



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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WING ORDER 4400.19A

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: POLICY AND PROCEDURES FOR THE MANAGEMENT OF DEPLOYING
UNIT REMAIN BEHIND EQUIPMENT (RBE)

Ref: (a) Marine Corps Mobilization Management Plan
(b) MCO P4400.390
(c) MCD P3000.18
(d) MCO P4400.150E
(e) MCO P4400.82F
(f) MCO P4790.2C
(g) Marine Forces Reserve Mobilization Management Plan
(h) CJCSM 3122.01, JOPES Vol. I
(i) MCWP 4-1
(j) MARFORLANTO 4400.19A
(k) ForO 4400.19
(l) TM-4700-15/1

Encl: (1) RBE Supply Accountability Procedures
(2) RBE Maintenance Procedures
(3) Format for Reporting RBE
(4) Remain Behind Hazardous Material Accountability
Procedures

1. Situation. This Order establishes policy and procedures for identification, accountability, maintenance, reporting, and redistribution of RBE during contingencies, deliberate planning and execution of force deployments.

2. Cancellation. WgO 4400.19.

3. Mission. RBE represents the most significant source, and in some cases, the only source of material to support both T/E and sustainment requirements. For this reason, 2d Marine Aircraft Wing (2d MAW) commands will arrange for proper accountability, custody, maintenance and reuse of those assets identified as RBE and those assets left behind as identified in paragraph 3b(1)(a). Once 2d MAW internal redistributions resulting from readiness/sustainment requirements have been met, remaining

RBE will be declared as excess and reported to II Marine Expeditionary Force (II MEF) for further redistribution/disposition instructions.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To identify, account for, maintain, report, and redistribute those assets that remain behind when a unit deploys.

(b) Method. Subordinate commanders shall develop policy and publish detailed Standing Operating Procedures (SOPs) for the identification, accountability, and handling of RBE assets based on policies established herein.

(c) End State. Guidance contained herein expedites sourcing of Table of Equipment (T/E) and sustainment deficiencies for Active Component (AC) and activated/mobilized Selected Marine Corps Reserve (SMCR) units. It supports requirements for War Reserve System (WRS) withdrawal plans associated with Reference (j) numbered operation plans (OPLANS), contingency plans (CONPLAN5), and eventual regeneration of operating force and pre-positioned stocks.

b. Concept of Operations

(1) General Information

(a) Definitions

1. RBE. Per references (a) and (b), RBE is defined as any organic operating force equipment, regardless of class of supply, condition code, or stores account code (SAC), that remains behind when units deploy. Primarily composed of Class II and VII materiel, RBE consists of that T/E materiel not identified for movement in a command's TPFDD during sourcing of deliberate or crisis action planning force requirements. RBE may also include both ground and aviation hazardous material such as paint, coolants, lubricant, solvents and batteries. It is calculated as on-hand (O/H) and on-order stocks, minus the combination of Fly-In Echelon (FIE) and Follow-On Echelon (FOE) equipment (i.e., $RBE = O/H - [FIE + FOE]$). RBE does not physically exist in peacetime.

a. Remaining aviation-specific, non-T/E materiel accounted for under Marine aviation allowance documents falls outside of the scope of this Order and will be managed by Marine aviation units in accordance with their appropriate directives.

b. Garrison property issued under hand receipts from Base/Station property accounts is not RBE and is specifically excluded from the provisions of this Order. Transfer of such property between hand receipt holders should follow standing Marine Corps and local directives governing such accounts.

c. RBE is not equipment in support of garrison support operations (e.g., unit rear party requirements), and execution of standing force deployments (e.g., MEU, ACM and UNITAS).

2. Fly In Echelon (FIE). FIE are those assets selected by the units commander to augment T/E assets being provided by MPS. FIE assets are included as part of the contingency plan (CONPLAN)/ operations plan (OPLAN) TPFDD.

3. Fly On Echelon (FOE). That equipment and supplies required to support and sustain MAGTF operations.

(b) General Procedures. Group/subordinate Commanders are responsible for RBE management and retain complete responsibility until authorized to transfer custody to another organization. Commanders will determine RBE based on paragraph 3.b.1a. (1) preceding. Upon notification of deployment, RBE management and responsibility rests with the deploying subordinate unit or their parent commands through designated Responsible Officers (RO5). Subordinate Commanders will report RBE excesses to CG, 2d MAW G-4 within 8 days of initial MAGTF deployment through their respective Groups as outlined in enclosure (3). After internal redistributions and no later than C-f14, CG, 2d MAW G-4 will report all excess RBE to II MEF. Storage of RBE should be centralized as much as possible for ease of accountability and management. RBE will be redistributed upon receipt of guidance from CG, 2d MAW G-4. The RO's specific responsibilities and administration duties are detailed in enclosure (1).

