



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NORTH CAROLINA 28533-0050

WgO 13650.1E
ALD

FEB 20 2013

WING ORDER 13650.1E

From: Commanding General
To: Distribution List

Subj: AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL)
PROGRAM

Ref: (a) COMNAVAIRFORINST 4790.2 series
(b) COMNAVAIRFORINST 13650.3 series
(c) NAVAIRINST 13680.1 series
(d) NAVAIR AG-SEMGR-GYD-000
(e) NAVSUP P485
(f) MCO P4400.177 series
(g) MALSP PROGRAM IMRL GUIDE

Encl: (1) Duties and Responsibilities
(2) MALSP IMRL Tailoring/Revisions Procedures
(3) Depot Level Rework/Overhaul Procedures
(4) Urgent Temp Loan Guidelines
(5) Work Center Inventory Procedures
(6) Proper Email Format
(7) Revision Request
(8) Survey Procedures
(9) Budget Requirements
(10) Individual Requirements

1. Situation. To provide standardized procedures for the management, redistribution, budgeting, and inventory control of in-use Support Equipment (SE) throughout 2d Marine Aircraft Wing (2d MAW).

2. Cancellation. WgO 13650.1D.

3. Mission. It is the responsibility of all aircraft maintenance activities within 2d MAW to ensure compliance with references (a) through (g) and structure the AMMRL Program

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accordingly. For the purpose of establishing continuity within 2d MAW, enclosures (1) through (10) are provided.

4. Execution. The 2d MAW shall maintain high AMMRL standards, in order to support aircraft readiness.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to 2d MAW Aviation Logistics Department-B (ALD-B) via the appropriate chain-of-command.

6. Command and Signal

a. Command. This Order is applicable to all 2d MAW AMMRL Program personnel.

b. Signal. This Order is effective the date signed.



P. D. BUCK
Chief of Staff

DISTRIBUTION: A

Duties and Responsibilities

1. 2d MAW AMMRL Program Manager (Code ALD-B). 2d MAW ALD-B will function as the focal point in coordination with Marine Forces Command (MARFORCOM) and Commander, Naval Air Forces (COMNAVAIRFOR) on all AMMRL related matters but not limited to the following:
 - a. Screen Individual Material Readiness List (IMRL) requirements for redistribution within 2d MAW..
 - b. Screen, coordinate, and track redistribution transfers and maintain results of all annual inventories.
 - c. Coordinate SE loans within 2d MAW activities and provide associated data to the Support Equipment Controlling Authority (SECA) as required.
 - d. Consolidate, track, and maintain Depot Level rework/overhaul requests of IMRL end items throughout the rework cycle. Maintain and distribute Support Equipment Resources Management Information System (SERMIS) shipping schedules, activity production status reports, and associated rework update information. See enclosure (3) for rework procedures.
 - e. Perform Individual Mobilization Augmentee (IMA) and Organizational Maintenance Activity (OMA) level IMRL Department Maintenance Program Assists (MPA) and follow-up's as requested by Commander, Naval Air Forces - Atlantic (CNAL).
 - f. Serve as a member of the Marine Aviation Logistics Support Program (MALSP) IMRL working Group. See enclosure (2) for MALSP tailoring procedures.
 - g. Coordinate, participate, and assist 2d MAW activities designated as MALSP and Maritime Prepositioning Ships (MPS) Model Managers in employment, reviews, and tasks relative to management of the Model Manager Program. See enclosure (2) for MALSP tailoring procedures.
 - h. Act as IMRL manager for the Norway Geo-prepositioning Program by maintaining and updating Local Asset Management System (LAMS) and SERMIS data files.
 - i. Review, track, and maintain IMRL source data revision requests submitted by 2d MAW activities. See enclosure (7) Revision Request procedures.

j. Coordinate IMRL employment changes for both MPS and MALSP relative to assigned Type/Model/Series Model Managers.

k. Coordinate IMRL/SE requirements supporting 2d MAW activity detachments/training exercises (i.e. Weapons Training Instruction (WTI), Integrated Training Exercise (ITX), etc.).

