a. PORs and fuel bars will be issued to MCB units as purpose code 'A' stocks. Therefore, the unit must prepare and process a D7A issue transaction for all PORs and fuel bars consumed.

   b. D7A issue transactions should not be processed until after the field training or POR requirement is completed, so that only those actually consumed are expended, and remaining quantities reduced from on hand purpose code 'A' with a D7P turn-in.

7002. __CONSUMPTION OF PACKAGED OPERATIONAL RATIONS__

1. __Reimbursable Basis.__ The sale of PORs will be in accordance with the instructions promulgated by Marine Corps Bulletins in the 10110 series detailing currently effective meal rates and surcharges.

2. __Non-Reimbursable Basis.__ When PORs are issued to enlisted personnel authorized to subsist at Government expense, the following procedures will be completed with:

   a. The number of meals issued to personnel authorized to subsist at Government expense will be shown on the Daily Memorandum of Meal Authorization by Man-days (NAVMC 565) in the column entitled "less other deductions", and will be explained on the bottom of the memorandum in accordance with the current edition of MCO P10110.14.

   b. Organizations using PORs that do not have operational control of a dining facility within the MCB consolidated system, will submit a daily memorandum of meal authorization by man-days, as set forth above, to the organization that has operational control of the dining facility from which subsistence support is provided.

   c. Organizations with operational control of a dining facility within the consolidated system will consolidate data on all Memorandum of Meal Authorization by Man-days from supported organizations, and submit all consolidated data to the Base Food Service Officer (Bldg 1116), in accordance with the guidelines contained in the current edition of BO P10110.10.

7003. <u>DISPOSITION OF FUNDS</u>. All funds collected from the sale of PORs will be col-
lected and accounted for by the unit's authorized custodian in accordance with the
current edition of MCO P10110.14.

7004. <u>REPORTING OF PACKAGED OPERATIONAL RATIONS</u>. By the third of each month, all
organizations issuing PORs during the preceding month will report the quantity issued
to personnel authorized to subsist at government expense, and the quantity sold, to the
Base Property Control Officer. The Base Property Control Officer will consolidate
these reports, indicating the total quantity issued/turned in by each organization
during the preceding month, and provide a report to the Base Food Services Officer by
the fifth of each month.

7005. <u>CONTROL/INSPECTION OF PACKAGED OPERATIONAL RATIONS</u>

1. Although packaged operational rations are quite stable, they undergo gradual
deterioration which eventually renders them unfit for their intended use. Storage
conditions, including time and temperature, are the most important factors affecting
the deterioration of rations.

2. To preclude the long time storage of rations, the Base Property Control Officer
will stock no more than a two quarter allocation (less any stock held at MCAS(H),
New River), submitting requisitions for replenishment on a quarterly basis. Stock will
be inspected on a continuing basis to insure proper stock rotation and issuance of the
oldest stock on hand. The Base Veterinary service is authorized to inspect and vali-
date the acceptability of rations. The MCAS(H), New River, may submit requests for
inspections, as required, directly to the MCAS(H), New River, Veterinary's office.

CHAPTER 8

WASHERS AND DRYERS IN BARRACKS

CHAPTER 8

WASHERS AND DRYERS IN BARRACKS

8000. <u>GENERAL</u>. Free washers and dryers are provided in barracks and BOQ aboard Marine Corps Base, Camp Lejeune, and MCAS(H), New River, through a Marine Corps Base administered and funded civilian contractor lease agreement. While this equipment is not Government owned, it will be controlled to the extent necessary to prevent losses to the contractor which must be reimbursed by the Government.

8001. <u>ACCOUNTABILITY</u>

1. Washers and dryers installed in barracks and BOQ will be assigned to the unit primarily responsible for/occupying the building in which installed.

2. The Base Property Control Officer will provide a CMR for washers and dryers to the unit Garrison Property Responsible Officer. This CMR will be provided quarterly, upon change of unit GPRO, and on request, and will be verified, signed, and returned to Base Property Control within 10 days after it is produced.

3. The washer/dryer CMR will provide the machine installation number, serial number and building location of all machines assigned to the unit. The machine installation number is the primary means of identification, and indicates whether the machine is a washer (WOOOO), electric dryer (EOOOO), or gas dryer (GOOOO).

8002. <u>INSTALLATION/REMOVAL REQUESTS</u>

1. Washers and dryers are installed and serviced by the civilian contractor, and will not be removed, moved, or installed by any personnel other than the contractor representative.

2. Requests for installation of additional washers/dryers will be forwarded to the Assistant Chief of Staff, Logistics (Attn: Base Property Control Officer), and will include appropriate justification, and a statement as to the availability of appropriate hook-ups (water, sewer, electricity, vent, etc.). Barracks capacity, space limitations, hook-up availability, and funding availability will be considered in the decision to approve or deny requests.

3. Requests for removal/relocation of washers and dryers will be forwarded to the Assistant Chief of Staff, Logistics (Attn: Base Property Control Officer), stating the reason for the requested action. In the case of relocation requests, the reinstallation in the new location will be considered in the same manner as a new installation.

8003. <u>CARE AND OPERATION</u>

1. Proper controls will be established by the assigned unit to prevent abuse, misuse, pilferage, and vandalism of machines.

2. Washers and dryers will be used only by bona fide occupants of barracks and BOQ.

3. Machines should <u>not</u> be moved for any reason, including cleanup/work details, since such movement may cause damage to the machines or gas lines, which could contribute to an unsafe condition.

4. Areas where machines are located will not be hosed down for cleaning purposes, as this can cause damage to timers, and severe electrical shock.

5. Individual equipment, such as 782 gear, sleeping bags, etc., will not be washed or dried in leased machines, as this can cause damage to the machines.

