



## UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING  
U.S. MARINE CORPS FORCES, ATLANTIC  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NORTH CAROLINA 28533-0050

WgO P4400.16L

G-4/21

**22 MAY 2000**

WING ORDER P4400.16L

From: Commander General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GROUND SUPPLY  
(SHORT TITLE: SOP FOR GROUND SUPPLY)

Ref: (a) MCO P4400.150E  
(b) UM 4400-123  
(c) UM 4400-124

Encl: (1) LOCATOR SHEET

1. Purpose. To establish responsibilities and provide guidance per the references for the management and control of ground supply material within the 2d Marine Aircraft Wing (2d MAW).

2. Action. Commanders will ensure compliance with the instructions contained herein. Commanders are highly encouraged to establish Supply policy letters vice establishment of a Squadron/Group Supply SOP.

3. Recommendations. This Order should be reviewed annually and suggested changes should be submitted to the Commanding General, 2d MAW, Ground Supply Officer (G4) via the appropriate chain of command. Printed changes to this Order will be effected through page inserts.

4. Applicability. This Order is applicable to all units of the 2d MAW.

5. Responsibility. The Assistant Chief of Staff, G-4 will be the coordinator for this Order.

6. Certification. Reviewed and approved this date.

7. Cancellation. WgO P4400.16K.

T. L. PATTON  
Chief of Staff

Distribution: A

Copy to: COMMARFORLANT  
CG, II MEF

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GROUND SUPPLY  
(SHORT TITLE: SOP FOR GROUND SUPPLY)

LOCATION:

(Indicate location(s) of the copy(ies) of this manual.)



# SOP FOR GROUND SUPPLY

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CHAPTER 1

CONCEPTS

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## CHAPTER 1

### GENERAL INFORMATION

#### 1000. ACCOUNTABILITY AND RESPONSIBILITY.

1. Accountability. Accountability is the obligation of any individual who, in the performance of the duties of position, designation, or assignment, is required to assume jurisdiction over, and, upon proper occasion, effect an accounting for public property committed to that individual's charge. Accountability is established upon acceptance of a position, designation, or assignment involving jurisdiction over public property. Commander's accountability is inherent to command. The Commanding Officer of a unit having a consumer level supply account is accountable by virtue of acceptance of command.

a. The Commanding Officer will appoint, in writing, a unit supply officer to perform supply functions for the command.

b. Additionally, the Commanding Officer will appoint, in writing, Responsible Officers (RO) to assume responsibility for assets within the command. These assets are issued from the supply office in performance of the RO's regular duties and will be within their span of control. If separated from the assets for 60 days or more, a new RO will be appointed.

c. The appointment of the Supply and Responsible Officers will be signed by the Commanding Officer. A record of appointment letters will be maintained for 5 years following the date the Supply Officer is relieved or ceases to serve and 1 year in the case of RO's. Assignment of accounting responsibilities to the Supply Officer and Responsible Officers does not relieve the commander of accountability.

2. Responsibility. Responsibility is defined as the obligation of each individual who is required to have personal possession of, or general supervision over, public property to ensure that the items are procured, maintained, used, or disposed of only as authorized. Any person having public trust that the property in their custody or under their supervision assumes a public trust that the property will be used only for purposes authorized by law or regulations.

a. Supply Officer. The Supply Officer is a special staff officer and as a member of the Commanding Officer's staff is responsible for ensuring that the Commanding Officer is made fully aware of the unit's current supply posture. Supply officers will recommend corrective procedural changes to the Commanding Officer so that detrimental supply situations may be corrected.

b. RO's. The RO's are custody holders of accountable supplies who account for and use supplies on behalf of the organization. RO's will be formally charged with duty to care for and control all supplies within their custody. Additionally, a new RO will be appointed, in writing, by the Commanding Officer when the RO is separated from assets more than 60 days.

c. Responsible Individuals (RI). RI's are sub-custody holders of accountable supplies who perform that function on behalf of an RO. RI's will be formally charged with the duty to care and control all supplies within their sub custody.

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3. Indebtedness. Indebtedness is established for an accountable person when the Commandant of the Marine Corps (CMC) (L) certifies under the provisions of 31 U.S.C. 3591 that indebtedness exists. Such indebtedness is considered sufficient to permit withholding of pay, as prescribed by the NavCompt Manual, and deduction from the accountable person's final pay and allowances if such deduction is necessary to liquidate the indebtedness. Indebtedness for a nonaccountable person (i.e., responsible person) may be established by the provisions of the JAG Manual, section 0167. When a nonaccountable person is found guilty by court-martial of one of the offenses listed in the JAG Manual, section 0167, establishing indebtedness will be a separate action of the convening authority. Indebtedness established under either of these conditions may be liquidated by a voluntary reimbursement by the individual concerned. Imposing nonjudicial punishment does not prove indebtedness.

### 1001. SUPPLY OFFICER'S RESPONSIBILITIES

#### 1. Wing Supply Officer/Material Readiness Officer

a. The Wing Ground Supply Officer/Material Readiness Officer, under the staff cognizance of the Assistant Chief of Staff, G-4, is directly responsible to the Commanding General, 2d MAW, for ground material readiness within the Wing. These duties include, but are not limited to:

(1) Planning, coordinating and supervising the acquisition, storage, control, issue and recovery of all supplies and equipment within the Wing.

(2) Furnishing advice, information and recommendations relative to supply matters, including property accounting, property responsibility, and standardization of materiel.

(3) Formation and coordination of the operations of a Supply Maintenance Assistance Team (SMAT) to monitor, inspect, analyze, assist, and instruct all 2d MAW supply accounts and maintenance units in proper supply and maintenance procedures.

(4) Coordinate and monitor the submission of all missing, lost, stolen, or recovered (MLSR) Government property records by 2d MAW units.

(5) Coordinate and monitor controlled item reporting of 2d MAW units.

(6) Review all investigations conducted by 2d MAW units relative to material/equipment condition or related supply matters.

(7) Provide recommendations to the 2d MAW, Assistant Chief of Staff, G-1 regarding assignment of officer and enlisted personnel in occupational fields 30xx/0411/2111.

(8) Review all requests for CTEP/training allowance equipment prior to submission to the Special Training Allowance Pool (STAP)/CTEP.

(9) Review all analysis/inspections of supply and maintenance operations of 2d MAW units by elements of higher headquarters and preparation, when required, of the Commanding General's endorsement.

(10) Monitor all ground equipment maintenance programs and advise the AC/S, G-4 on equipment readiness and recommend allocation and priority of maintenance resources within the 2d MAW.

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(11) Advise the AC/S, G-4 on ground ordnance matters within 2d MAW and supervise requirements for requisitioning, procurement, storage, and distribution of ground ordnance.

(12) Perform such other duties as the Commanding General, 2d MAW may direct, with respect to the managerial and technical aspects of supply.

b. The Wing Supply Officer is neither tasked with, nor capable of, maintaining a technical research section or processing supply requisitions in support of the Wing Headquarters. Wing Headquarters Staff Sections' requests for material should be submitted to the MWHS-2 Ground Supply Officer.

2. Group Supply Officer. The Group Supply Officer is a special staff officer directly responsible to the Group Commander for the overall management of supply operations within the group. Responsibilities of the Group Supply Officer include, but are not limited to:

a. Furnishing advice, information, and recommendations relative to supply matters.

b. Serve as the Fund Administrator (FA) for the group and develop, formulate, and execute an annual spending plan.

c. Coordinate the activities of and provide assistance to subordinate unit supply officers.

d. Design and conduct supply-related training for supply personnel to enhance operational readiness.

e. Monitor budget execution by subordinate units and conduct internal audits to ensure compliance with all fiscal directives.

f. Conduct periodic inspections of subordinate unit supply accounts and ensure compliance with pertinent orders and directives.

g. Review all analysis/inspection reports prepared by MSC or higher headquarters relating to supply operations within the group and prepare when required the Commanding Officers endorsement.

### 3. Unit Supply Officer

a. The Using Unit Supply Officer is responsible for the coordination and administration of supply operations. In this connection, the Supply Officer, as a special staff officer, will have direct access to the commander and will ensure that the commander is personally informed, on a regular basis, on the status of the account. In this capacity, neither the Supply Officer nor the supply section will be subordinate to or function under the control of the unit S-4.

b. In addition to the foregoing, the Supply Officer's responsibilities include, but are not limited to:

(1) Ensuring that the Executive Officer, as second in command/staff coordinator, is informed of all supply matters, which affect the accomplishment of the unit's mission.

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(2) Ensuring that the S-4 officer, as the cognizant executive staff officer in the area of logistics, is kept informed of all general supply matters having an effect on the accomplishment of the unit's mission.

(3) Supervising the operation of the unit supply section to include adequate MOS training.

(4) Administering the financial accounting of Planning Estimates (P/E), TAD, and Requisitional Authority (R/A) of the unit.

(5) Maintaining the required supply-related files and records.

(6) Maintaining continuous liaison with maintenance and maintenance management officers within the unit to ensure maximum coordination and cooperation between these functional areas.

(7) Monitoring and inspecting, on a periodic basis, unit supply records and procedures. Concurrently providing technical guidance to all unit supply personnel.

(8) Preparation of unit supply SOP's, desk top procedures and turnover files for each functional area. These will be reviewed by the Supply Officer or Supply Chief at least annually.

(9) Providing technical assistance to unit legal officers and investigating officers concerning legal matters involving Government property.