2. Marine Aviation Logistics Squadron (MALS) AMMRL Program Manager. Act as the Marine Air Group (MAG) AMMRL program manager for all MAG subordinate activities on AMMRL related matters and establish and maintain an effective AMMRL program per references (a) through (g) to include the following but not limited to: See enclosure (10) for individual requirements.

a. IMA IMRL SNCOIC (MOS 6042) and IMRL Officer will be assigned in writing by the Commanding Officer. Insure the IMRL Officer attends the SE Asset Manager Course D555-0001/822Z or an equivalent course prescribed by COMNAVAIRFOR.

b. Review, process, and distribute appropriate LAMS reports on a quarterly basis per COMNAVAIRFORINST 13650.3 and SERMIS reports as received to IMA Maintenance Divisions and supported activities as applicable.

c. Maintain and update the MALS LAMS and provide appropriate LAMS reports to the IMA Maintenance Divisions and supported activities for custody and control of on-hand IMRL equipment.

d. Maintain current LAMS files/reports for each supported Squadron (Aircomps LAMS-5 and Back-up's will be run on O-level LAMS computer and submitted upon completion).

e. Ensure all applicable documentation i.e.: TIC, Hazmat Cert, SE PMS record Jacket, Form 4790/52, TR, and Shipdoc, is attached/ accompanied with the RFI asset when transferred. Ensure the IMRL asset has been verified Ready for Issue/Ready for Use (RFI/RFU).

f. Maintain computer hardware capable of supporting required software to ensure an effective IMRL Program.

g. Identify, prioritize, and submit IMRL deficits to 2d MAW for review. See enclosure (9) for budget information.

h. Schedule and conduct IMRL review conferences for the MALS and supported activities at least every 2 years to identify

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possible source date Revision Request candidates. See enclosure (2) for tailoring procedures.

i. Act as Inventory Control Point for all IMRL end items shipped from or received by the MAG. In coordination with embarkation personnel, ensure MAG subordinate activity detachments/deployments IMRL requirements are identified, inventoried, and staged for transport in a timely manner that ensures IMRL/SE arrives at destination no later than dates established by Letters of Instruction, published milestones or related correspondence. In order to ensure control and tracking of IMRL/SE, the MALS IMRL department shall coordinate a MAG consolidated IMRL pack up for WTI courses and ITX.

j. Coordinate with the MALS Milestone manager to ensure completion of all AMMRL related Milestones before assigned completion date.

k. Provide appropriate LAMS reports to IMA Maintenance Divisions and supported activities to assist in annual inventory verification. See enclosure (5) for inventory procedures.

l. Review, validate, and maintain results of all annual inventories for the following purpose:

(1) Review IMRL deficit listings received from organizational level activities for accuracy, screen for MAG excess, and redistribute when possible. For items not available for redistribution, forward unfilled IMRL requirements to 2d MAW (ALD-B) for fleet wide screening. See enclosure (6) for proper email format.

(2) Request disposition for MAG Excess. See enclosure (5) for proper email format.

(3) Verify deficits and develop budget data for requisition of IMRL shortages for MALS and supported activities. See enclosure (9) for budget requirements.

(4) Reconcile and validate outstanding IMRL requisitions with the Supply Department monthly. See enclosure (9) for supply procedures.

(5) When the annual wall-to-wall inventory is completed, the wall-to-wall letter completion date will be the same as the date the inventory is signed by the Aircraft Maintenance Officer (AMO). An AMO signed wall-to-wall letter will accompany each

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annual wall-to-wall completed. The current year and past years inventory will be kept on hand.

m. Provide appropriate LAMS reports to IMA Maintenance Divisions and supported activities to assist in quarterly inventory verification. See enclosure (5) for Inventory procedures.

n. Screen, validate, process, and maintain working file containing rework/overhaul submissions for the MALS and supported activities. See enclosure (3) for rework procedures.

o. Screen, verify, and process Source Data Revision Requests prior to forwarding to SECA. See enclosure (7) for revision request procedures.

p. Ensure quarterly audits of IMA Maintenance Divisions and supported activities are conducted.

q. Provide Technical Training (Tech Training) to both Intermediate and Organizational level Support Equipment Asset Managers (MOS 6042) and maintenance division IMRL representatives on a weekly basis.

r. Provide assistance to MAG subordinate activities to ensure an effective AMMRL program.

s. Assist supported activities in developing Revisions, application and allowance data relative to "Type/Model/Series" responsibilities for submission to 2d MAW.

t. Ensure Urgent Temp Loans are in fact Urgent. Before any Urgent Temp Loan is submitted a Broad Arrow will be completed. See enclosure (4) for Urgent Temp Loan procedures.

3. OMA AMMRL Program Manager. Establish and maintain an effective AMMRL program per references (a) through (g), to include the following but not limited to:

a. Recognize the MALS AMMRL program manager as the MAG AMMRL program manager on all AMMRL related matters.

b. Ensure the OMA IMRL NCOIC PMOS (6042) and IMRL Officer are assigned in writing by the Commanding Officer. Ensure the IMRL Officer attends the Support Equipment Asset Manager Course D555-0001/822Z or an equivalent course prescribed by COMNAVAIRFOR.