8004. REPAIR OF WASHERS AND DRYERS

1. Required repairs to leased washers and dryers will be performed only by the authorized contractor representative.

2. Prior to reporting an inoperative machine, the following actions should be taken:

     a. Check to insure the machine is plugged in, and fuses or circuit breakers are not blown/tripped.

     b. In the case of a gas dryer failing to heat, check the pilot light. Pilot lights should be relighted only by personnel familiar with the established procedures.

     c. Check the drain pipe and drain sink for clogging if a washer fails to eject water.

     d. Check the dryer lint screen and vent hose for clogging if the dryer appears to be over-heating or malfunctioning.

     e. It is a Base Maintenance responsibility to correct any problems external to the machine itself.

3. Inoperative or malfunctioning washers and dryers may be reported to Base Property Control at any time, 24 hours per day, seven days per week, at telephone extension 2651. During non-working hours this number is attached to an answering machine, and it is important that the following information be provided:

     a. Machine installation number e.g. W10000(washer), E10000(electric dryer), or G10000(gas dryer).

     b. Building number and general location of the machine within the building, e.g. Building #1212, third deck, Head #1.

     c. A brief description of the problem or malfunction.

     d. The name and telephone number of the individual making the call.

4. The unit should allow four working days for machines to be repaired before reporting the machine a second time.

5. Prior to repairs being effected to machines which have been damaged through apparent abuse, misuse, or vandalism, the unit will be required to conduct an informal investigation to determine the cause of such damage, and the possible identification of responsible parties. This investigation need not necessarily be a JAG Manual investigation, unless the extent of damage exceeds $700. In any case, a report of findings and corrective action taken will be forwarded to the Assistant Chief of Staff, Logistics (Attn: BPCO).

CHAPTER 9

MAINTENANCE AND REPAIR OF EQUIPMENT

CHAPTER 9

MAINTENANCE AND REPAIR OF EQUIPMENT

9000. GENERAL

1. The Base Property Control Officer is responsible for the maintenance and repair of the following categories of equipment:

    a. Office machines and devices.

    b. Office furniture and equipment.

    c. Barracks furniture and equipment.

2. The Base Property Control Officer will obtain maintenance and repair services through commercial contracts.

9001. OFFICE/BARRACKS FURNITURE AND EQUIPMENT

1. Unit Garrison Property Responsible Officers should periodically inspect all office furniture and equipment for serviceability. As items are determined to be in need of repair or replacement, an appropriate requisition will be prepared and forwarded to the Base Property Control Division. As replacement items are received, unserviceable items should be turned in (DIC D7P).

2. The Base Property Control Officer maintains a furniture rehabilitation/repair program through a civilian (GSA) contractor, and repaired items are issued to fill valid backorders as they become available.

9002. PERSONNEL SUPPORT EQUIPMENT (PSE)

1. Personnel support equipment includes those items normally issued/used by an individual Marine within his/her own assigned living space. This includes wall lockers, beds, mattresses, pillows, linen, quarters type furniture, and that equipment used in quarters housekeeping functions, such as buffers and vacuum cleaners.

2. The unit should establish a self-help program to accomplish minor repairs to PSE items to the greatest extent possible. This program should include repair/replacement of wall locker locking systems, bolts, etc.; painting of wall lockers and metal beds; and replacement of handles, hinges, screws, etc., on other PSE items, such as secretary wall systems.

    a. Some hardware and repair parts for PSE items are available from the Base Property Control Division. This includes, but is not limited to, lock modification kits for wall lockers, replacement light fixtures for secretary units, and other parts for some secretary systems.

    b. Moving of PSE items, especially wall lockers and secretary units, from room to room, or between buildings, increases the possibility for damage, and should be kept to a minimum.

    c. Demonstrated repair requirement trends, such as a particular screw needing replacement in many like items, should be reported to the Base Property Control Officer. Since the majority of these PSE items are procured through commercial contracts, this type of quality control feedback is essential in determining which contractors to buy from.

3. Mattresses will be cleaned, sterilized, and LTI'd in accordance with the procedures contained in the current edition of BO P4400.5. Mattresses which have been declared unserviceable by the Base Laundry will be turned in to the Base Property issue point (Bldg 1316), accompanied by the Base Laundry Work Request declaring them unserviceable.

a.   Mattresses requiring replacement will be exchanged one-for-one at Base Property issue point.

b.   Mattresses not requiring replacement will be turned in utilizing a DIC D7P transaction.

4.   Pillows and linen which become unserviceable are replaced on a one-for-one basis at the Base Laundry as a function of the normal weekly linen survey process.

5.   Quarters type furniture and housekeeping equipment (chairs, desks, buffers, etc.) are repaired/replaced in the same manner as office furniture, described in paragraph 9001 above.

9003.   OFFICE MACHINES AND DEVICES

1.   Maintenance and repair of most office machines and devices (except manual type-writers) may be obtained by calling the contractor operated repair service at extension 1944. When calling for repair of these items, be prepared to furnish the item nomenclature, serial number, building number where the item is located, location within the building, the name of the individual point of contact for the item, and a brief description of the problem.

2.   Manual typewriters requiring repair must be delivered to the contractor operated repair service in Building 1316. When these items have been repaired, the contractor will notify the unit to pick them up.

3.   Some items are not covered under the contract in force with the contractor operated repair service located in Building 1316. Such items as those leased by the Government, and some specialized items or devices, are maintained through contracts with other commercial vendors. If repairs are required to a Government leased machine, or one that is not covered under the primary office machine contract, they can be obtained by calling extension 2651, and providing the information required in paragraph 9003.1 above.