(10) Ensuring the using unit commander reviews all open purchase requests being submitted to the AC/S comptroller for approval per current financial procedures.

### 1002. ASSIGNMENT OF PERSONNEL

1. Assignment Responsibility. The Wing Ground Supply Officer/Material Readiness Officer will continually review 2d MAW requirements for officer and enlisted personnel in occupational fields 30xx/0411/2111. The Wing Ground Supply Officer/Material Readiness Officer will make appropriate recommendations to the Assistant Chief of Staff, G-1 for assignment of personnel in occupational fields 30xx/0411/2111 within the Wing.

2. Report Requirements. To accomplish actions in paragraph (1) above, subordinate units less deployed units) will report quarterly (1 Oct, 1 Jan, 1 Apr and 1 Jul) to this Headquarters (G-4/GNDSUP) the personnel status of their account by T/O auth/on board, and attritions within 90-180 days in the following format:

a.	SNCO			NCO			LCPL-PVT		
	T/O	S/G	O/B	T/O	S/G	O/B	T/O	S/G	O/B
	3043								
	3051								
	0411								
	2111								

3. Personnel Status. In view of their limited availability, commanders are urged to ensure maximum utilization of personnel within their MOS's in occupational field 30xx/0411/2111.

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### 1003. TRAINING OF SUPPLY PERSONNEL

1. Objective. The primary purpose of supply training is to develop technically proficient supply personnel capable of contributing to the accomplishment of the unit's mission and qualifying for advancement in grade. Since the primary function of supply operations is mission support, it is imperative that the supply personnel training conducted be both technical and mission oriented.
2. Responsibility. While the Commanding Officer is ultimately responsible for all training conducted in his/her unit, the unit Supply Officer is directly responsible for the training of supply personnel. Training will be conducted per MCO 1510.73.
3. Sources of Instruction. The instructional format will vary with the situation. However, it is recognized that on-the-job training (OJT) alone will not instill the level of individual technical knowledge required. Informal classes on the supply function and mission-related subjects must be conducted. The utilization of MCO 1510.73 (ITS) and Marine Corps Institute (MCI) courses of instruction is mandatory. Teaching assistance will be provided by the 2d MAW G-4 SMAT when available, upon request. The current CGI/SMAT checklist should provide a useful and detailed guide of the technical instruction areas that should be covered.

### 1004. INSPECTION AND ANALYSIS OF SUPPLY RECORDS AND OPERATIONS

1. Responsibility. Examinations of supply accounting records and operations will be conducted periodically by representatives of the Commanding General (i.e., CG's inspections/SMAT assistance visits; Field Supply Maintenance Analysis Office-1 (FSMAO-1); and the Naval Audit Service). Commanding Officers will ensure that all essential organic supply personnel are made available during the conduct of inspections and assistance visits.
2. Supply Maintenance Assistance Team (SMAT). The Supply Maintenance Assistance Team (SMAT) is established to provide the Commanding General with the technical supply inspection and assistance capability to improve control and management of all organic supply operations. Based upon the inspection/assistance schedule, the SMAT will provide assistance visits when requested by a unit. Assistance visits are designed to aid units in specific weak areas of command concern. The SMAT team will inspect the unit's records, procedures and provide "on-the-job" instructions, as required. Supply inspections will be directed toward the following areas:
  - a. Maintenance of property records.
  - b. General property control procedures.
  - c. Warehousing procedures.
  - d. Security.
  - e. Safety.
  - f. Requisitioning, follow-up and validation procedures.

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- g. Weapons reporting procedures (Crane Reports).
- h. Ammunition accounting.
- i. Accounting procedures for public funds.
- j. Issue and receipts control procedures.
- k. Responsible unit supply procedures.
- l. Accounting procedures for Petroleum, Oils and Lubricants (POL's).
- m. Handling of personal effects.
- n. Overall supply management procedures.

### 3. Examination and Analysis Reports

a. Immediately upon conclusion of all inspections/assistance visits, the OIC of the SMAT will brief the unit commander on the results. The unit inspection coordinator and the section inspected will receive a copy of the completed checklist during the outbrief. A copy of the checklist will be provided to the 2d MAW Inspector.

b. Within ten (10) working days after the conclusion of a scheduled inspection, a formal inspection report will be returned to the unit inspected.

c. All assistance visit informal reports will be provided to the unit commander upon the conclusion of the visit.

### 1005. INSPECTION BY HIGHER HEADQUARTERS

1. The Field Supply and Maintenance Analysis Office (FSMAO) serves to analyze the effectiveness of supply and maintenance in the Marine Corps on behalf of the Commandant of the Marine Corps. The primary vehicle for this service is the regularly scheduled analysis of individual units. An analysis consists of an intensive review of all supply, maintenance and maintenance management procedures and practices in the unit. At the same time, personnel are instructed by analysts in correct procedures or practices. Upon conclusion of the analysis, the detailed findings are left with the unit in a written form. Usually, resume notes are the medium used to record these detailed findings. The resume itself is an extremely valuable tool by which supply and maintenance supervisory personnel may orient their management efforts. The resume is in a question and answer format. The questions are designed to ensure that critical elements of required directives are properly implemented by the supply and maintenance elements within each unit. The resume questions also provide citations of the relevant directives and paragraphs, again, to facilitate the supply and maintenance managers' review of their account.

2. Subsequent to the analysis, it is the responsibility of the FSMAO office to prepare a formal, written report of the analysis findings. Usually, the majority of the detailed findings are excluded from this formal report. Instead, the formal report provides higher levels of command with an abbreviated overview of the subordinate unit's supply/maintenance status with particular emphasis on significant discrepancies. In addition, the formal report frequently includes an analytical conclusion which provides appropriate subjective comments. These comments might include reference to the quality and

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motivation of assigned personnel; they might put the findings in a proper context by reference to an unusual temp of operational commitments; and/or these comments might praise an account for a particularly successful management effort. The formal report also often serves as a vehicle to recommend to Headquarters Marine Corps appropriate modifications to policy based upon the impracticality of a requirement or observation of a more effective alternative procedure developed by a particular unit/command. (Of course, units should not independently deviate from Headquarters Marine Corps policy without waiver authority). The objectives and reporting procedures for the formal report can be found in the current edition of MCO 4400.30 (Field Supply and Maintenance Analysis Office Program; Objectives and Reporting Procedures).

1006. SUPPLY DISCIPLINE. Commanders at all levels must closely supervise the use of supplies and equipment to ensure continuous availability of required assets. Commanders will:

a. Ensure that on hand quantities of supplies and equipment are reviewed continuously for possible excesses and that, when such excesses are identified, timely action is taken to roll back, report or redistribute these items.

b. Establish an aggressive program to reduce loss and misuse of individual equipment and weapons. Frequent inspections and inventories will apprise all personnel of their individual responsibilities in maintaining supply discipline. Supply officers will inspect the records maintained by responsible officers at least quarterly.

c. Conduct a bi-weekly (twice each month) review and reconciliation of repair parts and other supplies on requisition with responsible units and the various sources of supply.

d. Ensure that supplies and equipment in storage are protected from the elements to prevent undue deterioration.

e. Conduct periodic inspections to ensure that organic equipment and repair parts are being properly controlled at the user level.

1007. RELIEF OF COMMANDING OFFICERS (CO'S) OF UNITS WITH ORGANIC SUPPLY ACCOUNTS

1. General Information. Relief of Commanding Officers will be accomplished per the current edition of MCO P4400.150E and UM 4400-124. Before relief, the CO will give a letter of certification to the relieving CO. This letter will indicate the status of supply operations within the command. The letter of certification of relief will be retained in the supply files for a period of 5 years from the date of relief. A copy of the relief letter will be retained on file in the supply office along with the new CO's endorsement.

### 2. Action

a. The Commanding Officer, prior to being relieved, will submit a certificate of relief to the new commanding officer. The relief letter will contain, at a minimum, the following:

(1) Results of supply inspections conducted within the past 6 months and actions taken.

(2) Overages and shortages.

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- (3) Supply problems/pending projects.
- (4) Accuracy of the records.
- (5) Supply personnel situation.
- (6) Effectiveness of established supply SOP's.
- (7) Condition of material in stock and in use.
- (8) Quality of support being furnished by the supply system.
- (9) Materiel on-hand readiness posture of the unit for combat essential equipment (CEE):

Qty CEE Possessed = % Ready (Supply)

Qty CEE Authorized

- (10) Fiscal situation.
- (11) Listing of major discrepancies.

b. The new Commanding Officer will conduct the necessary supply inspections to assure themselves of the condition of the materiel, records, and operating procedures. At a minimum, these inspections will include personal spot-checking of material in stock and of selected items of equipment in the hands of Responsible Officers. This inspection shall be completed by the relieving commanding officer within 60 days of his/her assignment. An endorsement to the certificate of the old commanding officer will be made, stating the findings of the new commanding officer. A copy of this endorsement also shall be forwarded to the Commanding General, 2d Marine Aircraft Wing (G-4/GRNSUP). In case of death, suspension from duty, transfer without relief, or any other instances where a letter of certification of relief of a CO cognizant over a supply account cannot be obtained, the MSC will appoint an inventory board to determine the condition of material, records, and operating procedures. This board will prepare a letter reporting its findings to the MSC. A copy of the letter will be held by the Supply Officer instead of the CO's certification of relief, and the original of the board's letter will be provided to the MSC.