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c. Conduct annual IMRL wall-to-wall inventory and submit results to supporting MALS IMRL program manager via the chain of command. This report will include the following data for items identified as having a direct impact on activity readiness or maintenance capability. See enclosure (5) for inventory procedures.

(1) Prioritized listing of IMRL deficits by Prime National Item Identification Number (NIIN), part number, cage, and nomenclature.

(2) Listing of IMRL excesses by NIIN, Part Number, cage, nomenclature and serial number.

(3) When the annual wall-to-wall inventory is completed, the wall-to-wall letter completion date will be the same as the date the inventory is signed by the AMO. An AMO signed wall-to-wall letter will accompany each annual wall to wall completed.

d. Submit Report of Survey (DD form 200), when required, to supporting MALS for all IMRL assets. SE with a Source Maintenance and Recoverability (SM&R) code that requires determination by the IMA or higher level of maintenance will be forwarded to the supporting MALS for repair, Beyond Capable Maintenance (BCM) and survey action, or depot level rework submission. See enclosure (3) for rework procedures. See enclosure (8) for proper survey procedures.

e. Maintain automated LAMS reports for custody and control of on hand IMRL support equipment and provide reports to the supporting MALS IMRL Department as needed.

f. Induct IMRL SE for scheduled and unscheduled maintenance through the OMA Maintenance Control and supporting MALS Production Control for repair, rework submission or survey action. See enclosure (3) for rework procedures.

g. Ensure supporting documentation is attached to all Source Data Revision Requests submitted for changes to the OMA IMRL. See enclosure (7) for revision request procedures.

MALSP IMRL Tailoring/Revisions Procedures

1. Final approval for MALSP IMRL tailoring will be provided by the Primary Support Equipment Controlling Authority (Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)) is the PSECA). The Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) Lakehurst, NJ is the logistical and technical data representative for COMNAVAIRSYSCOM and will process MALSP Source Data Revision Requests (SODARR) under that authority.
2. SE identified as a candidate for revision by the using activity, will require research and justification noted in section (I) of the SODARR (OPNAV 4790/1). Maintenance manuals, Naval Aviation Engineering Support Unit Technician Reports, Maintenance Plan changes, and Support Equipment Recommendation Data citing specific information concerning the recommended revision are ideal supporting documents. Compiling research and enclosures is the responsibility of the activity submitting the revision.
3. The MALS AMMRL Program Manager will ensure all justification statements are detailed and appropriate enclosures are attached to each SODARR prior to forwarding. Upon verification of the data provided in section (I), the MALS AMMRL Program Manager will complete section (II) of the request and forward it to the appropriate Rotary Wing/Fixed Wing Model Manager (as necessary) for action. Copies of all Source Data Revision Requests will be provided to Commander, Naval Air Force Atlantic (COMNAVAIRLANT) via 2d MAW ALD-B.
4. The SECA (COMNAVAIRLANT) will review and input the SODARR data into the Automated Source Data Revision Request (AUTOSODARR) sub-system for review by the PSECA and NAVAIRWARCENACDIV Lakehurst, NJ.

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1. Rework. All requests will be screened, consolidated, and submitted by the MALS IMRL Department. Submissions will be forwarded to 2d MAW ALD utilizing CNAF form 4790/80. Each end item of IMRL Support Equipment submitted will be annotated "Overhaul" or "Repair" and specific discrepancies (beyond the capability of the supporting IMA) will be identified. The following criterion is established for all Rework submissions:

- a. End item is within the authorized allowance in the requesting activity IMRL account.
- b. End item is assigned a National Stock Number cognizant code (COG) of 6R or 2V.
- c. End item SM&R code indicates Depot Level Repairable.
- d. End item is complete with no missing component parts.
- e. What action has been taken to repair asset at the IMA prior to submission for Depot level repair.
- f. Include all parts on order, Doc #'s, and status of each part.

2. Repair of Repairables and Basic Ordering Agreements.

Commercial manufacturer repair contracts are closely controlled. Funding, contracting, and engineering data is normally required for utilization of commercial rework facilities. Activities are not authorized direct liaison with commercial rework facilities for the purpose of scheduling SE for repair or overhaul. Authority for repair at a commercial facility or to have an on-site repair team visit will be submitted to 2d MAW ALD-B via the chain of command to facilitate funding, contracting, and tracking throughout the repair cycle and return to owning activity upon completion. Once authorization is received to send assets to commercial activities for repair, items will be shipped via fastest traceable means.