9004.   LAWNMOWERS AND WEEK TRIMMERS. Procedures for lawnmower and weed trimmer issue, turn-in, and maintenance, are contained in the current edition of BO 4400.16.

9005.   PLANT ACCOUNT AND MISCELLANEOUS MINOR PROPERTY, TACTICAL, AND RECOVERABLE EQUIPMENT

1.   Repair of Plant Account and miscellaneous minor property indicated below, may be obtained by submission of a work request to the Base Maintenance Officer in accordance with the current edition of BO P11014.1.

a.   Air conditioning equipment, and oil space heaters.

b.   Water coolers/fountains, and ice machines.

c.   Production equipment.

2.   Repair of tactical and recoverable equipment in the hands of Base units will be accomplished by the appropriate maintenance shop of the 2d Force Service Support Group, in accordance with the provisions contained in the current edition of 2d Maintenance Battalion, 2d FSSG, Order P4790.3.

9006.   AUDIOVISUAL AND TRAINING AID SUPPORT EQUIPMENT. Audiovisual and training aid support equipment, as defined in the current edition of MCO P5290.1, will be maintained/repaired as follows:

1.   Table of Equipment Items   - Using unit's responsibility.

2.   Non-Table of Equipment Items - Accomplished by the Training Audiovisual Support Center, Marine Corps Base, in accordance with the current edition of BO P3150.2.

9007.   FOOD SERVICE EQUIPMENT. Maintenance and repair of Food Service equipment will be accomplished in accordance with the current edition of BO P10110.10.

9008. <u>OCR FONT TYPING ELEMENTS</u>. OCR typing elements for IBM and Remington (Selectric) typewriters may be rebuilt under a General Services Administration contract at approximately one third the cost of new elements. Using units may request this service via the Base Purchasing and Contracting Office, utilizing normal open purchase procedures. Print wheels/discs for electronic typewriters are not repairable/rebuildable. Note: Base Property Control is not tasked with the responsibility of providing OCR typewriters to FMF units. Most electric typewriters issued by Base Property however, are OCR capable with the addition of an OCR element available at Self Service.

APPENDINX A

GLOSSARY OF TERMS

The following definition of terms used in this Manual, and in day-to-day dealings with Base Property Control, is included to ensure complete understanding of Base Property Control procedures.

1. ACTIVITY ADDRESS CODE(AC). A six position alpha-numeric code assigned to identify specific units, activities, or organizations authorized to ship or receive materiel, documentation, or billing. The first position of the code is the service code (M for Marine Corps units), the other five digits identify the specific unit.

2. BACKORDER. An established requirement registered within the system. In the case of a using unit, backorders to the Responsible Unit appear on the Demand List as a backorder quantity for a particular document number processed as a ZOA requisition. When the backorder is released (DIC ZZZ), the item is automatically issued to end use, and dropped from the LUBF on hand. In the case of backorders at Base Property, using unit requisitions which receive 'BB' status, and are resident on the General Account Backorder File (GBOF), are considered valid backorders to the using unit. Computer directed issues from Base Property are created to fill the established backorders resident on the GBOF when an item becomes available for issue in the Base Property Balance File (GABF).

3. COMMANDING OFFICER/OFFICER-IN-CHARGE. For the purpose of these instructions relative to garrison property operations, the term "Commanding Officer" refers to the commanding officer of a separate company or battery, and battalion, squadron, regiment, group, or comparable unit below the general officer level. The term "Officer-in-Charge" refers to the officer-in-charge of the Marine Corps Base division or department organization below the general officer level, as appropriate.

4. CONTROLLED ITEMS. Items listed in the controlled items header file used in conjunction with the current edition of MCO P4400.82, which must be reported to the Marine Corps Logistics Base, Albany, Georgia. Instructions for MCB units pertaining to the procurement, disposition, and reporting of controlled items are set forth in the current edition of BO 4440.8.

5. EXECUTIVE FURNITURE/FURNISHINGS. Executive type office furniture and furnishings are:

    a. Those items covered by Federal Supply Schedules of executive type office furniture, or by federal standards and specifications which have an "executive line" of office furniture and furnishings.

    b. Those items generally known, or considered by the trade, as the "executive line" of office furniture and furnishings. These include, but are not limited to, executive style desks, tables, telephone stands, cabinets, bookcases, chairs, and rugs. Executive type furniture is specifically authorized for certain individuals based on rank or billet assignment by, and will only be requisitioned in accordance with, the current edition of MCO 10160.8.

6. EXPENDABLE SUPPLIES. All consumable supplies and repair parts, regardless of price, and other items of supply not defined as nonexpendable property.

7. GARRISON PROPERTY/EQUIPMENT. Those items of property/equipment intended for garrison use which are controlled by the Assistant Chief of Staff, Logistics, for budgetary purposes; e.g. barracks furniture and equipment, water coolers, fans, office machines, furniture and equipment, dining facility equipment, and semi-fixed heating and cooling equipment such as space heaters and window air conditioners. This category includes all items meeting the criteria of Classes 3 and 4 Plant Account property. All MCB property in the hands of FMF units is garrison property, and all property/equipment in the hands of MCB units not listed in the T/E 7500, or the C.O.'s Allowance List, is garrison property. Garrison property and equipment is accounted for under two

different systems, depending on the original acquisition cost of the item involved. Garrison property items with a unit cost of $1,000 or more are accounted for by the Base Accounting Branch of the Comptroller Department, as Plant Account items. Items with a unit cost less than $1,000 are accounted for by Base Property Control, as detailed by this Manual.