(c) Responsibilities

(1) CG, 2d MAW

a. Overall responsibility, accountability, and management of RBE initially rests with the CG, 2d MAW until all existing internal force readiness/sustainment requirements have been satisfied. Once those requirements are satisfied, the remaining RBE will be declared excess and reported to Commanding General, II Marine Expeditionary Force for further redistribution as necessary.

b. Upon execution of a deployment, the CG, 2d MAW will make a decision as to whether or not RBE assets warrant being centrally located in a specific geographical location. The central account/storage decision is required under two conditions. First, when visibility of RBE is required to meet SMCR shortfalls or existing Marine Corps wide requirements. Secondly, when visibility of RBE is required in support of WRS withdrawal plans. In those cases where central storage is not required, RBE accountability and management starts at the lowest command and is passed to the next higher command (not deploying) until it reaches the MSC.

c. The CG, 2d MAW shall appoint the AC/S, G-4 as the executive agent for RBE management and policy implementation.

d. When a major deployment occurs and is of the magnitude that it prohibits CG, 2d MAW (G-4) from effectively managing RBE equipment, CG, 2d MAW (G-4) will request augmented support from CG, II MEF.

(2) Group Commanders

a. Group Commanders are responsible for accountability and management of RBE internal to their command. They exercise cognizance over internal redistributions in support of deploying forces and subordinate commands. Internal redistributions may be authorized to fill T/E deficiencies for active and attached units, replace deadline equipment, and to ensure that the subordinate commands deploy with the appropriate amount of accompanying supplies or equipment to carry out their mission. Group Commanders will retain this responsibility until RBE is declared excess and transfer of RBE assets are authorized by CG, 2d MAW.

b. Will designate an executive manager to coordinate and manage RBE assets and Responsible Officers (RO) of deploying subordinate units. Additionally, ensure that

Responsible Officers (RO) are appointed in a timely fashion per enclosure (1).

c. When a major deployment occurs and is of the magnitude that it prohibits Group Commanders from effectively managing RBE equipment, Group Commanders will request augmented support from CG, 2d MAW.

d. Ensure that all accountability, management and transfers of RBE are in strict compliance with Marine Corps and local supply policies and directives. Will ensure subordinate commands provide information through MDSS II.

e. Will ensure subordinate commands provide information through MDSS II.

f. Will report estimates of RBE from subordinate commands to CG, 2d MAW (G-4) utilizing the format in enclosure (3) within 15 days of initial deployment.

g. Establish detailed SOPs for the accountability, handling, control, and management of RBE. SOPs should be in compliance with current Marine Corps Orders and directives. SOPs will incorporate checklists for accountability, management of RBE and procedures for clearly marking of all RBE with the use of placards, per enclosure (2) Subordinate Commands will include Maintenance Management as part of their SOP. Subjects should include Limited Technical Inspections (LTIs), SL-3 inventory/storage, cannibalization, selective interchange, Equipment Repair Order (ERO), electronic record jacket maintenance, proper condition code reporting, scheduled preventive maintenance (PM), and corrective maintenance (CM).

h. Establish detailed SOPs for the accountability, handling, control, and management of Hazmat. SOPs should be in compliance with current Marine Corps Orders and directives. SOPs will incorporate checklists for accountability and management of Hazmat, per enclosure (4), to include, detailed SOPs for remain behind Hazmat.

i. Ensure that MOS qualified personnel remain behind to identify, account for, maintain and manage RBE equipment. Critical MOS deficiencies should be reported to the CG, 2d MAW (G-1) for resolution.

j. Ensure proper accountability for all REE assets submitted to Defense Reutilization Marketing Office (DRMO) per current directives.

k. Temporary loans (Temp-Loans) will not be looked upon favorably, however, if the commander determines they are necessary, enclosure (1) provides detailed guidance.

l. Will report all T/E deficiencies and other mission critical equipment (i.e., deadline equipment) shortfalls to the CG, 2d MAW (G-4) no later than 10 days from notification of deployment.

m. Commanders will under no circumstances direct the transfer of or shipment of RBE.

(3) Reporting Requirements

(a) As part of deliberate and crisis action planning, Subordinate Commanders will provide CG, 2d MAW (G-4) a consolidated list of anticipated RBE, using the format provided in enclosure (3). Upon completion of internal redistributions, CG, 2d MAW (G-4) will provide this information to II MEF.