Urgent Temp Loan Guidelines

1. Urgent Temp Loan (UTL) Requests have become "ROUTINE" in nature by all levels of Command. The vast majority of requests that reach CNAF have no Officer involvement. In order to ensure all issues internal to each Command are given due diligence, the IMRL OIC, MMCO/PCO, and Class Desk will be involved in the process. In order to better serve the Fleet with speed and efficiency, the true "Urgent" request must be easily identifiable, recognized and understood both internally and externally and that each AMO has verified and concurs with the request.

a. If you have a need for an UTL, the Broad Arrow (BA) will be completed prior to submission to 2d MAW; the BA number will be included in the remarks.

b. In order to protect the integrity of the "Urgent" requirement and place the highest priority at all levels, the following policy is in effect for UTL requests:

(1) UTL Request sent to 2d MAW via email will include the correct Status Code in Support Equipment Management System (SEMS). If the current status code is wrong in SEMS, a statement that reads "TR has been updated in LAMS and export has been sent via sepcor" will be included.

(2) OMA email initiator will be the senior 6042 present. The IMRL OIC, AMO (or MMCO delegated) will be in the "CC" block of the email.

(3) IMA email initiator will be a 6042 SNCO. The IMRL OIC, AMO (or PCO delegated) will be in the "CC" block of the email.

c. 2d MAW will screen all UTL requests for accuracy and adherence to policy prior to submission to CNAF for action.

Work Center Inventory Procedures

1. When the occasion arises, these will be the required steps to follow to complete a successful work center inventory (will also apply to wall to wall inventories).

a. Print off an inventory from the master LAMS database. Ensure the date on the report is the same as the date you initiate the inventory.

b. Identify a starting point in the work center (a good starting point is at the door entering the work center), then move systematically top-to-bottom/ left-to-right, until all assets have been identified.

c. While inspecting each piece of gear, you are checking the part number (PN), serial number (SN), cage, status code (SC), location, and all parts and pieces to insure the asset is complete; this will include all handles, latches, and locks attached to the IMRL asset/case/bag. If any of these aspects are incorrect, corrections will be made to the inventory report on the spot before moving on.

d. During the inventory, if any asset is found and not on inventory this asset will be documented on the working copy, the asset will be labeled Not Ready For Issue (NRFI), and placed in an assigned area to be researched. Do not second guess if an asset is IMRL. If there are any questions as to what an item is, this item will be handled as IMRL until it is determined otherwise.

e. Once all Ready For Issue (RFI) and NRFI IMRL assets or assets thought to be IMRL have been identified, the inventory will be given to the LAMS representative in main IMRL where the updates will be made to the master inventory. A clean copy will be given back to the work center for their records.

2. Quarterly Work Center Reports

a. There are four quarters in a calendar year; (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec). Within each quarter a work center inventory is to be completed for all IMRL assets in their possession per Ref "b". The work center will then turn their updated inventory into the IMRL Manager so the master inventory in LAMS can be updated.

b. Once LAMS has been updated, a fresh inventory will be given to the work center to be signed by the Work Center Supervisor (SNCOIC) and Work Center Officer in Charge (OIC). If one of these individuals is not present, the next higher ranking person in the chain of command will be required to sign the inventory report (i.e., SNCOIC absent- Maintenance Chief will sign the report, OIC absent- AMO signs the report). Once signed, the original copy will be given to the IMRL Manager while the work center retains a copy for their records. The dates on the inventories need to be after the first day and before the last day of each quarter, example "1st quarter- Jan 1, 2012-March 31, 2012 any date before or after this will not be accepted as 1st quarter.

3. NRFI IMRL Assets. Whenever an IMRL asset is found to be NRFI it will be marked accordingly and segregated. This procedure will not be limited to inventories but any time an asset is found to be non-operational. The status code will be changed until the asset is repaired.

Proper Email Format

1. Disposition

a. Before any email is sent to 2d MAW, it should be double checked for correct format and information. The subject line needs to be very clear on what type of disposition (DISPO) being requested. Per Ref (b) below is the minimum required information to be included in all DISPO request.

AAI PN CAGE EQSN SC COG NIIN SM&R

b. Disposition emails received without this information will be returned to the sender for correction.

2. Proper Subject Line Format

a. There is only one approved subject line format. All emails pertaining to IMRL and of official business will use the email format listed below.

"I" level- 2MAW(Yymmdd/TIME)MAG/MALS/PRIORITY/SUBJECT
e.x.- 2D MAW(120515/1430)MAG14/MALS14/ROUTINE/2ND QUARTER
AIRCOMP

"O" level- 2MAW(Yymmdd/TIME)MAG/SQUADRON/PRIORITY/SUBJECT
e.x.- 2D MAW(120515/1430)MAG31/VMFA312/ROUTINE/2ND QUARTER
AIRCOMP

b. When the email pertains to a single asset, the asset's NIIN will be in the subject line. If there is more than one NIIN, somewhere in the subject line will state "MULTI NIIN".

c. The priority is based upon the importance of the email and will always be included in the subject line.

d. The subject line will never be changed.