8. INVESTIGATION. An investigation is a procedure which affords the Commanding Officer a means of determining the facts relating to the loss, damage, or destruction of Government property; determining the present condition of such property; and/or determining the responsibility, and extent of responsibility for the current condition of the property. Investigations will be conducted in accordance with the JAG Manual and the current edition of MCO P4400.150B.

9. LUBF (LOADED UNIT BALANCE FILE). This is the primary SASSY file through which all transactions effecting a using unit must pass. Each NSN for which a using unit processes a transaction within the Base Property SASSY system will have an entry on that unit's LUBF. In addition to management data for each NSN, the LUBF record will reflect quantities on hand in purpose code 'A', due-in, and backorders to responsible units within the using unit.

10. NONEXPENDABLE SUPPLIES. All serialized ordnance items; office machines and devices; band instruments; items that have either a manufacturer's or Marine Corps serial number which allows positive identification; controlled items (as per current edition of MCO P4400.82); items designated in writing by the Commander as being of highly negotiable nature, or as requiring special control; and all other items having a unit value of $700 or more.

11. PLANT ACCOUNT PROPERTY - CLASS 3. Includes all Marine Corps and Navy owned personal property of a capital nature having an estimated or actual initial acquisition cost of $1,000 or more. The criteria for determining Class 3 Plant Account, and those items of equipment which are specifically included or excluded from this category, are listed in the NAVCOMPTMAN, Vol. III, Chapter VI.

12. RESPONSIBLE UNIT. A unit/section within a using activity that requires supply support. As used in this Manual, the Responsible Unit is the sub-unit/section to which the GPRO assigns garrison property for end use.

13. UNIT GARRISON PROPERTY RESPONSIBLE OFFICER (GPRO). The appointed individual who performs the garrison property control function within the using unit or activity. This function may be performed by an Officer, Staff Non-Commissioned Officer, or civilian, as recommended by the Commanding Officer/Officer-in-Charge, and designated by the Commanding General.

14. USING UNIT. As used in this Manual, a using unit is the unit or activity which maintains a garrison property account with Base Property Control, and has a unit Garrison Property Responsible Officer assigned.

APPENDIX B

DOCUMENT FORMATS

9

FUNDED CANCELLATION REQUEST/GBOF BACKORDER CANCELLATION (AC1)

	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
C	A	C	1	B	P	C		7	1	7	0	0	1	C	0	0	0	0	0	1		E	A	0	0	0	0	1

	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	REMARKS
M	1	2	3	0	0	3	1	0	4	0	0	2	5	R								

	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
A	A	A							1	3									

71	72	73	74	75	76	77	78	79	80

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter DIC AC1 for a cancellation request.
4-6	Routing Identifier Code	Enter BPC
7	Blank	Leave blank.
8-22	NSN	Enter the NSN.
23-24	Unit of Issue	Enter the Unit of Issue.
25-29	Quantity	Enter the quantity to be cancelled.
30-43	Document Number	Enter the Document Number to be cancelled.
44	Demand Code	Enter the demand code (R or N).
45-50	Supplementary Address	Enter the supplementary address, or leave blank.
51	Signal Code	Enter 'A'
52-53	Fund Code	Enter the appropriate fund code if for a funded request cancellation, otherwise enter 'AA'.
54-59	Blank	Leave blank.
60-61	Priority	Enter the priority.
62-64	Blank	Leave blank.
65-66	Advice Code	Enter the advice code, or leave blank.
67-80	Blank	Leave blank.

NOTE: This transaction should be used to cancel backorders resident on the Base Property GBOF when no backorder quantity is present on the unit's DASF, and the latest status is other than BA or M8. DIC AC1 is also used to request cancellation of funded requests from MCB units.

DUE REDUCTION STATUS TRANSACTION (AE1-RA)

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter DIC AE1.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	NSN	Enter the NSN.
23-24	Unit of Issue	Enter the applicable unit of issue.
25-29	Quantity	Enter the quantity of the due to be reduced.
30-43	Document Number	Enter the document number.
44	Suffix Code	Enter the suffix code, if applicable, or leave blank.
45-50	Supplementary Address	Enter the supplementary address, or leave blank.
51	Signal Code	Enter 'A'
52-53	Fund Code	Enter 'AA'
54-59	Blank	Leave blank.
60-61	Priority Code	Enter the priority.
62-64	Transaction Date	Enter the date (Julian) the transaction was prepared.
65-66	Status Code	Enter 'RA'
67-69	Routing Identifier Code	Enter 'BPC'
70-80	Blank	Leave blank.

NOTE: AE1 transactions with RA status will reduce the 'Due-in' field of the unit DASF for the document number concerned, by the quantity entered on the AE1 transaction. This transaction should only be utilized after ensuring that no valid backorder is resident on the Base Property GBOF for the document number and quantity involved.

REPORT OF RECEIPT (TURN-IN) FROM A RESPONSIBLE UNIT OR
FROM A USING UNIT TO BASE PROPERTY CONTROL (D6A)

	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
C	D6	A	B	P	C		7	1	1	0	0	1	C	0	0	0	0	2	6			E	A	0	0	0	5	5	

30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
M	1	2	3	0	0	3	1	0	4	0	0	7	8							

DD	Title		Explanation or Entry
1-3	Document Identifier Code		Enter DIC D6A.
4-6	Routing Identifier Code		Enter BPC.
7	Blank		Leave blank.
8-22	NSN		Enter the NSN of the materiel.
23-24	Unit of Issue		Enter the applicable unit of issue.
25-29	Quantity		Enter the quantity being turned in.
30-43	Document Number		Enter the document number.
44	Blank		Leave blank.
45-50	Supplementary Address		If a turn-in from an RU, leave blank. If a turn-in to Base Property from a using unit, enter MBPCOO.
51	Blank		Leave blank.
52-55	*	Date Received	Enter the date received.
56-60	Blank		Leave blank.
61-64	*	Date Keypunched	Enter the date keypunched.
65-71	Blank		Leave blank.
72-80	*	Warehouse Location	Enter the location in which the materiel is placed. This will automatically create a YLL.