(b) RBE must be reflected in the deploying force commander's TPFDD to enable rapid redistribution and shortfall sourcing.

1. Deploying commanders will assign Unit Line Numbers (ULN5) to RBE following the assigned ULN structure, and enter those data elements pertaining to the providing unit (e.g. Unit Identification Code, Point of Origin, etc.) Movement information such as time phasing and transportation modes and sources will remain blank until after RBE is redistributed.

2. Upon redistribution, commanders gaining RBE will renumber the original RBE ULN5 to correspond to their respective task organizations and assigned ULN structures. Although information inserted by the providing unit will otherwise remain unchanged, the gaining commanders must adjust the ULNs to reflect the deploying force commander's concept for deployment (i.e., time phasing, transportation modes/sources, etc).

(c) The Subordinate Commander may request a waiver of excess RBE reporting requirements through the 2d MAW

(G-4) providing detailed justification for the waiver and an alternate date on which excesses will be reported.

(d) Subordinate Commands will manage the timely transfer of assets from the reporting unit to remain behind units (RBU), and will develop a feedback system within their SOP to monitor and ensure units are complying with published RBE guidance prior to actual deployment of their forward units.

(4) Policy and Procedures

(a) Supply

1. General. Enclosure (1) provides additional guidance for accountability, management, reporting and disposition procedures per references (d), (e), and (f)

2. Input MOSS II Data in MSG Format. Group Commanders will ensure that subordinate units account for all equipment in MAGTF Deployment Support System (MOSS II). MOSS II Unit Deployment Lists (UOL) will be developed to source a MDSS II Plan within the appropriate OPLAN/CONPLAN TPF00. These UDL's will be constructed for FIE, FOE and all remaining RBE. Any equipment not designated for the FIE or FOE will be classified as RBE and reflected in the RBE UDL for export into MOSS II at the Subordinate Command level. Group Commanders will forward the MOSS II data to the CG, 2d MAW (G-5) for review and retention. The CG, 2d MAW MDSS II data will then be consolidated and forwarded to CG, II MEF (G-4/G-5) for further distribution/action.

(b) Maintenance. Enclosure (2) provides additional guidance as to the procedures to be used for Maintenance Management functions and operations in support of RBE.

(c) Reconstitution. As units and equipment return, Group Commanders will ensure that subordinate commands reconstitute to their authorized levels. In order to accomplish this task, owning and borrowing units must report all deficiencies and excesses to CG, 2d MAW (G-4) for internal redistributions. Prior to redistribution of assets external to the Wing; CG, 2d MAW (G-4) will coordinate with II MEF to determine the most feasible redistribution plan.

(5) Coordinating Instructions

(a) Group Commanders will coordinate any facilities and support requirements associated with the establishment of a centralized REE with CG, 2d MAW (G-4). RBE will normally be consolidated by TAMCN commodity.

(b) Group Commanders will coordinate requirements for centralized storage and reporting of small arms. Small Arms weapon accountability and location will be reported to CG, 2d MAW (G-4) for possible issue to Combat Replacement Company's (CRC). Weapons will be reported per enclosure (3).

(c) CG, 2d MAW (G-4) will coordinate the turnover of RBE at C+30 with II MEF.

(d) CG, 2d MAW (G-4) will coordinate with II MEF the equipment redistribution and reconstitution of forces after the redeployment phase of a contingency.

5. Administration and Logistics

a. Administration. Recommended changes to this Order must be submitted via the chain of command to CG, 2d MAW (G-4).

b. Logistics. CG, 2d MAW (G-4) will create a working group in support of RBE management.

6. Command and Signal

a. Command. This Order is applicable to Subordinate Units within 2d MAW and members of the Marine Corps Reserve assigned or attached to 2d MAW.

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



C. E. HOLZWORTH
Chief of Staff

DISTRIBUTION: A

RBE Supply Accountability and Reporting Procedures1. Accountability/Responsibility/Command Relationships:

