

Commanding Officer's AA&E Checklist

- Ref: a. MCO P44100.150
 b. MCO P8020.10
 c. MCO P5530.14A

Commanding Officer	Yes	No	N/A
1. Shall ensure SOP, desktop procedures, and turnover folders for A&E accountability are established and maintained per chapter 1 of MCO p4400.150E Ref (a) para 7002.4.a			
2. Account for class V(W) per ref (a) and UM 4400-124. This includes all blank, inert, security, training, and dummy ammunition. Ammunition NSN/Lot Number Record (NAVMC 10774) or equivalent automated means are authorized and acceptable for maintaining/recording custody transactions. Units involved with field exercises in excess of 24 hours will establish formal accounting records on NAVMC Form 10774 or equivalent automated means Ref (a) Para 7002.4.b			
3. Shall establish procedures to appoint/relieve an A&E Audit and Verification Officer/SNCO. Appointment letters will outline primary duties, responsibilities, and turnover procedures. The A&E Audit and Verification a disinterested Marine who has no responsibilities concerning ammunition security or accountability.			
4. Shall appoint, in writing, an officer/SNCO as the unit AA&E Officer/SNCO. The AA&E Officer/SNCO shall be that officer/SNCO which has direct control/responsibility of the armory (e.g., armory officer, ordnance officer, and S-4 officer).			
5. Shall ensure appointment, acceptance, and revocation letters are retained for 5 years from date of appointment/ relief. Ref (a) Para 7002.4.e			
6. Shall ensure all personnel who account for, maintain, and distribute A&E in performance of their primary duties, as identified in chapter 4 of MCO 8020.10, Marine Corps ammunition Management and Explosives Safety Policy Manual, are properly screened and that this screening is properly			

documented in accordance with MCO P8020.10B and MCO P5530.14A.			
7. Shall appoint in writing an officer/SNCO to conduct and document monthly inventories of A&E stored in a local magazine controlled by a unit. This requirement applies to Explosive Ordnance Disposal (EOD), Engineer School, PMO, Rifle Ranges, Armories, Marine Support Battalion Detachment, Marine Security Guard Detachments, and Marine Corps Security Force Detachments. Ref (a) para 7002.4.f			
8. Shall ensure annual AA&E awareness training is conducted and incorporated into the annual training schedules and Professional Military Education. Ref (a) Para 7002.4.h			
9. Shall ensure an annual (wall to wall) inventory of class V(W) is conducted and properly documented on appropriate NAVMC 10774. Ref (a) Para 7002.4.i			
10. Shall ensure a semi-annual inventory of security risk category (SRC) I A&E is conducted and the results of this inventory documented on appropriate NAVMC 10774. Ref (a) Para 7002.4.j			
11. Shall ensure that personnel are aware of and comply with MLSR reporting. Ref (a) Para 7002.k			
12. Shall ensure that units document expenditure of emergency destruction materiel's, to include individual kit components using expenditure reports. Ref (a) para 7002.4.l			
13. Shall ensure two person integrity for A&E destruction actions and expenditure reporting. Ref (a) para 7002.4.m			
14. Shall ensure that units having approved storage facilities, (i.e., rifle range, School of Infantry, Engineer School...), hold no more than their annual training allocation to meet operational requirements as approved by the CO in writing. Ref (a) para 7002.4.n			
15. Shall ensure the Class V(W) Expenditure Report (NAVMC 11381), is used to document all expenditures of A&E assets. This form will be completed at the range by the RSO and the ammunition technician to include signatures of both parties, if required,			

prior to any ammunition leaving the range for transport to the ammunition supply point(ASP)/armory. Ref (a) para 7002.4.o			
16. Shall ensure expenditure reports (NAVMC 11381) are maintained by fiscal year (FY) and retained for current year plus two prior FY's as of closing date of expenditure. For those expenditure reports (NAVMC 11381)which correspond to ammunition maintained on NAVMC 10774's retention period shall be 3 years from placement of NAVMC 10774 in the inactive file. Ref (a) para 7002.4.p			
17. Shall ensure A&E recordkeeping personnel at the consumer-level are accompanied at all times by storage custodians when access is required to A&E storage sites. Ref (a) para 7002.4.q			
18. Shall deny storage personnel access to A&E recordkeeping. Ref (a) para 7002.4.r			
19. Shall ensure authorized allowances are not exceeded. Ref (a) para 7002.4.s			
A&E Audit and Verification Officer/SNCO			
20. Certify expenditure reports (NAVMC 11381) once actual exercise is completed and any unused ammunition has been returned to the ASP. Ref (a) para 7002.5.a			
21. Conduct, and document, a quarterly audit of the commands A&E accountability procedures. Ref (a) para 7002.5.b			
AA&E Officer/SNCO			
22. Shall conduct a complete review of the account within 30 days of appointment. Ref (a) para 7002.6.a			
23. Shall complete a wall-to-wall inventory within 30 days of appointment. Ref (a) para 7002.6.b			
24. Shall report any discrepancies immediately during the review/inventory to the appointing officer. Ref (a) para 7002.6.c			
25. Maintain close liaison with the area security officer. Ref (a) para 7002.6.d			
26. Assist the area security officer, Provost Marshall Office (PMO), Naval Criminal Investigation Service (NCIS) agents, auditors, and other assigned			

personnel in investigating AA&E losses. Ref (a) para 7002.6.e			
27. Monitor performance and the reporting of all AA&E inventories, as well as related MLSR reports. Ref (a) para 7002.6.f			
28. Ensure RSO's/OIC's comply with those duties/procedures outlined in paragraph 7002.7, of Ref (a)			
Range RSO's/OIC's			
29. Conduct inventory/receipt of A&E when delivered. Ref (a) para 7002.7.a			
30. Supervise the distribution of A&E. Ref (a) para 7002.7.b			
31. Ensure the Class V(W) Expenditure Reports (NAVMC 11381) and a legible copy of turn-in documents for unexpended assets are completed and turned in by the unit ammunition technician. Ref (a) para 7002.7.c			
32. Ensure the ammunition technician submits completed expenditure reports (NAVMC 11381) to include issue and turn-in documents for unexpended A&E to the A&E audit and verification officer. Ammunition drawn from the local ASP will be returned using the original document number as issued and a suffix code. Ref (a) para 7002.7.d			