### 1008. RELIEF OF USING UNIT SUPPLY OFFICERS

1. General Information. Relief of Supply Officers will be conducted per the current edition of MCO P4400.150E and UM 4400-124. To ensure maximum benefit from the fresh viewpoint provided by the change of Supply Officer, and to provide the new Supply Officer with maximum familiarization of the account, it is strongly recommended that, whenever possible, the Commanding Officer officially assign the new Supply Officer prior to the transfer of the old Supply Officer.

2. Action of the Supply Officer being relieved. Prior to relief, the Supply Officer will furnish a letter of certification of relief to the relieving Supply Officer. This letter will indicate the status of supply within the command. The Supply Officer will furnish this letter, dated the date of

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relief, to the relieving supply officer. The following actions will be accomplished by the Supply Officer being relieved prior, (within 30 days), to his/her relief:

- a. An inventory and reconciliation of property records, to include verification that signatures are current and valid.
- b. Preparation and submission of all adjustments to the LUAF, RUAF, Voucher Files, etc., as necessary, resulting from the inventory of records.
- c. Acquisition of signatures on CMR's for all outstanding issues and turn-ins made.
- d. Preparation of a signed certificate, indicating that the inventory and reconciliation have been completed. The original of this certificate will be dated as of the date of relief and furnished to the relieving (new) supply officer.

3. Action by the Relieving Supply Officer. Within 60 days of appointment, the newly assigned supply officer will inform the CO via endorsement to their appointment letter, of their estimate of the condition of the supply account. The above endorsement notification may be extended with the approval, in writing, of the CO. The letter of certification of relief and all endorsements will be retained in the supply files 5 years from the date of relief. If the CO suspects that culpability exists for losses, then an investigation should be convened. The relieving (new) supply officer will accomplish the following before assuming the administration of the supply account:

- a. A careful, detailed inspection of the condition of:
  - (1) Property records.
  - (2) Supplies on hand and on order.
  - (3) Personnel.
  - (4) General supply procedures.
  - (5) Other matters coming to his attention.
- b. The new Supply Officer will immediately report if he/she is satisfied/dissatisfied with the findings to the Commanding Officer by means of endorsement to the certificate provided by the old Supply Officer. The endorsement should contain, but is not limited to, the following:
  - (1) Statements, in "layman" terms, on what is wrong with the account. These statements should be delineated by functional areas within the supply account (e.g., Purpose Code "C", Demands Processing, Publications, Warehousing, Personnel, General Supply Procedures, etc.).
  - (2) Statements as to the corrective action recommended on each area.
  - (3) Estimated correction time required for each area. If the time required for completion of corrective action cannot be determined for all areas when the endorsement is prepared, a statement should be made as to dates on which follow-up reports will be submitted.

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c. In case of death, suspension from duty, or transfer without relief of an officer or noncommissioned officer (NCO) having charge of public property, the CO will appoint an inventory board to perform the duties of the relieved supply officer.

### 1009. RESPONSIBLE OFFICERS (RO'S)

1. General Information. The Responsible Officer will report all overages and shortages to the Supply Officer before transferring the responsibility for the property to the RO's successor. The relieving RO will inventory and carefully inspect all items on the supply records for that account. Within 15 calendar days of appointment, RO's will inform their CO, via the Supply Officer, of their estimate of the condition of their sub custody account, as an endorsement to their appointing letter. The above endorsement notification may be extended, with the approval, in writing, of the CO. If RO's are separated from the assets within their span of control for more than 60 days, a new RO will be appointed. RO's will be appointed, in writing, using the appointment letter format shown in chapter 4, figure 4-2 of this SOP.

2. Account Records. Consumer level supply accounts should be divided into sub-accounts for the management of the allowance items.

3. Serialized Control. Items that have a USMC/manufacturer's serial number will be accounted for by serial number.

4. Inventory. Physical inventories are considered a management tool in controlling material. On hand allowance items will be inventoried at least annually to determine the accuracy of the formal account property records. Inventory adjustments to property records will be made in a timely manner.

5. Maintenance. The Responsible Officer will ensure that items assigned to his/her account are maintained in a serviceable ready-for-use state. The responsible officer will ensure that Work Orders (WO'S) are opened on any item that may become unserviceable. Items that are beyond economical repair will be disposed of per the current directives and disposition instructions provided by the unit Supply Officer.

1010. THE PRIVACY ACT. The Privacy Act requires that activities soliciting personal information from individuals, which will or may be incorporated into a system of records, provide the individuals concerned with a Privacy Act Statement. All supply activities within the 2d MAW will ensure compliance with current directives concerning administration of the Privacy Act.

1011. CONFLICTS OF INTEREST. Commanding Officers will, where possible, ensure that Supply Officers/Chiefs and RO's are not assigned duties, which conflict with their supply management responsibilities.

a. Supply personnel should not be appointed as investigating officers for any supply property accountability related investigations. Additionally, RO's will not be appointed as investigating officers for property under their charge.

b. The supply personnel should not be appointed as a RO for any property that is internal to the command (i.e., Communications Security Material System (CMS) custodian). However, the Supply Officer and Supply Chief should serve as the RO for loans from external commands (i.e., garrison property, historic items, etc.).

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i. Personnel contacts within or external to the command, listing telephone numbers and/or addresses. The purpose served by the contact will be included.

j. Miscellaneous information will be included; for example, administrative or operational procedures peculiar to the billet, such as dual responsibility for certain functions or limitations in responsibility or authority within particular functions. Include any other information that might assist in carrying out the responsibilities.

1014. OFFICIAL FILES. The ATLASS II Plus files are the official accounting records. Units noting discrepancies are responsible for taking corrective actions to validate the files and ensure total assets visibility.

1015. POLICY WAIVERS. The local Field Supply and Maintenance Analysis Office (FSMAO) is authorized to grant 1-year policy waivers. Commanders may request deviations from Marine Corps maintenance/supply policy by submitting a written request to the supporting FSMAO via G-4/Supply. The request must provide a full justification and impact statement. Waivers may be granted for both geographical peculiar instances and Marine Corps-wide deviations as may be deemed necessary. If approved, waivers will be for one year. A request for waiver is not authorization to deviate from Marine Corps policy and units will not deviate until the waiver has been approved in writing. Waivers will only be granted for Marine Corps policy.

## SOP FOR GROUND SUPPLY

c. Supply personnel will not be assigned duties that could conflict with their responsibility to maintain sound accountable records or influence/manipulate the accountability process.

1012. STANDING OPERATING PROCEDURES (SOP). This Order will serve as the SOP for all organic using unit supply accounts within the 2d MAW. Squadron/battalion level SOP's are not mandatory.

### 1013. DESKTOP PROCEDURES AND TURNOVER FOLDERS

1. Desktop procedures will greatly help reduce the multitude of problems that confront supply personnel on a daily basis.

a. The frequent turnover of personnel within 2d MAW units results in a lack of expertise in critical supply areas. Proper use of desktop procedures and turnover folders alleviates this situation and improves the overall efficiency of an organization.

b. Each unit/section will prepare desk-top procedures for each billet involving administrative and management functions. It is not intended that desktop procedures be all inclusive or formalized but, rather, a simple listing of significant items or notes pertinent to everyday operations within a particular billet. Normally, they would include such items as current references, procedures for carrying out required duties, telephone numbers of individuals who might need to be contacted, and reports required. Procedures will standardize requirements, actions, and record keeping. Supply clerks desktop procedures will be included in the Supply Officer and Supply Chief's turnover folder.

2. Turnover folders, along with desktop procedures, greatly assist incoming personnel in becoming familiar and proficient in their jobs. A turnover folder will include information about policy, personnel, status of pending projects, references, management controls, functioning of the section, ways and means of accomplishing routine as well as infrequent tasks, and other information of value to an individual assigned to that billet. Turnover folders will contain, at a minimum, statements concerning the following:

- a. Title of billet
- b. To whom the individual occupying the billet reports and incumbent billets subordinate thereto.
- c. The mission of the billet.
- d. The functions involved in accomplishing the mission.
- e. Tasks and basic operations regularly performed in accomplishing specific functions.
- f. List of orders or other directives pertinent to the billet.
- g. List or required reports, dates of submissions.
- h. List the relationship with activities both within and outside of the official chain of command, including unofficial liaison and coordinating functions.

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UNITED STATES MARINE CORPS  
2d Low Altitude Air Defense Battalion  
2d Marine Aircraft Wing  
Fleet Marine Force, Atlantic  
Cherry Point, North Carolina 28533

4400  
Sup  
Date

From: Lieutenant Colonel I. M. Commander 123 45 6789/USMC  
To: Lieutenant Colonel Y. R. Marine 234 98 7654/USMC

Subj: CERTIFICATE OF RELIEF OF COMMANDING OFFICER

Ref: (a) UM 4400-124  
(b) WgO P4400.16\_

Encl: (1) Shortages  
(2) Excess Equipment  
(3) Financial Status  
(4) Personnel Status

1. As per references (a) and (b), an inventory and reconciliation of property records, including verification of receipt signatures, are current and valid as of (date).

2. Enclosure (1) lists all allowance type items that are on hand or on order as of (date). Disposition instructions have been requested for excesses as listed on enclosure (2).

3. A fiscal inspection was conducted by the 2d Marine Aircraft Wing Comptroller on (date). A grade of satisfactory with minor discrepancies was given for Work Center 35. Work Center 36 received a noteworthy. The Battalion financial status is as listed on enclosure (3).