Accountable Officers are responsible for the RBE in their charge by virtue of the fact that they were appointed and have accepted that position. Once RBE is properly accounted for and transfer of custody performed the accountability of these assets falls under the next unit to assume responsibility. The Responsible Officer (RO) will report accountability and responsibility for RBE equipment to Group Executive Manager. These guidelines are in accordance with MCO 24400.150E (paragraph 1003.1). The loyalty of the RO will not be divided, but rather the RO is responsible to and will account and report asset visibility to the Accountable Officer charged with the responsibility of the equipment and who has assumed control of the assets, in accordance with pertinent supply directives and procedures. Forward Commanders will not give direction to rear element ROs regarding the pushing or movement of assets forward, after the EBE account has changed custody to a rear Commander. Under no circumstances will RBE be shipped without the prior approval of CG 2d MAW (G-4). Group Commanders will ensure that Subordinate Commanders appoint Responsible Officers (RO5) in writing in accordance with current directives. Group Commanders will ensure that the guidelines in MCO P4400.150E and UM 4400-124 are strictly adhered to.

a. Assignment of RUC/AAC's: Supply sections will be provided two separate RUC/AAC's to use to account for equipment. Normally, when a unit is in garrison it uses the parent RUC/AAC. A separate M9 RUC/AAC is provided to facilitate accounting for deployed equipment. Although the parent RUC/AAC is usually used to account for equipment left behind and the M9 account is used to account for deployed equipment, in some cases the use of these accounts can be reversed (to reduce the number of equipment transfers required to support MPF operations, etc.) RBE M9 account will be established for 2d MAW. 2d MAW will submit a request for a DODAAC change to the ISSA via the chain of command.

b. Units that deploy as stand alone detachments will use a M9 RUC/ACC for each detachment to account for equipment during the deployment (example, if a unit has three detachments, then each detachment will have their own M9 ACC/RUC). Each detachment will submit a request for a DODACC change to the Defense Automatic Addressing System Center via the Chain Of Command.

(1) Upon request, or at least bi-monthly (every two months), CG, 2d MAW (G-4) will provide assist visits to the Executive Manager and/or to the ROs of the CMR. The RBE should be managed by whatever Group the equipment belongs to, and the RO will be appointed out of that Group. A Group Executive Manager will oversee the ROs and their CMR to ensure thorough and accurate accountability. The Group Executive Manager will report all asset visibility and accountability to the CG, 2d MAW (G-4) Executive Agent and RBE Management Team. CG, 2d MAW Executive Agent and the Group Executive Manager will be appointed in writing.

(a) Group Commanders will formulate RBE checklists for accountability, for locating, and inventorying equipment.

d. Given likely shortages of qualified supply, maintenance and logistics specialists, explicit guidance must be provided to the designated RD regarding standing policies, procedures, and available resources to ensure maximum effectiveness of RBE management. Commanders will ensure that all units identify Remain Behind Personnel (RBP). Upon deployment of the parent unit, it would be their mission to identify and account for the RBE assets, until directed by higher headquarters to relinquish control. The Subordinate Command Management Teams will be staffed with qualified personnel to handle maintenance and supply functions required until the equipment is consolidated or pushed forward as sustainment. SOPs should be established at all levels of organization. All Commanders may choose to designate some appropriately qualified deployable personnel to remain and maintain desired control over RBE, conduct supply operations, or provide training to incoming personnel. RBE personnel should be task-organized with a ratio of equipment to personnel. Operational units norm is 1 to 5 pieces of equipment. Storage (RBE) should not be the same as operational units (recommend roughly 1 to 12 ratio depending on the type of equipment, this ratio is generally B and D TAMCN).

(1) RBE of Individual/Specialty Equipment left behind or found adrift will be collected, inventoried, and turned into the Consolidated Issue Facility.

e. When a unit's deployment is so rapid and complete that its ability to effectively account for and manage REE is jeopardized, the deploying unit will turn over its RBE to the next higher command, which will assume responsibility per established supply and maintenance management procedures until the RBE is properly transferred.

2. Requisition Management

a. Scenarios for requisitions

(1) Units deploying with current RUC/AAC's: Supply sections will deploy with their current RUC/AAC's and be provided 2d MAW's M9 RUC/AAC to use to account for remain behind equipment. Units will update their TAC-1, 2 addresses to reflect deployed location and request for a higher FAD based on the deployment status. Supply personnel will cancel all documents (except for requisitions with positive shipping status) for the RBE equipment that is transferred to the P49 account. The canceled requisitions will be reordered under the new M9 account. The rationale is that, the Document Due and Status File (DASF) of the deployed unit will not be visible to and managed by remain behind personnel. Therefore, the demands in support of deployed equipment placed prior to deployment will remain on the current RUC/AAC. Remain behind supply personnel will monitor requisitions in receipt of positive supply shipping status. Upon receipt of these items, remain behind personnel will forward to the MSC RBE Management Team and electronically forward receipt information to the deployed unit. All voucherable transactions will be retained in accordance with Marine Corps Orders.