3. Proper Routing of Email Correspondence

a. All AMMRL related email traffic will be routed through the appropriate MAG IRML manager. At no time should email traffic be routed to the WING level unless directed.

b. Email traffic received at the MALS by the "O" level IRML manager will be screened and forwarded to WING in a timely

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manner. All original recipients will remain in the TO/CC line until the Official email is closed out/completed.

Revision Request

1. Before any revision request is forwarded to 2d MAW IMRL it will be screened by the senior 6042 Marine present. This screening will check the following areas for proper format and information.

a. Request Type Part 1 Block 1. Mark all that apply; if not marked the request will be sent back to the originator.

b. Basis of Issue (BOI) Block 13. Ensure the correct BOI has been indicated. Keep in mind if you have 20 aircraft and three accounts (Alpha, Bravo, Charlie) your BOI will be different than a squadron with 20 aircraft and one account.

c. Specific Recommendation Block 14:

(1) Section (a) Specific Recommendation: This is where a short phrase will be put detailing what action needs to be taken to reach the end state of the revision request. If there is a requirement that is not being met, this is where you would describe it. Every list code that will be affected will be in this section as well.

(2) Section (b) Description Justification: This section will be a statement that describes why the request should be approved and why you believe it is authorized.

(3) Section (c) Reference(s): If there is a reference that justifies the request it needs to be stated here. Every reference with justification needs to be attached. The more justification you have the stronger case you build to have the revision approved. Ensure the publication and maintenance level match.

2. This request is an Official document. All fonts will be the same size and style. Attention to detail is a must for spelling and grammatical errors.

3. Once 2d MAW IMRL has verified all information is correct, it will then be forwarded for approval.

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INDIVIDUAL MATERIAL READINESS LIST REVISION REQUEST													
ORIGINATING ACTIVITY		TO APPLICABLE SECA		REQUEST SERIAL NUMBER	DATE								
(1) VIA COMMAND (AS APPLICABLE)		(2) VIA COMMAND (AS APPLICABLE)		(3) VIA COMMAND (AS APPLICABLE)									
PART 1 IMRL / SE IDENTIFICATION DATA													
1) REQUEST TYPE:													
<input type="checkbox"/> ADD ASSET <input type="checkbox"/> DELETE ASSET <input type="checkbox"/> ALLOWANCE <input type="checkbox"/> APPLICATION		<input type="checkbox"/> LIST CODE <input type="checkbox"/> CUSTODY CODE <input type="checkbox"/> ENGINE REPAIR CODE <input type="checkbox"/> LAND / VESSEL CODE		<input type="checkbox"/> MAINTENANCE LEVEL <input type="checkbox"/> SERD REINSTATE <input type="checkbox"/> SERD DELETE <input type="checkbox"/> OTHER									
2) AAI	3) NIIN	4) COG	5) PART NUMBER	6) CAGE	7) NOMENCLATURE								
8) SLM APPLICATION	9) LIST CODE	10) UNIT PER APPLICATION	11) COMP ALLOW	12) AUTH ALLOW	13) ON HAND								
13) RECOMMEND BASIS OF ISSUE (AS APPLICABLE):													
1 1-4	2 5-8	3 9-12	4 13-16	5 17-24	6 25-32	7 33-64	8 65-125	9 126-250	10 261-460	EXT RANGE	ASSET QTY	SPECIAL ALLOCATION	PER SLM QTY
											<input type="checkbox"/> PER AIRCRAFT <input type="checkbox"/> PER ENGINE <input type="checkbox"/> PER SYSTEM <input type="checkbox"/> FLAT ALLOWANCE		
14)													
(a) SPECIFIC RECOMMENDATION:													
(b) DESCRIPTION JUSTIFICATION:													
(c) REFERENCE(S):													
(d) IMAGE:													
NAME		RANK / TITLE		TELEPHONE NO.		E-MAIL ADDRESS			DATE				