NOTE: Return to Purpose Code 'A', Condition Code 'A' in all cases.

* If the turn-in is to Base Property from a using unit, this transaction and these fields will be completed by Base Property Control.

MATERIEL RECEIPT TRANSACTION (D6T)

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter D6T.
4-6	Routing Identifier Code	Enter the RIC from CC's 67-79 of the Shipping Code invoice. If blank, use the RIC from CC's 4-6 of the shipping invoice (A5A).
7	Blank	Leave blank.
8-22	NSN	Enter the NSN of the item received.
23-24	Unit of Issue	Enter the unit of issue of the item received.
25-29	Quantity	Enter the quantity received.
30-43	Document Number	Enter the document number received, if known; otherwise, assign one.
44	Suffix Code	Enter the appropriate suffix code from the shipping mat, or leave blank.
45-50	Supplementary Address	Enter the supplementary address, or leave blank.
51	Signal Code	Enter the signal code from the shipping mat.
52-55	Date Received	Enter the date (Julian) received.
56	Blank	Leave blank.
57-59	Project Code	Enter the project code, or leave blank.
60	Blank	Leave blank.
61-64	Date Keypunched	Will be entered by Base Property when inducted.
65-69	Blank	Leave blank.
70	Backorder Release Indicator	Enter 'l' if a backorder release (ZZZ) is to be created internally.
71	Blank	Leave blank.

MATERIEL RECEIPT TRANSACTION (D6T)

CC	Title	Explanation or Entry
72-80	Warehouse Location	Enter the location in which the materiel is placed. This will automatically create a YLL. If CC 70 has a 'l', this field will be left blank.

OVER-THE-COUNTER ISSUE TRANSACTION FROM USING UNIT (D7A)

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter D7A.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	NSN	Enter the NSN issued.
23-24	Unit of Issue	Enter the applicable unit of issue.
25-29	Quantity	Enter the quantity issued.
30-43	Document Number	Enter the assigned document number.
44	Demand Code	Enter the appropriate demand code.
45-50	Supplementary Address	If the issue is made to a RU, enter 'Y' in CC 45, and the RU number in CC's 46-47. If the issue is made to another using unit, enter the AC of the unit receiving the materiel.
51 *	Signal Code	Enter the signal code.
52-53	Fund Code	Enter 'AA'.
54-59	Blank	Leave blank.
60-61	Priority Code	Enter the priority code.
62-64	Blank	Leave blank.
65	Purpose Code	Enter purpose code 'A'.
66	Condition Code	Enter condition code 'A'.
67-68	Blank	Leave blank.
69-80	Cost Code	Enter the appropriate Base Property no charge JON.

* The following signal codes will be used when issuing materiel:

a. When SAC 1 materiel is issued, the signal codes will be:

(1) If the materiel is issued to the activity in CC's 30-35, signal code 'A' will be used.

(2) If the materiel is issued to the activity in CC's 45-50, signal code 'K' will be used.

b. When SAC 2 or 3 materiel is issued, the signal codes will be:

(1) If issued to the activity in CC's 30-35, signal code 'W' will be used.

(2) If issued to the activity in CC's 45-50, signal code 'X' will be used.

ROLLBACK ISSUE TRANSACTION/TURN-IN TO BASE PROPERTY (D7P)

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter D7P.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	NSN	Enter the NSN of the materiel being rolled back/turned in.
23-24	Unit of Issue	Enter the applicable unit of issue.
25-29	Quantity	Enter the quantity being rolled back/turned in.
30-43	Document Number	Enter the assigned document number.
44	Demand Code	Enter an alpha 'O'.
45-50	Supplementary Address	Enter the AC of the unit receiving the materiel. For turn-ins to BPC, enter MBPCOO.
51	Signal Code	Enter 'K'.
52-53	Fund Code	Enter 'AA'.
54-59	Blank	Leave blank.
60-61	Priority Code	Enter the priority code.
62-64	Blank	Leave blank.
65	Purpose Code	Enter the losing purpose code (A or C).
66	Condition Code	Enter the losing condition code (usually A).
67	Control Code	Enter '1' to suppress printing of BWA mat.
68-80	Blank	Leave blank.

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ISSUE TO CASH/CHECKAGE SALES TRANSACTION (D7Y)

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter D7Y.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	NSN	Enter the NSN of the item sold.
23-24	Unit of Issue	Enter the applicable unit of issue.
25-29	Quantity	Enter the quantity sold.
30-43	Document Number	Enter the document number assigned.
44	Demand Code	Enter the appropriate demand code.
45-50	Blank	Leave blank.
51	Signal Code	Enter 'A'.
52-53	Fund Code	Enter 'AA'.
54-59	Blank	Leave blank.
60-61	Priority Code	Enter the appropriate priority code.
62-64	Blank	Leave blank.
65	Purpose Code	Enter the losing purpose code (usually C).
66	Condition Code	Enter the losing condition code (usually A).
67-68	Blank	Leave blank.
69-80	Cost Code	Enter the appropriate Base Property no charge JON.