(2) Units that deploy as detachments: Supply Personnel will cancel all documents except for requisitions with positive shipping status for the equipment transferred to the P49 deployed ACC/RUC. The rationale is that, units will transfer equipment to other units with minor repairs. Once transfer has occurred, then deployed M9 ACC/RUC will reorder these parts with the upgraded FAD with correct TAC-1, 2 addresses and correct domain. Remain behind supply personnel will monitor requisitions in receipt of positive supply shipping status. Once these items are received, they will reconcile with deployed unit. If the items are still needed, remain behind personnel will forward to the deployed unit. Electronic reconciliation between units for requisition is a must to avoid duplicate requirements.

Enclosure (1)

All voucherable transactions will be retained in accordance with Marine Corps Orders.

(3) Equipment Transferred to Other Units: Supply personnel will cancel all documents except for requisitions with positive shipping status for the equipment that is transferred to other units. The rationale is that, units will transfer equipment to other units with minor repairs. Once transfer has occurred, the gaining unit will reorder these parts with the upgraded FAD and the correct domain. Remain behind supply personnel will monitor requisitions in receipt of positive supply shipping status, once the items are received, they will reconcile with deployed unit. If the items are still needed, remain behind personnel will forward to the deployed unit. Electronic reconciliation between units for requisition is a must to avoid duplicate requirements. All voucherable transactions will be retained in accordance with Marine Corps Orders.

3. Disposition and Turnover

a. Procedures for disposition and turnover of RBE are not to interfere with unit deployment timeframes, but will in all cases follow the supply and maintenance procedures provided in references (d), (e), (f) and other current directives. Turnover of RBE between unit R05/custodians must include receipt documentation, ATLASS record keeping and other accountability and control requirements provided in references (d) and (e).

b. Disposition procedures for RBE are as follows:

(1) MAGTF units are notified to deploy.

(2) Deploying units identify REE through the chain of command to the 2d MAW (G4).

(3) The 2d MAW (G4) directs internal redistribution of RBE to fill any of the following requirements:

(a) Materiel deficiencies within the Subordinate Command to ensure all units (including gained SMCR units with deficiencies caused by T/E and Training Allowance differences) are fully equipped to support mission accomplishment.

(b) One-for-one exchanges of deadline equipment with operational equipment to improve materiel readiness.

(c) Sustainment as approved by CMC to ensure sufficient accompanying equipment/supplies for the MACTF.

(4) RBE redistribution is accomplished per guidelines in this Order, using one of the following methods:

(a) Unit-to-unit turnover between commanders or designated RO5.

(b) When a deploying unit is unable to effectively manage its REE, the unit's next higher command takes custody and effects turnover with the receiving unit.

(c) As required, the designated 2d MAW executive agent takes custody of and redistributes RBE to receiving units.

(5) Upon completion of Subordinate Command internal redistributions, but not later than 10 days from notification, undistributed RBE is turned over to the Subordinate Command executive agent/custodian and reported to CG, 2d MAW (G-4) as excess.

(6) CG, 2d MAW (G-4) directs additional RBE redistributions if required.

(7) CG, 2d MAW (G-4) reports un-redistributed RBE as excess to II MEF and directs the Subordinate Commander or his executive agent to physically centralize its storage to the extent possible aboard bases/stations.

4. Consolidation/Centralized Storage. To ensure accurate accountability, assets will normally be "frozen in place" at the squadron level. Freezing assets in place will promote proper accountability and minimize physical movement of gear until redistribution/disposition instructions can be provided. Subordinate Commands should at the earliest possible time, after the deploying unit leaves, consolidate RBU personnel into Subordinate Command RBE Management Teams. At the same time, Subordinate Command SOPs should describe the details of consolidating equipment into internal, centrally located facilities.

Enclosure (1)

A "freeze in place" policy will be implemented for most type I & II equipment. The majority of type I & II assets shall remain in the designated unit warehouse. These assets will be properly accounted for and banded for security reasons. Highly pilferible items should be maintained in the security cages. PEI's will be consolidated, stored and maintained in one of the lots already built for a maintenance facility. Coordination will be made by the Group and Squadron Commands with PMO, for patrolling purposes; this coordination will be necessary in notifying PMO of areas where less activity will take place. DIRLAUTH is granted for Subordinate Elements of the 2d MAW by CG, 2d MAW to address these issues directly with PMO. RBE is consolidated into one central location and out of the hands of the original owners. If a transfer of equipment or change of custody is required, it will be done through the 2d MAW (G-4). This will ease security requirements and simplify redistribution.