PART 2 SUPPORTING ACTIVITY IMRL DATA (AS APPLICABLE)													
1) CI	2) COMP ALLOW	3) AUTH ALLOW	4) CUST AUTH ALLOW	5) RECOMMENDATION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			6) ADDITIONAL APPLICATIONS						
7) RECOMMEND BASIS OF ISSUE (AS APPLICABLE):													
1 1-4	2 5-8	3 9-12	4 13-16	5 17-24	6 25-32	7 33-44	8 65-125	9 126-250	10 251-450	EXT RANGE	ASSET QTY	SPECIAL ALLOCATION <input type="checkbox"/> PER AIRCRAFT <input type="checkbox"/> PER ENGINE <input type="checkbox"/> PER SYSTEM <input type="checkbox"/> FLAT ALLOWANCE	PER SLM QTY
8) REMARKS / ADDITIONAL REFERENCES													
NAME		RANK / TITLE		TELEPHONE NO.		E-MAIL ADDRESS			DATE				
PART 3 AREA COMMANDER ENDORSEMENT (AS APPLICABLE)													
1) FROM						2) TO							
3) RECOMMENDATION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL						4) REQUEST APPLIES TO THE FOLLOWING ACTIVITIES:							
5) RECOMMEND BASIS OF ISSUE (AS APPLICABLE):													
1 1-4	2 5-8	3 9-12	4 13-16	5 17-24	6 25-32	7 33-44	8 65-125	9 126-250	10 251-450	EXT RANGE	ASSET QTY	SPECIAL ALLOCATION <input type="checkbox"/> PER AIRCRAFT <input type="checkbox"/> PER ENGINE <input type="checkbox"/> PER SYSTEM <input type="checkbox"/> FLAT ALLOWANCE	PER SLM QTY
6) REMARKS / ADDITIONAL REFERENCES CONCUR WITH REQUEST.													
NAME		RANK / TITLE		TELEPHONE NO.		E-MAIL ADDRESS			DATE				
PART 4 MARINE FORCES (COM/PAC) ENDORSEMENT (MARINE CORPS ACTIVITIES ONLY)													
1) FROM COMMARFORPAC ALD						2) TO							
3) RECOMMENDATION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL						4) REQUEST APPLIES TO THE FOLLOWING ACTIVITIES:							
5) RECOMMEND BASIS OF ISSUE (AS APPLICABLE):													
1 1-4	2 5-8	3 9-12	4 13-16	5 17-24	6 25-32	7 33-44	8 65-125	9 126-250	10 251-450	EXT RANGE	ASSET QTY	SPECIAL ALLOCATION <input type="checkbox"/> PER AIRCRAFT <input type="checkbox"/> PER ENGINE <input type="checkbox"/> PER SYSTEM <input type="checkbox"/> FLAT ALLOWANCE	PER SLM QTY
6) REMARKS CONCUR WITH REQUEST.													
NAME		RANK / TITLE		TELEPHONE NO.		E-MAIL ADDRESS			DATE				
PART 5 SECA DISPOSITION													
1) FROM						2) TO (ORIGINATING ACTIVITY)							
3) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> INCOMPLETE						4) DRAFT SODARR NUMBER 20120427							
5) FINAL BASIS OF ISSUE (AS APPLICABLE):													
1 1-4	2 5-8	3 9-12	4 13-16	5 17-24	6 25-32	7 33-44	8 65-125	9 126-250	10 251-450	EXT RANGE	ASSET QTY	SPECIAL ALLOCATION <input type="checkbox"/> PER AIRCRAFT <input type="checkbox"/> PER ENGINE <input type="checkbox"/> PER SYSTEM <input type="checkbox"/> FLAT ALLOWANCE	PER SLM QTY
6) REMARKS													
NAME		RANK / TITLE		TELEPHONE NO.		E-MAIL ADDRESS			DATE				

Survey Procedures

1. All surveys will be screened by the senior 6042 present before being forwarded to the next higher authority. Ensure the proper survey is being used (DD Form 200 Oct 2010). There are situations that will require a change in signature authority. Below are situations and the proper signatures required.

a. Lost: Assets will have the following blocks signed:

- 11a- Generator of Survey
- 12c- Officer in Charge
- 13d- Commanding Officer
- 14d- Commanding Officer
- 17b- Aviation Supply Officer

b. Lost in Shipment/ In transit Survey: Assets will have the following blocks signed ONLY if assets were shipped through the proper supply channels. If asset was not shipped through supply, a normal lost Survey will be generated.

- 11a- Generator of Survey
- 12c- Officer in Charge
- 13d- N/A
- 14d- Aviation Supply Officer
- 17b- N/A

c. Stolen: Asset will have the following blocks signed:

- 11a- Generator of Survey
- 12c- Officer in Charge
- 13d- Commanding Officer or Legal Officer if appointed by the Commanding Officer.
- 14d- Commanding Officer
- 17b- Aviation Supply Officer

d. Damaged: Assets will have the following blocks signed:

- 11a- Generator of Survey
- 12c- Officer in Charge
- 13d- Commanding Officer
- 14d- Commanding Officer
- 17b- Aviation Supply Officer

2. All survey will need a detailed description of what happened to the asset in block 9. A general blanket description will not

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suffice. Block 10 will not be left blank. A statement of what actions will be taken to correct this issue do it does not happen in the future.