INVENTORY/MISCELLANEOUS GAIN TRANSACTION (D8A/Z)

```
 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 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
 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 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
```

SEND TO: **A**   TRANSACTION IS FROM: **B**

	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
C	D	8	Z	B	P	C		7	1	1	0	0	1	C	0	0	3	2	4	5				E	A	0	0	0	2	1

30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	REMARKS
M	1	2	3	0	0	3	1	0	4	0	0	9	6								

Justification on Reverse

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
				F	M	9	9	9	7					C	A				

71	72	73	74	75	76	77	78	79	80

U/P $ 0.00

T/P $ 0.00

/S/ GPRO
(CO/OIC if over $700.00)

GENERAL PURPOSE TRANSACTION

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter D8A for inventory gain; D8Z for miscellaneous gain.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	NSN	Enter the NSN of the item gained.
23-24	Unit of Issue	Enter the applicable unit of issue.
25-29	Quantity	Enter the quantity gained.
30-43	Document Number	Enter the assigned document number.
44-54	Blank	Leave blank.
55-60	TAM Number	If the gain transaction is for purpose code C, the TAM number must be entered.
61-64	Blank	Leave blank.
65	Purpose Code	Enter the gaining purpose code.
66	Condition Code	Enter the gaining condition code.
67-80	Blank	Leave blank.

INVENTORY/MISCELLANEOUS LOSS TRANSACTION (D9A/Z)

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter D9A for inventory loss; D9Z for miscellaneous loss.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	NSN	Enter the NSN being dropped.
23-24	Unit of Issue	Enter the applicable unit of issue.
25-29	Quantity	Enter the quantity being dropped.
30-43	Document Number	Enter the document number assigned.
44-54	Blank	Leave blank.
55-60	TAM Number	If the loss is from purpose code C, the TAM number must be entered.
61-64	Blank	Leave blank.
65	Purpose Code	Enter the losing purpose code.
66	Condition Code	Enter the losing condition code.
67-80	Blank	Leave blank.

CONDITION CODE TRANSFER (DAC)

LEGEND

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter DIC DAC.
4-6	Routing Identifier Code	Enter the RIC of the SMU or general account.
7	Blank	Leave blank.
8-22	National Stock Number	Enter the NSN.
23-24	Unit of Issue	Enter the U/I of the item.
25-29	Quantity	Enter the quantity to be transferred.
30-43	Document Number	Enter the assigned document number.
44-62	Blank	Leave blank.
63	Contingency Code	Enter the appropriate contingency code if the purpose to or purpose from is "D".
64	Blank	Leave blank.
65	Purpose To	Enter the purpose code being transferred to.
66	Condition To	Enter the condition code being transferred to.
76-69	Blank	Leave blank.
70	Purpose From	Enter the purpose code from.
71	Condition From	Enter the condition code from.
72-80	Blank	Leave blank.

PURPOSE CODE TRANSFER   (DAD)

	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
C	D	A	D	B	P	C		3	6	1	0	0	0	5	6	7	8	6	3	2			E	A	0	0	0	0	1

30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
M	9	3	1	0	0	3	0	9	8	0	5	3	4	R	3	C	B	C	A	M

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
P	L	E	J	N	C	A	A							C	A				A

71	72	73	74	75	76	77	78	79	80
A									

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter DAD.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	NSN	Enter the NSN of the item being transferred.
23-24	Unit of Issue	Enter the applicable unit of issue.
25-29	Quantity	Enter the quantity to be transferred.
30-43	Document Number	Enter the assigned document number.
44	Demand Code	Enter the appropriate demand code.
45-56	Cost Code	Enter the appropriate no charge Base Property JON.
57-58	Fund Code	Enter 'AA'.
59-64	Blank	Leave blank.
65	Purpose Code To	Enter the gaining purpose code.
66	Condition Code To	Enter the gaining condition code.
67-69	Blank	Leave blank.
70	Purpose Code From	Enter the losing purpose code.
71	Condition Code From	Enter the losing condition code.
72-80	Blank	Leave blank.

NOTE: Using units may change DAD from AA to CA, or CA to AA only.

LOADED UNIT ALLOWANCE FILE (LUAF) CHANGE TRANSACTION (YAL)

CC		Title	Explanation or Entry
1-3		Document Identifier Code	Enter YAL.
4-6		Blank	Leave blank.
7		Memorandum Receipt Indicator Code	Enter MRIC '1' or '2', as appropriate.
8-22		NSN	Enter the NSN of the allowance item.
23		Blank	Leave blank.
24-29		TAM Number	Enter the TAM number (available from Base Property if unknown and the item is garrison property).
30-35		Activity Address Code	Enter the AC of the using unit.
36-41	1/	Special Allowance	Enter the special allowance quantity.
43-49	1/	Allowance Quantity	Enter the allowance quantity.
50-56		On Hand Quantity	Enter the on hand quantity if this is for an initial load of an NSN not already on the LUAF, otherwise leave blank.
57		Controlled Item Code	Enter the controlled item code (MCB units' T/E assets only).
58-66		Blank	Leave blank.
67	2/	Reversal Indicator	Enter an 'R' to delete the complete TAM number entry on the MAL, otherwise leave blank.
68-80		Blank	Leave blank.

1/ Allowance quantity fields must be filled. Enter zeros if no allowance quantity is authorized.

2/ This reversal will delete the complete TAM number entry from the LUAF/MAL. An exception will be produced to show the manager a copy of the record that was deleted from the file. This can only be accomplished when a record NSN's on hand balance has been reduced to zero. The due and allowance quantities are not considered, since the purpose of deleting the record exists when an allowance is no longer authorized.