4. The Personnel Status of the Supply Section is as listed on enclosure (4).

5. Materiel Status is at C-1. The dollar value of the supply account is as listed below:

SAC 1:	\$1,471,441.28
SAC 2 & 3:	\$5,307,878.82

6. A Garrison Property inventory was accomplished on (date). All garrison property is accounted for to include verification of receipt signatures by Responsible Officers. Dollar value of the Garrison Property account is as listed below:

SAC 1:	\$331,179.05
SAC 2 & 3:	NONE

Figure 1-1 - Certificate of Relief of Commanding Officer (Sample)

## SOP FOR GROUND SUPPLY

7. A Supply Maintenance Assistance Team (SMAT) visit was conducted by the 2d Marine Aircraft Wing, (G-4) Supply Support Section during the month of \_\_\_\_\_. Minor discrepancies were noted during the inspection and corrective action has been implemented.

8. The unit is averaging 564 backorders per month against the General Account of the ISSA. We are currently receiving an excellent fill rate by the ISSA, with most backorders being filled within an acceptable time period.

I. M. COMMANDER

Copy to: SupO

SOP FOR GROUND SUPPLY

SHORTAGES

TAMCN	NOMENCLATURE	QTY
A0130	Cable Assy Set	1
A0467	Degreaser	1
A0660	Frequency Measuring	4
A1715	Receiver, Radio	1
A8028	Wire Line Adapter	4
A8031	Speech Equipment	13
B0971	Generator Set, Diesel	1
C4790	File Set, Office	2
C5320	Office Supply Set	9
C5920	Safe	1
C6260	Stationary Set, Comm	6
C6660	Typewriter	2
C6681	Viewer-Printer	1

ENCLOSURE (1)

Figure 1-1 - Certificate of Relief of Commanding Officer (Con't)

SOP FOR GROUND SUPPLY

EXCESS EQUIPMENT

TAMCN	NOMENCLATURE	QTY
A1240	Power Supply	1
B0011	Air Conditioner	1
B0953	Generator Set, Diesel	1

ENCLOSURE (2)

Figure 1-1 - Certificate of Relief of Commanding Officer (Con't)

SOP FOR GROUND SUPPLY

FINANCIAL STATUS

WORK CENTER 35 (PE FUNDS)

Authorization as of 01 April 99.....	\$ 94,500.00
Expenditures as of 25 June 99.....	\$ 90,872.82
Authorization remaining as of 25 June 99.....	\$ 3,627.18
Percent Obligated.....	96.16%

WORK CENTER 36 (RA FUNDS)

Authorization as of 01 April 99.....	\$220,500.00
Expenditures as of 25 June 99.....	\$183,343.00
Authorization remaining as of 25 June 99.....	\$ 37,157.00
Percent Obligated.....	83.15%

\* New quarter funds will be given out on (date). The unit will receive (Dollars) which will leave a balance of (Dollars).

ENCLOSURE (3)

Figure 1-1 - Certificate of Relief of Commanding Officer (Con't)

SOP FOR GROUND SUPPLY

PERSONNEL STATUS

MOS	RANK	S/G	O/H	REMARKS
3010	Capt.	1	0	Note #1
3043	GySgt.	1	1	
3043	SSgt.	1	1	
3043	Sgt.	1	0	Note #2
3051	Sgt.	2	1	Note #3
3043	Cpl.	3	4	Note #4
3051	Cpl.	1	2	
3051	LCpl.	4	6	
3043	LCpl.	4	6	

Note #1: Currently SupO billet filled by Capt. 3002

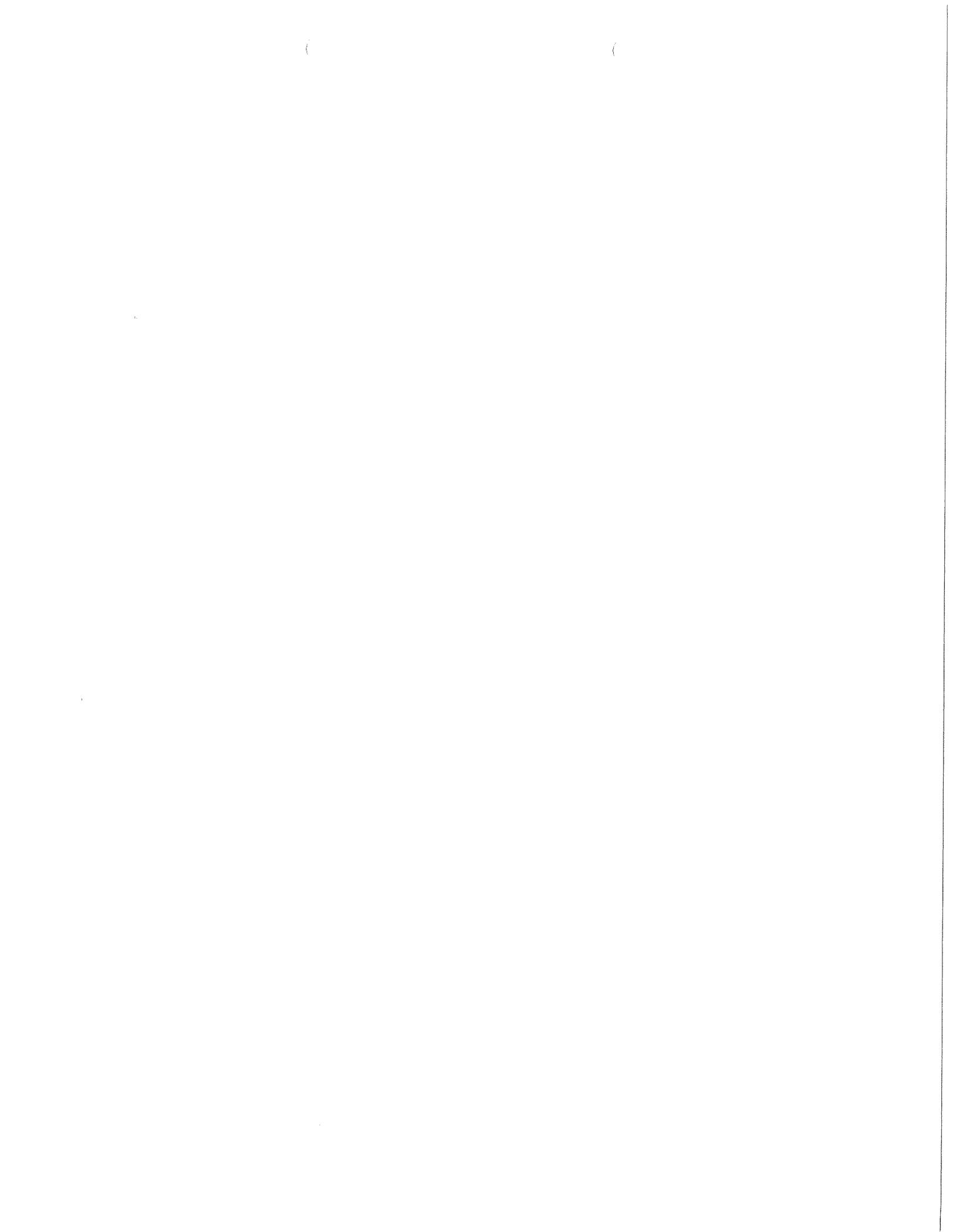
Note #2: Currently Sgt. 3043 billet filled by Cpl. 3043

Note #3: Currently Sgt. 3051 billet filled by SSgt. 3051 and Sgt. 3051

Note #4: Currently 1 Cpl. 3043 filling Sgt. 3043 billet

ENCLOSURE (4)

Figure 1-17 - Certificate of Relief of Commanding Officer (Con't)



SOP FOR GROUND SUPPLY

CHAPTER 2

CORRESPONDENCE, PUBLICATIONS AND DIRECTIVES

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# SOP FOR GROUND SUPPLY

## CHAPTER 2

### CORRESPONDENCE, PUBLICATIONS AND DIRECTIVES

#### 2000. Correspondence Files

1. Preparation. Correspondence will be prepared per the current edition of SECNAVINST 5216.5, Naval Correspondence Manual and MCO P5215.1 Marine Corps Directives System.

2. General Information. To ensure availability and ready access to information, the Supply Officer will maintain an orderly correspondence file.

3. Maintenance of Correspondence Files. Correspondence files will be maintained per the current editions of SECNAVINST 5210.11, Department of the Navy Standard Subject Identification Codes; SECNAVINST 5212.5, Disposal of Navy and Marine Corps Records and MCO 5210.11, Record Management Program for the Marine Corps.

4. Establishment of the General Correspondence File. To comply with the aforementioned orders, and maintain uniformity within 2d MAW, the following procedures will be adhered to:

a. Units may utilize either the medium craft folders or light, manila folder for filing.

b. Subject identification labels shall be placed on the left corner of folder tabs, to provide uniformity in arrangement.

c. Record retention standards labels shall be placed on the right side of folder tabs.

d. The center spaces of folder tabs shall be utilized for the opening and closing dates of the record. The closing date shall not be posted until the file is actually closed.

#### 2001. PUBLICATIONS AND DIRECTIVES

##### 1. Publication Control System

a. When establishing a publications library, it is necessary to consider both technical publications and nontechnical publications.

b. A publication library is dynamic in the sense that it is constantly changing; for example, new publications are added, changes are made to existing publications, publications are replaced, etc.. Therefore, establishing a publications library is only half the mission. It is also necessary to maintain a system to support the continuing operation of a publications library.