3. Refer to SupO 4400.177 and COMNAVAIRFORINST 13650.3B for instructions on proper format of each block.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.				ROUTINE USE(S): None.			
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYYYMMDD)		
4. NATIONAL STOCK NO.		5. ITEM DESCRIPTION			6. QUANTITY	7. UNIT COST	8. TOTAL COST 0.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER	
				d. SIGNATURE		e. DATE SIGNED	
12. (X one)	RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)			REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)		b. COMMENTS/RECOMMENDATIONS					
<input type="checkbox"/> YES <input type="checkbox"/> NO							
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
				f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	

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PREVIOUS EDITION IS OBSOLETE.

S/N: 0102-LF-011-9100

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			
b. DOLLAR AMOUNT OF LOSS		c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
		h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
		j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> Submit the attached statement of objection.		<input type="checkbox"/> Do not intend to make such a statement.	
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		d. TYPED NAME <i>(Last, First Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
		g. SIGNATURE	h. DATE SIGNED
f. DSN NUMBER			
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
		e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Budget Requirements

1. All AMMRL budget matters will be addressed to 2d MAW ALD-B for review and authorization. All requests submitted to 2d MAW will contain at a minimum, the following information:

<u>AAI</u>	<u>COG</u>	<u>NIIN</u>	<u>AA</u>	<u>OH</u>	<u>QTY</u>	<u>REQ</u>	<u>PRI</u>	<u>COST</u>
MV123X	1R	001231234	02	01	01			

Ensure all assets placed on order are for the requesting AAI only. Do not order multiple assets under the MALS AAI to fill deficits through the MAG. Do not exceed the requesting AAI's Authorized Allowance (AA).

2. Subject Line Format. Below are the only subject lines that will be accepted at 2d MAW pertaining to AMMRL budget submissions.

Initial issue (8X) submissions

2D MAW(YYMMDD/TIME)MAG/MALS/UNIT/8X/FUNDING
E.X.- 2DMAW(120515/1430)MAG14/MALS14/MVMAQ2/8X/FUNDING

Replacement (7L) submissions

2D MAW(YYMMDD/TIME)MAG/MALS/UNIT/7L/FUNDING
E.X.- 2DMAW(120515/1430)MAG14/MALS14/MVMAQ2/7L/FUNDING

Mid Year Budget Submissions

2D MAW(YYMMDD/TIME)MAG/MALS/MID-YEAR BUDGET
E.X.- 2DMAW(120515/1430)MAG14/MAG14/MAL14/MID-YEAR BUDGET
Annual Budget Submissions.

2D MAW(YYMMDD/TIME)MAG/MALS/ANNUAL BUDGET
E.X.- 2DMAW(120515/1430)MAG14/MAL14/ANNUAL BUDGET

3. Budget Review Submission Dates. The below No Later Than (NLT) dates will be utilized for all budget submissions to 2d MAW for review. Ensure all budget submissions are reviewed by the appropriate Supply department for availability prior to submission to 2d MAW.

- a. ANNUAL NLT: SEPT 1st
- b. MID-YEAR NLT: JAN 15th

c. QUARTERLY NLT: last week of previous quarter.

4. Breakdown of fund types and utilization (8X/7L)

a. Initial Issue IMRL assets will be procured utilizing OFC-09 Funds (Code 8X).

(1) Only ODD COG assets will be submitted for review and authorization to 2d MAW. EVEN COG will be handled as "PUSH" assets from the program office.

(2) Only assets that have not been previously procured or requested will be submitted for review and approval.

(3) Ensure that all NIIN's submitted for 8X review, have been thoroughly screened in SEMS to qualify for submission. The below area's should be reviewed prior to submission.

(a) SECA inventory: Ensure there is a true DEFICIT.

(b) Transaction history: Ensure the asset was not previously on hand (OH) and was not TX'ed, DX'ed, or TI'ed etc.

b. Replacement IMRL assets will be procured utilizing OFC-50 Funds (Code 7L).

(1) Ensure ALL NIIN's submitted for 7L review, have been thoroughly screened in SEMS/Supply and qualify for submission. The below area's should be reviewed prior to submission.

(a) SECA Inventory: Ensure there is a true DEFICIT. I.E.- No excess within the MAG; if the MAG is excess then request deficit fill via separate correspondence.