(1) All RBE assets must have a placard placed in the window or attached to the PEI identifying it as RBE (this applies to both rolling and non-rolling equipment). The placard should also list the items TAMCN, ID#, SER#, ORIGINAL OWNING UNIT AAC, and CONDITION CODE.

(2) A copy of the last Limited Technical Inspection (LTI) sheet will be attached to the placard.

(3) Calibration Equipment needs to be tagged to identify the "Due Date" and current calibration status (Full, CNR, Spcl, or Inactive). If the item is a component to a tool set, chest, or kit; list the serial number of that tool set, chest, or kit it belongs to.

(4) Groups need to pre-designate staging areas for RBE equipment (recommend one per Group). All RBE equipment should be co-located within the Group, specifically rolling stock. Non-rolling stock should be consolidated as much as possible, for example: generators, light towers, etc. Warehouse stocks, mostly "C" TAMCN5, could be left in place.

(5) Equipment should be added to a separate sub-account per each unit that turns it in. This way, class IX parts that have shipping status when it is designated RBE can be applied to the equipment. Otherwise the marrying up of parts to equipment will prove to be all but impossible.

5. Accounting for Small Arms and Ammunition

a. Group Commanders will provide a consolidated armory for accountability and issuing of small arms. All reports submitted to NWSC, Crane, will be forwarded on an "as occurring/daily basis". Batch submission of documents, which precludes timely reporting, is not authorized. When assets transfer from one Active Component (AC) to another AC, Accountable Officers will report the AAC/RUC that will be involved, citing type I address (designation) changes, in TTfromfl/tftott format, to the Commanding Officer, NWSC, Crane, Indiana, 30 days prior to the effective date. A copy of this report will be furnished to the Commanding General (Code 824/SCS), Marine Corps Logistics Base (MCLB), Albany, Georgia 31704. These requirements will not be ignored. Accountable Officers will ensure that timely reporting of small arms assets are being conducted to NWSC, Crane, IN, in accordance with current directives.

b. Group Commanders will provide more definitive guidance concerning the control and accountability of small arms in published RBE guidance. Commanders should further ensure an adequate number of technically proficient, knowledgeable armory and supply personnel are available to control and account for small arms and accomplish the required reporting to NWSC. Weapons custodians and dedicated supply personnel should be appointed in order to provide the necessary supervision to account, monitor, and control the movement of small arms. Dedicated supervision (Officer or SNCO) for skill level personnel should be assigned to the consolidated armory, so as not to overwhelm E-5 and below. All Crane reports should be submitted with unique RBE AAC5. The RO shall conduct a monthly small arms inventory and report the results via the Group Executive Manager to Executive Agent of the CG, 2d MAW (G-4).

c. Ammunition and security ammunition will be identified, stored, turned over, and accounted for in compliance with current supply and ammunition directives, (B50 P8020.1A and MCO 8020.10, MCO P4400.150E Chapter 7). The accountability of security ammunition will not be disregarded. The various amounts of ammunition, both security and ammunition that had been used for training, will be properly turned (to include expenditure reports) into the Ammunition Supply Point.

Ammunition accounting will be accounted for on a monthly basis, this should be done by the designated ME Audit and Verification Officer through the appropriate channels up to the CG, 2d MAW (G-4).

6. Temporary Loans

a. The accountability of principle end items, which are temporarily loaned, will be reported to the next higher command element, in order to prevent the loss of visibility when the owning unit deploys. Prior to deployment each element needs to either recover their assets or report them to their higher command, or submit command adjustments to the unit physically possessing the equipment. Temporary loan documents such as CMRs, and ECRs will contain a minimum of the following information: Item TAMCN, nomenclature, quantity issued or loaned, unit of issue, appropriate Marine Corps serial number, information on the supporting and supported unit, and pertinent RO information outlined in MCO P4400.150E and UM 4400-124.

b. Group Commanders will ensure Squadron Commanders perform training requirements and make certain that MOS credible personnel are available to supervise the management of RBE assets. Personnel must be able to track and locate assets by TAMCN, nomenclature, unit of issue, National Stock Number (NSN), and other supply related information necessary to have equipment visibility and manageability. Commands will leave sufficient numbers of qualified personnel from Supply and Maintenance Management Office Sections to perform the above duties.

7. Obsolete Equipment. In the past many of the items of equipment collected during the RBE consolidation effort were obsolete. This evolution served to be a long overdue field day for the logistics community. Many of the warehouses contained equipment (serviceable and unserviceable) that was obsolete. Commanders will ensure that their warehouses are periodically inspected to ensure obsolete and unserviceable equipment is being purged. Upon return of the parent organization a review of this situation should be conducted.