##### 2. Marine Corps Publications Distribution System (MCPDS)

a. MCPDS is a system that provides services in support of the initial issuance of publications by Marine Corps publications sponsors and support publications management by field commanders. MCPDS provides distribution of Marine Corps publications to other government agencies and non-government entities with a bona fide reason for receiving them.

## SOP FOR GROUND SUPPLY

b. MCPDS AIS is a central component of MCPDS and is the on-line, interactive AIS resident on a mainframe computer located at Quantico, VA. MCPDS provides:

(1) Sponsor support - Allows publications sponsors to electronically establish initial distribution for a new publication.

(2) Field user support - Allows electronic management of the activity's requirements for publication.

(3) Other government agencies and non-government entities support - is provided by CMC (ARE).

c. All publications in MCPDS are available to the Marine Corps activities. Units are authorized to use MCPDS in place of the SL-1-3/1-2.

2. General Responsibilities. Publications are managed by the Directives and Publications Control Point (DCP) within the administrative section of the command. The DCP will use the MCPDS to manage publications within the unit. The CO shall ensure that all sections have on hand or on order all pertinent publications and directives with applicable changes required in the performance of their duties. Access to electronic copies of publications and directives will suffice as long as they are up to date with all applicable changes. The unit's DCP has staff cognizance over control and internal distribution of publications and directives. This control and internal distribution of publications and directives is accomplished through an Organization Central Files Section. This section is responsible for the following:

a. Determining organizational quantities for publications and directives.

b. Determining and effecting internal distribution for publications and directives within the activity.

c. Organizing and maintaining the Organizational Central Files and Directives Control Point.

d. Assigning consecutive points numbers for command issued directives and ensuring control and review of such directives both before and after issue.

3. Publications Listing (PL). A PL is an electronic display of all publications in MCPDS. Each PL is unique because the system shows a value in the quantity field for a PCN for which the activity is currently on distribution. MCO P5600.31 contains the policy for the PL. The PL is separated into a nontechnical and technical section.

4. Developing the Publications Control System. A team assists the commander in operating a system to control publications. The team consists of the administration section (DCP) and the MMO who develop the system, and the Executive Officer, special staff officers and subordinate activity commanders who operate the system.

a. The DCP and the MMO must work together to develop the publication control system. There are four interrelated functional areas of the system: publication allowance control (which publications are required), internal distribution control (how publications are handled to ensure that the right publications get to the right place in the right quantity), inventory control

## SOP FOR GROUND SUPPLY

(how publications are maintained once they are in the library), and requisition control (how publication shortfalls are replaced).

b. Step by step procedures for designing and setting up the publication library can be found in MCO P5600.31 chapter 3 and MCO P4790.2 appendix b.

### 3. Procedures for Requisitioning Publications and Directives

a. Supply Section. Within MCPDS the administration section has the responsibility to update the Table of Allowance for Publications (TAP) and control Internal Distribution. However, this does not take the entire responsibility away from the supply section.

b. Administration Section. The primary responsibility for requisitioning publications and directives rests with the administration section or an individual designated and trained to utilize the MCPDS program per MCO P5600.31 and MCO P5000.14.

c. Requests. Sections should submit requests for publications and directives to the individual designated to utilize the MCPDS program. This request will be in letter format, providing the title of the publication, the Publication Control Number (PCN), and the quantity required.

d. System Access. System access to MCPDS is provided via MCDN to the mainframe at Quantico. Access to the Quantico mainframe must be provided by your local TASO, ISMO or anyone who has a security account and can build an "ACID" number at Quantico. Access not provided by local support will be provided by CMC (ARE). You must be assigned an "ACID" number before you can access MCPDS.

e. MCPDS Clerk. Upon receipt of the request, the clerk will screen the unit's Publication Listing (PL) to see if the section has an allowance loaded for the publications. If so, the will be submitted utilizing MCPDS. When entering the PCN into MCPDS, one of three things will occur:

(1) The PCN was in stock and the requisition has processed (provide the requesting section with a copy showing that the PCN is on order).

(2) The PCN was not in stock:

(a) At screen showing that the PCN is not in stock at Albany, Ga., enter the quantity you want to be backordered.

(b) Provide a copy report showing the PCN is on backorder.

(3) The PCN is not loaded to MCPDS. As stated before, the supply section is not completely out of the publications business. In this case, the MCPDS clerk will submit the request to the supply section, identifying the applicable PCN's, for requisition through the normal supply channel.

## 2002. SUPPLY PUBLICATIONS AND DIRECTIVES

### 1. Responsibilities

a. The Supply Officer is responsible to ensure that sufficient publications and directives necessary to accomplish their mission are on hand.

## SOP FOR GROUND SUPPLY

b. Directives held by the supply section will be filed per the current edition of MCO P5215.1.

2. Required Publications and Directives. To perform day-to-day research, both technical and general, the supply section will require certain publications and references. Some of these are listed below:

a. FMF SASSY Accounting Manuals

- (1) UM 4400-120, ATCLASS
- (2) UM 4400-123, Marine Corps Users Manual, FMF SASSY Management Unit Procedures, and Maintenance Float Procedures.
- (3) UM 4400-124, Marine Corps Users Manual, FMF SASSY Using Unit Procedures.
- (4) UM 4790.5, MIMMS AIS Field Maintenance Procedures.
- (5) SASSY MODS (# UNASSIGNED)
- (6) MARFORLANTO P4400.10, U.S. Marine Corps Forces, Atlantic Standing Operating Procedures for Supply

b. Marine Corps Policy Manuals

- (1) MCO P4050.38\_, Personal Effects and Baggage Manual.
- (2) MCO 4400.16, Uniform Material Movement/Issue Priority System.
- (3) MCO P4400.82, Controlled Item Management Manual.
- (4) MCO P4400.84, MIMMS Special Programs Manual.
- (5) MCO 4400.170, Control of Petroleum, Oil, and Lubricants.
- (6) MCO P4450.7, Marine Corps Warehousing Manual.
- (7) MCO 4450.10\_, Storage and Warehouse Operations.
- (8) MCO 5311.1C, Table of Organization/Equipment.
- (9) MCO 8300.1\_, Serialized Control of Small Arms.
- (10) MCO P4400.150\_, Consumer Level Supply Manual.
- (11) MCO P4400.151\_, Intermediate Level Supply Manual.
- (12) BO P4400.5, Logistics Manual (FOR NEW RIVER UNITS ONLY)
- (13) MCO P4790.1\_, Marine Corps Integrated Maintenance Management Manual (MIMMS) Manual.
- (14) MCO P4790.2\_, MIMMS Field Procedures Manual.
- (15) SECNAVINST 5500.4, Missing, Lost, Stolen, Recovered Government Property.

## SOP FOR GROUND SUPPLY

- (16) MCO P5600.31, Publications and Printing Regulations.
- (17) MCO 8300.1, Serialized Control of Small Arms.
- (18) MCO P10110.14, Food Service and Subsistence Management Manual.
- (19) MCO P10520.3, Flag Manual.
- (20) MCO P10120.28, Individual Clothing Regulations.
- (21) NAVMC-1017, Table of Authorized Material (TAM).
- (22) NAVSO P1000.4, Navy Comptroller Manual (NAVCOMPT Manual, Vol IV).
- (23) Table of Equipment (T/E) (Published by the Commandant of the Marine Corps, listing authorized allowances of Types 1 and 2 allowance items for organizations with organic property accounts.)

### (24) Marine Corps Stock Lists:

(a) SL-1-2. This lists all current technical publications (technical manuals (TMO), stock lists (SL), a listing and explanation of those publications authorized for Marine Corps use in providing both supply and maintenance support of equipment. It provides users with the following:

1. Index of Item Designator (ID) numbers.
2. Cross reference lists of equipment to ID's.
3. Cross reference lists of equipment for authorized maintenance publications.
4. Index of superseded or rescinded publications.

(b) SL-3, Components List. Used to determine the authorized components of all collection type items or end items with collateral material. The supply officer will maintain a current set of SL-3's, with all changes as applicable, for each item of equipment on the T/E or held by the unit within the supply warehouse.

(c) SL-4, Repair Parts List. These listings identify supply system items and material disposition at various echelons of maintenance. The supply officer will maintain an SL-4, with all changes, as applicable, for any T/E item on hand with no SL-3.