(b) NIIN Description: Ensure a replacement PN or NIIN has not been established and the PN/NIIN is not OH causing an EXCESS

(c) Previous Submission or Authorization: Ensure 2d MAW has not previously given authorization within the quarter for a particular NIIN.

(d) Availability of Asset: Prior to submission to 2d MAW for review and approval, ensure contact is made with the appropriate department within MALS supply for screening of NIIN/PN availability.

c. Repair of IMRL assets will be provided utilizing OFC-50 (Code 7L).

5. Additional funding. If additional funding is required, the Mid-Year Budget Review process will be utilized for shortfalls via 2d MAW for review.

6. Program used to track funding

a. To ensure uniformity and timely submission of requests, 2d MAW activities will use a Budget Tracking System (BTS) approved by 2d MAW IMRL ALD-b. If at any time a new program is developed, it will be delivered to each MAG by 2d MAW. The below reports will be submitted (NLT) the 1st of EVERY month to 2d MAW for WING BTS updating.

(1) 8X PRI A NOT ON ORDER.

(2) RECAIDS with NIIN's and LATEST status only.

b. Priorities will be assigned prior to submission to 2d MAW.

c. 2d MAW approved BTM's will be addressed using Naval Message via separate correspondence.

7. Supply Reconciliation

a. At a minimum all outstanding requisitions for IMRL assets will be reconciled weekly or as per direction of the MALS supply department.

b. If status or document numbers (DOC #) change; IMRL will update BTS with the appropriate status code (SC) and DOC # to reflect what supply is reporting to ensure accuracy of asset tracking.

c. Update BTS to reflect priority changes if applicable, or if demand dictates priority adjustment.

d. When changes are made to the MALS BTS program, an e-mail will be sent to 2d MAW ALD-B for WING BTS updating. This will ensure the WING and the MALS programs reflect the same information for accurate report processing and budget accounting.

e. Ensure IMA IMRL stays in constant contact with OMA IMRL

squadrons and provides status updates after reconciliation is complete.

f. Notify 2d MAW ALD-B if procurement of critical items is not available due to assets having Acquisition Advice Codes that prevent procurement.

(8) APN-7 Data Call

a. All APN-7 Data Call submissions will be to 2d MAW ALD-B for review NLT 15 June.

b. Ensure strict adherence is paid to all submissions per Ref. B.

c. IMA IMRL will ensure that all OMA-Level squadrons are contacted and provide a submission or signed letter by their respective MMCO, PCO or responsible officer if no submission is made.

d. IMA-Level IMRL will maintain a copy of all submissions and letters by OMA-Level for a minimum of 2 years.

e. Only common assets will be submitted for APN-7 review. All peculiar assets will be addressed VIA SEPCOR through 2d MAW.

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Individual Requirements

1. Marine Air Control Squadron (MACS). All MACS AMMRL/IMRL matters will be supported by the local MALS. MALS-26 will be the only MALS not to support a MACS squadron. Below is a breakdown of responsibilities.

a. Initial Issue IMRL assets will be procured utilizing OFC-09/Fund Code-8X.

b. Replacement of IMRL assets will be procured utilizing OFC-50/Fund Code-7L.

c. Repair of IMRL assets will be provided utilizing OFC-50/Fund Code-7L.

d. If additional funding is required, the Mid-Year Budget Review process will be utilized for shortfalls via 2d MAW.

e. MALS-14 will support MACS2-C, MALS-29 will support MACS2-B, and MALS-31 will support MACS2-A.

2. Supplements

a. Every month supplements are required to be ran. Once this task is complete the IMRL manager has 30 days to screen all excess/deficits/unmatched assets and reconcile all discrepancies.

b. All supplement files will be maintained for a minimum of 12 months. Ensure supplement dates are appearing on current AIRCOMP report.

3. Authorized download of txt files. MAG SNCOIC's are authorized to pull all monthly required reports. These reports include LAMS5, LAMS6, AAI_txt, and ATR's. At no point should a squadron contact 2d MAW requesting any of these reports.

4. Deployment Milestones

a. For any squadron leaving for deployment/MEU the MALS will be the first line of defense for ALL Milestones. At no time should a squadron go directly to 2d MAW for assistance without first going through the proper chain of command. Once all resources have been exhausted in reference to any Milestone then the MALS/Squadron will contact 2d MAW for support.

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b. Due to the nature of a MEU, one squadron will be named the Aviation Combat Element (ACE) or Aircraft Intermediate Maintenance Department (AIMD) aboard ship. This squadron will be required to contact multiple MALS pertaining to different platform aircraft attached to them for the upcoming deployment. If the ACE IMRL is required to contact another MALS outside of its chain of command the proper MALS will be CC'ed.