8. Publications. Commands will ensure that publications, both supply and maintenance manuals, will be available in sufficient quantities to support RBE assets. Provisions should be made by the deploying element to leave sufficient technical publications

behind to support their maintenance effort on assets that will not be deployed.

9. SL-3/BII Components

a. Items of equipment designated as RBE will be SL-3 complete. When units turn over equipment to the Remain Behind Units (RBU5) personnel such as rifles, pistols, machine guns, tents, toolboxes, or any end item or item that contains SL-3 components, pertinent documentation will accompany the equipment. Inventory control forms reflecting that the item and its SL-3 components have been inventoried and are SL-3 complete will be maintained.

b. If equipment is to be turned in minus or short SL-3 accessories, these items will be identified by the unit, to assist the RBU in identifying and rebuilding necessary stocks. All equipment turned in should have SL-3 inventories included and annotated on shipping documents. The following guidelines will be adhered to:

(1) SL-3/BII inventories will be conducted prior to transferring equipment to RBE managers.

(2) SL-3/BII items will be tagged with the TAMCN, ID#, NOMEN, and SERIAL# of the PEI they belong to. Multiple components should be packaged together.

(3) A copy of the SL-3 inventory will be attached to them.

10. Mount Out Files/Records Retention. Command files and records need to be treated with care for retention for future use. Command files should be very carefully and properly packed and stored. An approved container should be procured to store the deploying command's historical files and records for Marine Corps wide use to protect these files while in storage.

11. Automated Information Technology

a. Identify RBU personnel, both maintenance and supply. Strenuous efforts should be made to ensure that remain behind personnel have a significant degree of proficiency in managing supply and maintenance transactions.

Subordinate Commanders will ensure that capable and competent maintenance management and maintenance personnel are designated to maintain RBE.

(1) Ensure that RBU personnel have valid user accounts in ATLASS, to include the proper securities to perform work in the application (i.e., open EROs, evac tasks, transfer equipment, etc.).

(2) Ensure that RBU personnel have appropriate tools left behind to perform required CM/PM on RBE equipment.

b. Commands will ensure that the appropriate automated equipment and software are left behind in order to allow the RBUs to input transactions and update files. Subordinate Units will select cognizant and competent personnel to operate. Manage Sassy and Atlass. Furthermore, these RBUs will have personnel augmented who are familiar and have a sound working knowledge of basic supply procedures.

PBE Maintenance Procedures

1. General. It is imperative that Group Commanders coordinate the overall maintenance management effort, making sure that data relative to RBE funnels through their S-4 to the CG, 2d MAW (G-4) Maintenance Management Officer. They must discourage the practice of an "anything goes" environment where equipment is cannibalized, or is the subject of extensive selective interchange prior to deployment, or stripped of all SL-3 components.

2. Identification. Once items are designated as RBE ensure that the following actions are performed.

a. A joint LTI, as outlined in reference (f) and applicable technical manuals, be conducted to determine the item condition code. Ensure that a copy of the LTI is attached to the equipment.

b. All assets must have a placard placed in the window or attached to the item identifying it as RBE (this applies to both rolling and non-rolling stock). The placard must list the items TAMCN, Nomenclature, Equipment ID#, Serial number, and original Owning Unit AAC.

c. A complete SL-3/Basic Issue Item (Bli) inventory must be conducted and a copy of the inventory is attached to the item(s). Ensure that SL-3/BII are tagged with the TAMCN, ID#, Nomenclature, and Serial number of the tool set, chest, kit, or PEI they belong to. Multiple components belonging to the same end item should be packaged together when possible.

d. Supply and maintenance personnel are made aware of equipment currently evacuated to a higher echelon of maintenance.

3. Readiness. Given its importance for equipping follow-on forces or as sustainment, RBE must be maintained at the highest possible level of readiness. RBE requiring maintenance should be inducted into the maintenance cycle as soon as possible, at the appropriate echelon, and using the highest appropriate priority. LM-2 readiness reporting must be in compliance with the current version of WgO P4790.8 (Wing MMSOP) and other applicable directives to provide visibility of RBE assets.

4. Preventive Maintenance (PM). Commanders will ensure that all preventive maintenance, to include first echelon operator maintenance, is performed per applicable technical manuals.