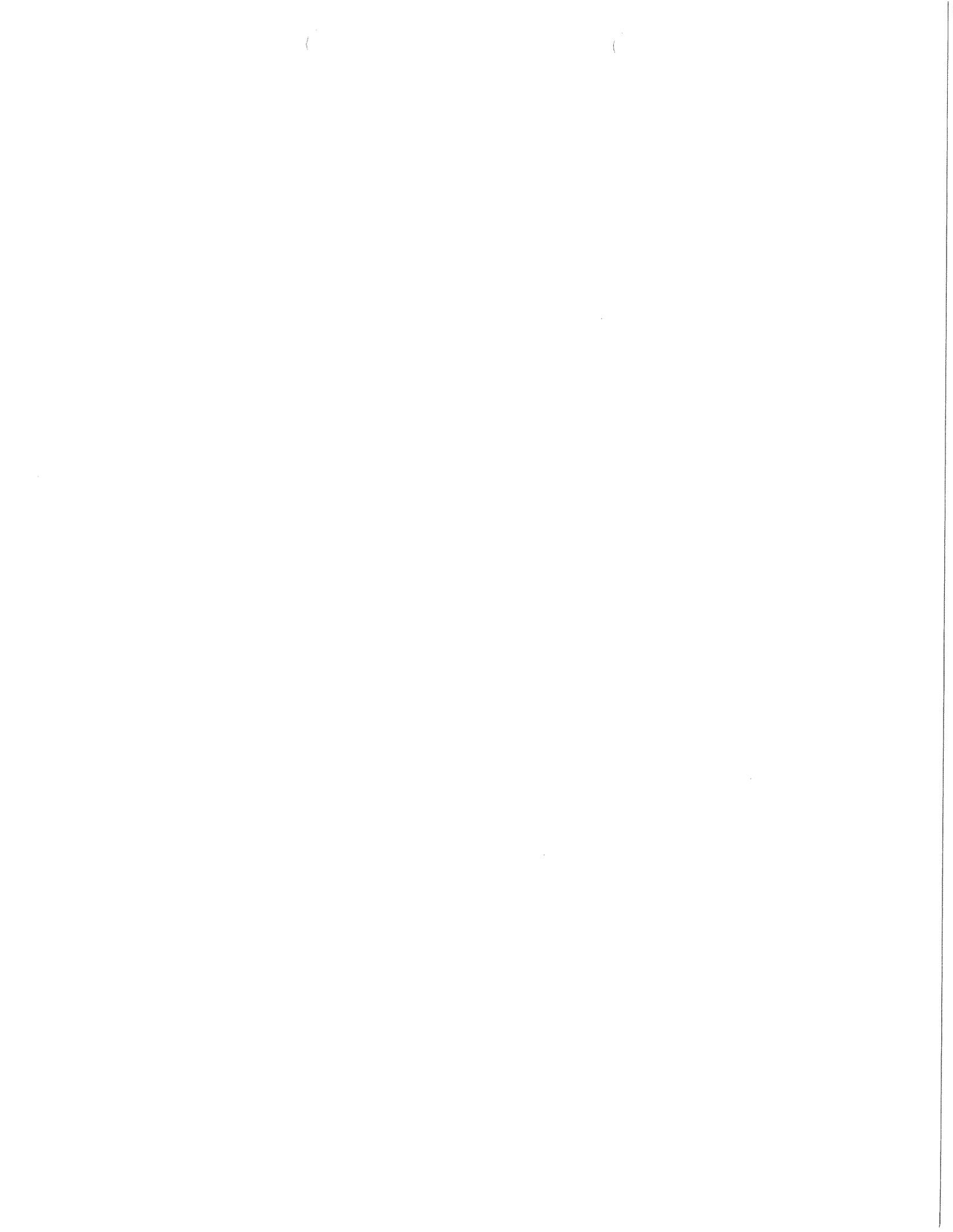
(d) SL-6, Applications List. These listings are used to identify end items, major components, secondary depot repairable items, and modification kits.

(e) SL-8, Special Lists. These listings are used as a convenient reference source for information on special groups of items.

(24) SASSY Informational Memorandums (SIMs). The SIM's are published by the Intermediate Supply Support Activity (ISSA), 2d FSSG. These memorandums provide amplifying instructions on how the ISSA conducts business.

## SOP FOR GROUND SUPPLY

2003. RETENTION OF LISTINGS, REPORTS AND FILES. The minimum retention periods for specified listings, reports and files are outlined in the applicable Marine Corps Orders and directives. While using unit personnel may elect to retain specified documents longer, the retention periods listed are considered sufficient for audit/research purposes. Maintenance of excessive records serves little purpose, consumes valuable storage space, and imposes significant administrative burdens on personnel.



SOP FOR GROUND SUPPLY

CHAPTER 3

ADDITIONAL DEMANDS/ATLASS II+

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# SOP FOR GROUND SUPPLY

## CHAPTER 3

### ADDITIONAL DEMANDS/ATLASS

#### 3000. GENERAL

1. One of the objectives of consumer-level supply operations is providing the correct quantity of items to the customer at the correct place and time. This is supported by the accurate and timely requisition, receipt, and issue process to put the supplies in the hands of the users when required, not before (creating double handling and storage costs) NOR LATE (delaying repairs and increased safety factors). Supply operations within a using unit are judged to be efficient or inefficient, based mainly on the ease and clarity with which required supplies are obtained. Personnel working in the "Additional Demands" section have a great impact on logistic operations by ensuring that required items are requisitioned, received and issued in a timely and efficient manner.
2. The speed and efficiency of the requisitioning process is based partly on how well additional demands are managed.
3. In addition to submitting requisitions, the additional demands clerk must submit inquiries, follow-ups, modifiers, cancellations and any other transactions required.
4. Commanders shall ensure repair parts and other maintenance supplies are requisitioned, accounted for, and safeguarded. It is imperative that required repair parts be requisitioned as soon as the requirement is identified, consistent with the urgency of need. Requisitions will be submitted and managed within appropriate times frames as established within MCO 4400.16\_.

#### 3001. REQUISITIONS RECEIPT AND ISSUE MANAGEMENT

1. General Information. Requisitions are the supply lifeline for Marine Corps units. The commander must make sure that adequate supply procedures are implemented to control requisitions. Requisitions must be prepared, submitted, and maintained promptly and accurately for continuous supply support of unit operations. Additionally, the second phase of the supply process is the accountability and timely issuing of the requisitioned material.
2. Off-line Requisitions. Only under exceptional circumstances, when normal methods of transmission are not considered adequate, additional demands may be submitted by electronic mail, telephone, or other expeditious means. Any off-line requisitions must first be first approved by Customer Service, ISSA without exception.

#### 3002. LISTINGS UTILIZED BY THE ADDITIONAL DEMANDS SECTION

1. General Information. The Additional Demands Clerk utilizes numerous mechanized listings in the performance of their duties. Some listings provide general management information to aid in making broad-based decisions; others provide detailed information necessary for day-to-day operations.

- a. Document Management Report (DMR). The DMR is a report extracted from ATLASS II Plus files to manage requisitions submitted by your activity. It will list all of your activities SASSY/ATLASS requisitions for which a backorder and due exists. The DMR is printed in four sequences:

## SOP FOR GROUND SUPPLY

(1) Document Number Sequence: This document number demands list, sequenced by the document number assigned to the requisition, provides the most complete, accurate information concerning the activities requisitions. Elements of data contained include a chronology of status received and backorder validations conducted on the requisitions.

(2) Stock Number Sequence: The purpose of the Stock Number Demands list is to facilitate the issue of receipts. All receipts of incoming supplies will be processed against the stock number demands list to ensure proper completion of backorders. This sequence will also identify on-hand quantities for which demands have been submitted and will be retained at the discretion of the user.

(3) Equipment Repair Order (ERO) Number Sequence: The purpose of this listing is to assist in the reconciliation of demands between the unit's maintenance sections and the supply section and will be retained at the discretion of the user.

(4) Responsible Unit (RU) Sequence: The purpose if this listing is to assist in the reconciliation of demands between the responsible units and the supply section and will be retained at the discretion of the user.

b. ADHOC Report. This listing is produced daily from the MIMMS/DMR files. It is used as a reconciliation tool and a means of identifying edit errors and will be retained at the discretion of the user.

c. Edit Error Listing. This listing provides supply personnel with a means to screen transactions that did not pass the master edit and the reason for the reject. All errors should be corrected on an as occurring basis and will be retained at the discretion of the user.

d. DMR Exception/Inquiry Listing. Provides a listing of all exceptions generated as a mini-unit file/inventory update. An exception message/code will be provided explaining the reason for the exception and will be retained at the discretion of the user.

e. DRM Review Error Listing. Provides supply personnel with a list of transactions that rejected because they were duplicates, too old for processing, or receipts with release indicators with backorders quantity greater that the DASF backorder quantity and will be retained at the discretion of the user.

f. Unmatched NSN Listing. Provides supply personnel with a listing of transactions, which contain NSN's not resident on the Master Header Information File (MHIF). Research and reinduction may be necessary, with the correct NSN and date of resubmission, on these transactions and will be retained at the discretion of the user.

g. Recycle Transaction Listing/Summary Report. Provides a list, in document number sequence, of all transactions on recycle. These documents will not process until the reason for recycle is corrected and will be retained at the discretion of the user.

h. Balance Freeze Listing. Provides a list of those prime records (NSN's) that were frozen. The freeze code will state the reason for the record being frozen. Transactions will not process while the NSN's are frozen and the

## SOP FOR GROUND SUPPLY

transactions will continue to recycle until the NSN's are unfrozen and will be retained at the discretion of the user.

i. LUBF Balance Analysis Report. This report contains the number of NSN's, which show on-hand quantities resident in "A" stocks with outstanding backorders. Comparison between assets actually held and the stock number demands list can provide information for issues and will be retained at the discretion of the user.

### 2. MANAGEMENT OF THE ADDITIONAL DEMANDS LIST (ADL)

a. General Information. The ADL is normally provided weekly to using units in four sequences, Document Number, Stock Number, Equipment Order Number and Responsible Unit Number, as mentioned previously. Because of its importance in the day-to-day operation of the unit's supply and maintenance/maintenance management, the following procedures are intended to assist units and promote supply/maintenance coordination.

b. Document Number ADL. After receiving the Document Number ADL, it must be reviewed for accuracy against the previous weeks document number ADL to ensure all transactions submitted that affect the status the additional demands processed properly.

### 3003. FILE MAINTENANCE

1. General Information. File maintenance is a day-to-day process that will "make or break" the supply section. It enables the supply clerk to determine if a transaction did or did not process.