LOAD/CHANGE TRANSACTION FOR RUAF (YRU)

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter YRU.
4-7	Blank	Leave blank.
8-22	Record NSN	Enter the NSN of the item.
23-28	TAM Number	Enter the TAM number.
29	Blank	Leave blank.
30-37	Unit Account Number	Enter the using unit's AC, plus the effected RU number.
38 1/	Allowance Indicator	Enter the appropriate allowance indicator: 'A' (add to), 'S' (subtract from), or 'R' (replace).
39-45	Allowance Adjustment Quantity	Enter the quantity to be added, subtracted, or replaced.
46 1/	On Hand Indicator	Enter the appropriate on hand indicator: 'A' (add to), 'S' (subtract from), or 'R' (replace).
47-53	On Hand Adjustment Quantity	Enter the quantity to be added, subtracted, or replaced.
54	Memorandum Receipt Indicator Code	Enter the appropriate MRIC.
55-59	Blank	Leave blank.
60 2/	Serial Number Indicator	Enter 'A' to add a serial number or 'D' to delete a serial number.
61-80 3/	Serial Number	Enter the serial number if one is assigned.

1/ The following information is provided concerning the allowance/on hand indicators contained in CC's 38 and 46 respectively.

a. If an indicator of 'A' is placed in CC 38 or 46, the allowance/on hand quantities noted on the YRU transaction will be 'added' to the quantities already resident on the file.

b. If an indicator of 'S' is placed in CC 38 or 46, the allowance or on hand quantities noted on the YRU transaction will be subtracted from the quantities already resident on the file.

c. If an indicator of 'R' is placed in CC 38 or 46, the allowance or on hand quantities noted on the YRU transaction (totally) the quantities already resident on the file.

d. The allowance indicator (CC 38) when left blank will have the allowance quantity initially loaded resident on the file.

2/ The serial number indicator (CC 60) will be left blank when loading nonserialized items, causing no action to be taken on the serial number field (CC 61-80).

3/ The following information is provided concerning the serial number contained in CC's 61-80.

a. To add or change the TAM or MRIC, the serial number field of the YRU must be left blank.

b. A YRU to add a serial number will be screened against the header record, and if the TAM or MRIC is different, they will be changed on the YRU to correspond with the header record.

c. A YRU to delete a serial number will process regardless of the TAM or MRIC, if the serial number is present on the RUAF for the RU specified.

d. Serial numbers should be right justified, and plant account numbers left justified.

e. No special characters such as blanks, hyphens, or slashes, are allowed. All serial numbers must be totally alpha/numeric.

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ADDITIONAL DEMAND/REQUISITION (ZOA)

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter ZOA.
4-6	Routing Identifier Code	Enter BPC.
7	Pass Control Code	Enter 'A'.
8-22	NSN	Enter the NSN requested.
23-24	Unit of Issue	Enter the applicable unit of issue.
25-29	Quantity	Enter the quantity requested.
30-43	Document Number	Enter the assigned document number.
44	Demand Code	Enter the appropriate demand code.
45-50	Supplementary Address	If an RU is assigned, a 'Y' must be placed in CC 45, and the RU in CC's 46-50.
51	Blank	Leave blank.
52-56	ERO Number	May be used for TAM number if desired, or leave blank.
57-59	Blank	Leave blank.
60-61	Priority Code	Enter the appropriate priority.
62-64	Required Delivery Date	Enter the 3-digit Julian date by which the materiel must be received, if the priority is 06/07 only. Normally left blank.
65-66	Advice Code	Enter the appropriate advice code. Do not leave blank. Advice code 2L will be used when no other code applies.
67	Control Code	For Base property use only.
68	Purpose Code	Enter the purpose code the request is intended for. This will normally be 'C'.
69-80	Cost Code	Enter the appropriate Base Property no charge JON.

NONSYSTEM ITEM DEMAND/REQUISITION (ZOE)

GENERAL PURPOSE TRANSACTION DOCUMENT

SEND TO:

TRANSACTION IS FROM:

	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
C	Z	O	E	B	P	C		7	1	1	0	0	0	2	3	5	5	6	3	4									

30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
				E	A	0	0	0	0	1	M	0	0	1	3	3	3	1	0	4

REMARKS

Justification
Complete item description
and Source of Supply

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
0	0	9	8	1	3	2	L	C	R		0	6						3	D

/S/ GPRO

71	72	73	74	75	76	77	78	79	80
M	A	R	A	I	R	W	I	N	G

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter ZOE.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	Part Number/Nonsystem NSN	Enter nonsystem NSN or manufacturer's part number.
23-33	Manufacturer's Part Number	Additional space if needed for part numbers, otherwise leave blank.
34-35	Unit of Issue	Enter the appropriate unit of issue.
36-40	Quantity	Enter the quantity requested.
41-54	Document Number	Enter the assigned document number.
55-56	Priority Code	Enter the appropriate priority.
57-58	Advice Code	Enter the appropriate advice code, or 2L.
59	Purpose Code	Enter the purpose code intended for.
60	Demand Code	Enter the appropriate demand code.
61	Blank	Leave blank.
62-63	Responsible Unit	Enter the RU number or leave blank.
64-68	Blank	Leave blank.
69-80	Cost Code	Enter the appropriate Base Property no charge JON.

REDISTRIBUTION ORDER-CREATED TO INVOICE ASSETS BETWEEN USING UNITS (Z2M)

Card format (General Purpose Transaction Document):

CC 1-29: `Z 2 M B P C   7 1 1 0 0   1 C 0 0 0   0 0 1 . E A 0 0 0 0 1`

CC 30-50: `N 1 2 3 0 0 3 1 0 4 0 0 7 6   M 9 3 1 0 0`

CC 51-70: `1 4       C A`

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter Z2M.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	NSN	Enter the NSN of the items to be transferred.
23-24	Unit of Issue	Enter the applicable unit of issue.
25-29	Quantity	Enter the quantity to be transferred.
30-43	Document Number	Enter the document number assigned. The activity in CC's 30-35 will be the unit receiving the materiel.
44	Blank	Leave blank.
45-50	Supplementary Address	Enter the AC of the unit shipping the materiel.
51-59	Blank	Leave blank.
60-61	Priority Code	Enter the appropriate priority.
62-64	Blank	Leave blank.
65	Purpose Code	Enter the purpose code 'A' or 'C'. This is the purpose code to be shipped from and received to. Normally this will be purpose code 'C'.
66	Condition Code	Enter condition code 'A'. Only code A materiel may be redistributed.
67-80	Blank	Leave blank.