5. Test Measurement and Diagnostic Equipment (TMDE). Ensure that calibration equipment is tagged to identify its "Due Date" and current calibration status (i.e., Full, CNR, Special, or Inactive). If the item is a component to a tool set, chest, or kit, list the serial number of that tool set, chest, or kit it belongs to.

6. Cannibalization/Selective Interchange. Cannibalization or stripping of parts from RBE is strictly prohibited. Selective interchange of parts between RBE and deploying equipment is prohibited except where explicitly authorized in advance in accordance with reference (f). When approval to cannibalize/selectively interchange repair parts is granted, commanders will ensure that defective repair parts are placed on requisition under the (ERO) of the RBE. Commands should review the procedures for obtaining Class IX repair parts. If, the supply system is not able to respond in a timely manner, then possibly the need for cannibalization could be justified. Authorization must be obtained from the Commanding General prior to the act of cannibalization or selective interchange.

7. Tools and Publications. Commanders need to ensure that appropriate tools and publications are identified and left behind for maintenance personnel to perform Corrective and Preventive Maintenance (CM/PM) actions.

8. Temporary Equipment Record Jackets. The creation of manual equipment records (i.e., NAVMC 696D, NAVMC 10561, NAVMC 11053/11054, etc.) is not required unless the PET has been designated for transfer to a unit not utilizing the A2P operating system. Upon notification that an item has been designated for transfer Commanders will create a temporary equipment record jacket consisting of:

- a. A copy of the last Corrective Maintenance (CM) ERO.
- b. A copy of the last Preventive Maintenance (PM) ERO.

c. A copy of the last load lift certification ERO when required.

d. Copy of the Limited Technical Inspection (LTI) sheet.

e. Copy of all modifications.

f. A completed Commodity Managers Modification Control Record.

g. The current SL-3/BII inventory extract.

9. Personnel. Commanders need to ensure that remain behind maintenance and supply personnel are identified as soon as possible. Strenuous efforts should be made to ensure that those identified have a significant degree of proficiency in managing supply and maintenance transactions.

Format for Reporting RBE

Primary means: Microsoft Excel spreadsheet based on MDSS
II UDL data

Required Data Elements:

TAMCN's - Table of Authorized Materiel Control Numbers (TAMCN) of RBE Item

ID # - ID number of equipment

NSN - National Stock Number of RBE item

DESCRIPTION - Nomenclature/description of RBE item (contained in ITEM ID field of UDL)

SERIAL NUMBER - Serial/USMC Number of RBE item

MODEL NUMBER - Model number of RBE item (if applicable)

GEOLOC - Location of RBE item

Cond Code - Condition Code based on current LTI

Owning Unit From - Unit from which equipment originated

Team Classifications - A. Retained, identified for redistribution

B. Retained, identified for MAGTF sustainment

C. Retained, identified for one-for-one readiness exchange (omit use of this code for planning purposes)

REMARKS - Indicate any requirement with positive Supply Shipping Status or any other pertinent information (use REMARKS field of UDL)

Remain Behind Hazardous Material Accountability Procedures

1. Accountability/Responsibility/Command Relationships.

Group Commanders are responsible for the hazardous material (HAZMAT) in their charge. Once remain behind HAZMAT (RBHAZMAT) is identified, these materials will be accounted for by 2d MAW commands aboard MCAS Cherry Point, Beaufort, and New River per the following orders as appropriate;

a. Marine Corps Air Station Cherry Point Order 5090.3 applies to MWHS-2, MAG-14, MWSG-27(-) and MACG-28(-).

b. Marine Corps Air Station Cherry Point Order 5090.5 applies to MWHS-2, MAG-14, MWSG-27(-) and MACG-28(-).

c. Marine Corps Air Station Beaufort Order 4570.3A applies to MAG-31, MWSS-273 and elements of MACG-28.

d. Marine Corps Air Station Beaufort Order 5090.5 applies to MAG-31, MWSS-273 and elements of MACG-28.

e. Marine Corps Air Station New River Order 6280.1F applies to MAG-26, MAG-29, MWSS-272 and elements of MACG-28.

f. Marine Corps Base Camp Lejeune Order 11090.3A applies to MAG-26, MAG-29, MWSS-272 and elements of MACG-28.

2. Aviation Peculiar HAZMAT. Aviation peculiar HAZMAT will be accounted for per the following orders:

a. OPNAVINST 4790.2H Naval Aviation Maintenance Program.

b. OPNAVINST 5090.1 Environmental and Natural Resources Manual.

c. OPNAVINST 5100.23 Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP Manual)

d. NAVSUP Pub 722 Navy Occupational Safety and Health Program Manual.