#### 2. Files Maintained by the ADL Section

##### a. SASSY Additional Demands File.

(1) Additional Demands Section. Contains all NON-MIMMS additional demands (ZOA), all inquiries (ZQI), and NON-MIMMS over-the-counter issues (D7A) documents. It will be maintained in document number sequence.

(2) Part Number and Non-System NSN Demands. Contains copies of ZOE and 3 ZNS Cards. It will be maintained in document number sequence.

(3) Pending Cancellation Section. Contains all SASSY "ZC1" cancellation requests and will be filed in document number sequence.

(4) Pending Backorder Release Section. Contains copies of all backorder releases (ZZZ). Backorder releases will be submitted using one of the following methods:

(a) ZZZ Transaction. This affects only the backorder or the document number cited on the ZZZ. It causes the B/O quantity to be reduced, causes a DG6 fiscal charge and retires the B/O record.

(b) D6T with "1" in CC-70. This transaction may be submitted via FMF-EUCE or generated using a copy of the shipping mat (DD 1348-1) received with the equipment.

## SOP FOR GROUND SUPPLY

1. If the DD 1348-1 is used, and the quantity received is same as the backorder quantity, "ZZZ" will be entered in block "DD" of the DD 1348-1. When the SMU receives the signed copy of the DD 1348-1, they will induct the D6T with "1" in CC-70.

2. If the transaction is inducted on an FMF-EUCE, a D6T with a "1" in CC-70 must be inducted. This will cause two transactions to process:

a. D6T Receipt Transaction. Will receipt for the quantity reflected on the document by increasing the on hand quantity on the LUBF, reducing the due quantity on the DMR and increasing the received quantity on the DMR.

b. ZZZ Backorder Release Transaction. Will cause an issue transaction to process by decreasing the B/O quantity on the DASF, decreasing the on hand quantity on the LUBF, and will generate a fiscal charge (DG6).

(5) Follow-up Section. Contains copies of all follow-up transactions submitted and will be filed in document number sequence. They will be annotated with the date of submission to facilitate timely reconciliation with the DMR.

(6) Pending Receipts Section. Contains copies of all D6T transactions submitted with a backorder release for force-fed items (3000 and 5000 series document numbers) or for receipts for which the backorder has been canceled with a ZC1 cancellation request.

(7) Follow up Section. Contains copies of all follow-ups. They may be discarded when they appear on the document number demands list. Will be maintained in document number sequence.

(8) Modifiers (ZM1). Contains copies of all requisition modifiers. They will be maintained until the requested changes appear on the ADL. Will be maintained in document number sequence.

### b. MIMMS Pending Demands File.

(1) General Information. Contains the first copy of the NAVMC 10925 (EROSL), MIMMS "4" transaction which have been submitted for repair parts or SL-3 components. Supply is responsible for researching parts information, completing the document number, advice code, and initialing the "Supply-IP" line when initially receiving the EROSL.

(2) File Sequence. Will be maintained in ERO number sequence.

(3) Retention. EROSL's will be maintained until "4" transactions on the sheet have processed in the MIMMS/ATLASS system as "transactions that processed with no errors", as reflected on the DTL, and appear on the DPR. Once the demand has appeared on the DPR, annotate the EROSL at the end of the "4" transaction line for that document number. When all "4" transactions have appeared on the DPR, and have been annotated, return the EROSL to the requesting shop.

### c. MIMMS Pending Change File.

(1) General Information. When a requisition modification is required, e.g., when transferring a requisition from one ERO to another or when changing

## SOP FOR GROUND SUPPLY

requisition priorities, a "4-Change" card will be prepared per Appendix J of the current edition of UM 4790-5.

(2) File Sequence. ERO Number sequence

(3) Retention. Maintain pending modification transactions until the desired change appears on the DPR.

d. MIMMS Pending Cancellation File.

(1) General Information. If the customer no longer needs the part or the requisition is canceled, an "8-CANC" transaction will be prepared per Appendix J of the current edition of UM 4790-5 and placed in this file.

(2) File Sequence. ERO Number sequence.

(3) Retention. Maintain until the letters "CANC" appear on the DPR for the requisition being canceled.

e. MIMMS Pending Receipt File.

(1) General Information. Until requisitioned repair parts are received, "8" Cards will be prepared and submitted, citing appropriate authority codes, per Appendix J of the current edition of UM 4790-5 and part IV, Section 2 of UM 4400-124.

(2) File Sequence. ERO Number sequence.

(3) Retention. Maintain until they appear on the DPR.

f. MIMMS Pending "5"/"7" Card File.

(1) General Information. When document numbers of non-SASSY documents are changed ("5" card) or when supply status must be manually entered on open parts records ("7" cards), the appropriate MIMMS/ATLASS transactions will be prepared per Appendix J of the current edition of UM 4790-5 and part IV, Section 2 of UM 4400-124.

(2) File Sequence. ERO Number sequence.

(3) Retention. Maintain "5" and "7" transactions until the desired information appears on the DPR.

### 3004. DEMANDS AND THE METHODS OF REQUISITIONING

1. General Information. Requisitions are the supply lifeline for Marine Corps units. The commander should make sure that adequate supply procedures are implemented to control requisitions. There are several different initial sources of supply and systems through which they are contacted for 2d MAW using units:

a. T/E allowance items and certain expendables are requisitioned, through SASSY, from the ISSA.

b. SL-3 components are requisitioned directly from the ISSA.

c. Repair parts are requisitioned from the ISSA, utilizing MIMMS.

## SOP FOR GROUND SUPPLY

d. Housekeeping, administrative supplies and hand tools are requisitioned from local DSSC utilizing locally prescribed manual methods (normally, the self service shopping list).

e. Packaged POLs are requisitioned from the supporting DSSC utilizing locally prescribed manual methods.

f. Approved non-system items and commercial services are requisitioned through the supporting Purchasing and Contracting Office (PCO).

g. Packaged Operational Rations (POR's) will be requisitioned from the ISSA through the normal SASSY update cycle utilizing document identifier code (ZOA) with a NO-COST-JON.

### 2. General Requisitioning Rules

a. Demands will be placed by the customer as the need arises.

b. Demands for a given NSN will be submitted only to fill a specific requirement or to repair a single end item.

c. Second echelon maintenance repair demands will be placed citing only the quantity necessary to affect the actual repair under a given ERO number except for preexpended bin items.

d. First echelon parts/supplies will be requisitioned as the need arises and will be batched except for preexpended bin items.

e. When ordering repair parts for a specific ERO, the maintenance sections will not, under any circumstances, order a quantity greater than the maximum allowable for that end item, as shown in the applicable SL-4 or TM.

### 3. Types of Requisitions. The standard types of requisitions are:

a. NAVMC 10604, General Purpose Coding Card.

b. NAVMC 10925, Equipment Repair Order Shopping List (EROSL).

c. DD 1348, Single Line Item Requisition System Document.

d. NAVMC 10628, General Purpose Coding Sheet.

e. DD 1149, Requisition and Invoice/Shipping Document.

f. NAVMC 10700, Self Service Shopping List.

g. When deployed, directed, or under special circumstances, a message or speed letter may be used. In exceptional cases, phone requisitions may be authorized.

h. DD Form 2275, Work Required.

### 4. Use of the Signal Code

a. General Information. When signal codes, other than "A", are authorized by this headquarters, they provide an added flexibility to the procurement

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process. The purpose of the signal code is two fold: it designates the card columns (fields) that contain the intended consignee (ship to) and the activity to receive the bills (bill to) and effect payment, when applicable. Whenever a signal code is used in a requisition, it must be used in all documents resulting from, e.g., backorder releases and receipts. Signal codes must be used in the following transactions:

- (1) Z0A Requisitions.
- (2) MIMMS "4 Parts" Requisitions.
- (3) Z2M Redistribution's.
- (4) D7\_ Issues.
- (5) D6\_ Receipts.
- (6) ZZZ Back Order Releases.
- (7) MIMMS "8 Parts" Transactions.

### b. Signal Codes Used Within the Marine Corps

- (1) "SAC-1" Requisitions
  - (a) "A". Ship and bill to the activity in CC 30-35.
  - (b) "B". Ship to the activity in CC 30-35, bill to the activity in CC 40-45.
  - (c) "K". Ship and bill to the activity in CC 40-45.
- (2) "SAC-2 and SAC-3" Requisitions
  - (a) "W". Ship and bill to the activity in CC 30-35.
  - (b) "X". Ship to the activity in CC 40-45, bill to the activity in CC 30-35.
- (3) Under special situations, other signal codes, e.g., "D" and "M" may be directed for use by this headquarters.

5. MIMMS ERO Shopping List, NAVMC 10925 (EROSL). An equipment repair order must be opened when maintenance is performed. Repair parts to support that work are listed and requisitioned via ERO shopping lists, NAVMC 10925 (EROSLs). The EROSL is the source document for input of "4 Parts" transactions into MIMMS. General Purpose Coding Sheets (NAVMC 10694) may be used to submit MIMMS requisitions for SL-3 components to supply for induction to the SMU. EROSLs must be made a permanent part of the ERO record. The format for EROSLs can be found in figure 3-3.

a. NAVMC 10694, General Purpose Code Cards. This is used to submit all non-MIMMS requisitions into the SASSY system. Included in this type of SASSY requisitions are:

- (1) Walk-Thru Additional Demands

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(a) A Walk-Thru additional demand will be submitted only in instances, which, with the needed item, the using unit would not be able to perform its mission. Commanding Officers must ensure that any requisition that is submitted as a "Walk-Thru" meets this criteria. The Commanding Officer must review all walk-thru requisitions to ensure they adhere to the Uniform Material Movement and Issue Priority System (UMMIPS) criteria for that priority.