CANCELLATION REQUEST (ZC1)

	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
C	Z	C	1	B	P	C		7	1	1	0	0	1	C	0	0	0	0	0	0	1			E	A	0	0	0	0	1

	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	REMARKS
M	1	2	3	0	0	3	1	0	4	0	0	9	9	R							

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter ZC1.
4-6	Routing Identifier Code	Enter BPC.
7	Cancellation Control Code	Enter 'B' to cancel the backorder only. Leave blank to cancel both backorder and due.
8-22	NSN	Enter the NSN to be cancelled.
23-24	Unit of Issue	Enter the applicable unit of issue.
25-29	Quantity	Enter the quantity to be cancelled.
30-43	Document Number	Enter the document number to be cancelled.
44	Demand Code	Enter the appropriate demand code.
45-80	Blank	Leave blank.

REQUISITION MODIFIER (ZM1)

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter ZM1.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	NSN	Enter the NSN.
23-25	Blank	Leave blank.
26	Purpose Code To	Enter the purpose code transferred to, otherwise leave blank.
27	Blank	Leave blank.
28	Purpose Code From	Enter the purpose code transferred from, otherwise leave blank.
29	Blank	Leave blank.
30-43	Document Number	Enter the document number to be modified.
44	Blank	Leave blank.
45-50	Responsible Unit	Enter the new RU with a 'Y' in CC 45, and the RU number in CC's 46-50, otherwise leave blank.
51	Blank	Leave blank.
52-56	ERO Number	May be used to enter the new TAM number, if desired, otherwise leave blank.
57-59	Blank	Leave blank.
60-61	Priority Code	Enter the new priority code, otherwise leave blank.
62-64	Required Delivery Date	Enter the new RDD, otherwise leave blank.
65-66	Advice Code	Enter the new advice code, otherwise leave blank.

REQUISITION MODIFIER (ZM1)

CC	Title	Explanation or Entry
67	Blank	Leave blank.
68	Pass Control Code	Enter 'A'.
69-80	Cost Code	Enter the new Base Property no cost JON, otherwise leave blank.

NOTE: A ZM1 modifier provides purpose code transfers for units before the materiel is received. The following purpose code transfers will be allowed to pass the edit:

Purpose Code From	Purpose Code To
C	A
A	C

FOLLOWUP TO A REQUISITION (ZT_)

	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
C	Z	T	1	B	P	C	A	7	1	1	0	0	1	C	0	0	0	0	0	1			E	A	0	0	0	0	1

30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
M	0	0	1	5	1	3	1	0	4	0	0	3	5	R	Y	5	2			

REMARKS: If for a document not on the DASF, include justification and appropriate signatures.

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
F	M	9	9	9					1	4				2	L		C	3	C

71	72	73	74	75	76	77	78	79	80
A	S	N	E	W	R	I	V	E	R

CC	Title	Explanation or Entry
1–3	Document Identifier Code	Enter ZTA for documents not appearing on the DASF (only current FY documents may be followed up). Enter ZT1 for documents appearing on DASF, but without status.
4–6	Routing Identifier Code	Enter BPC.
7	Pass Control Code	Enter 'A'.
8–22	NSN	Enter the NSN.
23–24	Unit of Issue	Enter the appropriate unit of issue.
25–29	Quantity	Enter the quantity.
30–43	Document Number	Enter the original document number.
44	Demand Code	Enter the demand code.
45–50	Supplementary Address	Enter the supplementary address or RU, or leave blank.
51	Blank	Leave blank.
52–56	ERO Number	Enter the ERO or TAM number from the original document, otherwise leave blank.
57–59	Blank	Leave blank.
60–61	Priority Code	Enter the priority.
62–64	Required Delivery Date	Enter the RDD from the original document.
65–66	Advice Code	Enter the advice code from the original document.
67	Blank	Leave blank.
68	Purpose Code	Enter the appropriate purpose code.
69–80	Cost Code	Enter the cost code from the original document.

NOTE: All entries must be perpetuated from the original ZOA except DIC.

BACKORDER RELEASE TRANSACTION (ZZZ)

GENERAL PURPOSE TRANSACTION DOCUMENT

SEND TO: A

TRANSACTION IS FROM: B

Row C (columns 1–29): Z Z Z B P C | 7 1 1 0 0 1 C 0 0 0 0 0 1 | E A 0 0 0 0 1

Row (columns 30–50): M 1 2 3 0 0 3 1 0 4 0 0 9 9 3 1 1 5

REMARKS

NAVMC 10694 [REV. 12-70] 7-69 EDITION WILL BE USED S/N 0000-00-006-2202 U/I: SE

CC	Title	Explanation or Entry
1-3	Document Identifier Code	Enter ZZZ.
4-6	Routing Identifier Code	Enter BPC.
7	Blank	Leave blank.
8-22	NSN	Enter the NSN to be released.
23-24	Unit of Issue	Enter the appropriate unit of issue.
25-29	Quantity	Enter the quantity issued.
30-43	Document Number	Enter the document number released which appears on the Demand Listing.
44-47	Date Issued	Enter the 4-digit Julian date the issue was made.
48-80	Blank	Leave blank.