(b) All walk-thru requisitions must be signed by the Commanding Officer or his/her designated representative. The supply officer must provide sufficient justification that, in fact, the unit cannot perform its mission without the requested item.

(c) All walk-thru requisitions that have been approved by the Unit Commander will be taken directly to the supporting CSS activity.

(d) The supporting CSS activity will screen their assets at this time to find the needed item and issue it to the requesting unit.

(e) If the supporting CSS activity cannot fill the request, then the walk-thru requisition will be processed into the update for passing to the next supply source.

(f) The using unit is expected to utilize the walk-thru additional demand process in the spirit in which it is intended.

(2) Purpose Code "C" Items (T/E End Items). Procedures for submission of these items are covered in Chapter 4 of this manual. These items may be both controlled or non-controlled and include both type 1 and 2 allowances.

(3) Components Listing in the SL-3 Which are End Items in Themselves. Items falling into this category may or may not be items listed on the units T/E or controlled items. In either case, when ordered as a component, they will be ordered for purpose code "A". If a controlled item, the requisition must contain advice code "4E" and will be requisitioned utilizing procedures set forth in Chapter 4 of this manual for controlled items.

b. DD 1348, Single Line Item Requisition System Document. Will be used to prepare requisitions submitted to supporting DSSC activities. The format will be per the current edition of UM 4400-15.

c. DD 1149, Requisition and Invoice/Shipping Document/Open Purchase

(1) A using unit may utilize open purchase sources, when the normal supply channels do not respond within established time frames to meet the urgency of need, based on essentially of the requirement.

(2) Open purchases may be requested from the supporting Purchasing and Contracting Officer under the following conditions:

(a) When the item required has been submitted on a NMCS requisition by the using unit and the status information indicates that the item will not be received in time to meet the requirement, and the item is known to be available through a local source. Class IX repair parts and mission essential items will be locally procured by specific request to the supporting CSS activity for open purchase.

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(b) When an item is required to meet a particular need but is not available through the Federal Supply System due to the items peculiarity.

(3) The using units' Supply Officers will establish the use of a local form. This form will be utilized by RO's to request an open purchase, when required. The information indicated is required by purchasing and contracting to enable them to accomplish the open purchase.

(4) Upon receipt of an RO's written request for an open purchase, the supply officer will review the request to ensure there is sufficient justification to warrant its use. The following statement must be entered in block (b) of the DD 1149, "I certify that the items requested are required to accomplish the mission of this command and this requirement cannot be satisfied by an item that is stocked in the Marine Corps Supply System". If the item is normally stocked in the Marine Corps Supply System, but will not be available in time or insufficient quantity to meet a high priority deadline, then a specific explanation "must" be provided. When there is a full justification, the supply officer will take the following steps:

(a) Prepare a DD Form 1149, i.e., requisition and invoice shipping document, as shown in figure 3-5.

(b) Provide the fiscal clerk with copy #8 to maintain in the pending file until after the original DD 1149 is approved.

(c) Ensure proper routing of the request before it is delivered to the Purchasing and Contracting Officer.

(d) The DD 1149 will be approved by:

1. The Unit Commanding Officer.

2. The Group Supply Officer.

(e) After the request has been approved at these levels, it will be delivered to the supporting Purchasing and Contracting Office.

(f) The Purchasing and Contracting Officer will utilize the request and make the actual purchase. The unit will be notified when the item may be picked up.

(g) If the item warrants classification as a "walk-thru" requisition, it must have been approved at all levels. The Purchasing and Contracting Officer will provide the unit with assistance to accomplish the purchase.

(h) When the open purchase is completed and the supply officer has issued the gear to the RO, the receipt and issue transaction will be placed in the pending file folder, marked as "COMPLETED", and filed in the completed open purchase file. This file will be maintained for 5 years after the date of completion.

(5) If at any time the RO notifies the supply officer that requested items are no longer required the supply officer would notify Purchasing and Contracting immediately to cancel the request. If the purchase cannot be canceled or the item returned to the supply source, the unit must accept the item and dispose of it through normal channels.

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(6) If the purchased item is nonexpendable, the supply officer will ensure that the accounting requirements contained in Chapter 4 is strictly adhered to and that a firm audit trail is constructed and maintained.

d. Self-Service Credit Cards. The self-service center within the supporting DSSC is established to reduce the requirement for units to submit numerous requisitions for high use items with low dollar values, and which are common to most units, e.g., pencils, paper, etc. To obtain these supplies, units must prepare a self-service shopping list and with it bring a charge plate credit card issued by the comptroller. Items at the center are normally requisitioned on a "fill-or-kill" basis. When special requirements, (abnormal quantities), are needed, unit may submit a request on DD Form 1348 for the items need to the item manager at DSSC. The item manager will make a special buy for the quantity requested using a DSSC document number. Upon receipt of the material, the self-service section will notify the customer. Self-service charge cards will be maintained in locked storage and checked in and out by means of a control log.

(1) NSN to be Used on Self-Service Shopping Lists. Ensure the NSN on the shopping list is that of the item physically on the shelf. Each item has a locator card attached to the shelf, which cites the NSN, nomenclature, U/I and U/P.

(2) Distribution of the Self-Service Shopping List. The self-service shopping list will be prepared in triplicate. The original and one copy will be retained by the self-service center. The triplicate copy will be returned to the supply officer as a fiscal record. Customers desiring additional copies will prepare as necessary.

(3) Requisitions for Controlled Forms.

a. Commanders at the Squadron/Group level are authorized requisitioning agents for controlled blank forms. Commanders will designate, in writing, to the Officer in Charge, Self-Service Center of the supporting DSSC a primary and/or alternate representative to request and receipt for controlled blank forms. This letter must include a sample signature of each designated representative. Individuals assigned must be a Commissioned Officer or senior Staff Noncommissioned Officer.

b. Controlled Blank Forms will be maintained in locked storage with a register (logbook) indicating all transactions reflecting receipts, issues and inventories. A monthly inventory will be conducted by the custodian and any shortages investigated by the Commanding Officer.

(4) Bulk/Packaged Fuel. The supporting DSP is the source of supply for 2d MAW units bulk and packaged fuel requirements. When buying fuel, the customer will present the appropriate credit card for the fuel required. See chapter 14 of this SOP for specific POL accounting requirements.

(5) Non-System Items.

a. If the desired item part number can be crossed over to a local NSN or the NSI catalogue, the normal MIMMS/SASSY procedures will govern the requisition for the item.

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### d. Not Mission Capable Supply Requisitions (NMCS).

(1) Not Mission Capable Supply (NMCS). A material condition indicating that systems and/or equipment is not capable of performing their assigned missions because of a maintenance work stoppage due to a supply shortage.

(2) Anticipated Not Mission Capable Supply (ANMCS). A depleted material condition indicating that systems and equipment may not be capable of performing their assigned missions because of maintenance work stoppage due to an anticipated or expected supply shortage.

#### (3) Criteria for a NMCS/ANMCS Requisition.

(a) The lack of a repair part is causing involuntary deadlining of MARES logistics readiness reportable item of equipment or system, as listed in the current Marine Corps Bulletin 3000.

(b) The requisition for the required repair parts meets the criteria contained in the current edition of MCO 4400.16 for assignment of urgency of need designator "A" and "B".

(c) The requisition is personally reviewed/approved by the Commanding Officer (Urgency of Need "A") or his/her designated representative (Urgency of Need "B").

(4) Quantity Authorized for NMCS/ANMCS Requisition. NMCS/ANMCS requisitions will be limited to the quantity of material required to return the deadlined equipment or system to a mission capable status. NMCS/ANMCS requisitions will not be submitted for replacement of end item T/E deficiencies.

#### (5) Preparation of the NMCS/ANMCS Requisition.

(a) All NMCS/ANMCS requisitions will be approved, in writing, by the activity commander (Pri 02/03) or his/her designated representative (Pri 05/06).

(b) Priority designator 02/03 and 05/06 requisitions meeting the criteria for NMCS/ANMCS will contain the entry of either an alpha "N", to indicate NMCS or an alpha "E", to indicate ANMCS.

(6) Expedited Handling. Priority designator 02/03 NMCS requisitions edition of MCO 4400.16 will be identified by entering "999" in card columns 62-64 of the SASSY additional demand transaction.

#### (7) Required Delivery Date.

(a) A required delivery date (RDD) is a julian date which specifies when the material is actually required to be in the hands of the requisitioner to satisfy a time-sensitive requirement, e.g., deployment.

(b) Entries in card columns 63-64 of NMCS/ANMCS SASSY requisitions will be used to indicate a short required delivery date, expressed in the number of days from the requisition date. Card column 62 still contains the NMCS/ANMCS indicator, e.g., 35 days = N35.

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(8) Weapons System Code (WSC). Weapon system codes will be assigned to all NMCS/ANMCS additional demands. The applicable WSC, as listed in the current Marine Corps Bulletin 3000 series, shall be entered in card columns 21-22 of SASSY/ATLASS ZOA transactions. This is not necessary for MIMMS "4" transactions which pulls the correct code off the ERO record.

### 3. Daily Routine of the Requisitioning Section/Clerk

#### a. Incoming Requisitions (Non-MIMMS).

(1) Process all requests for equipment/supplies upon receipt of the requisitions from the technical research/purpose code "C" clerk, via the ADPE-FMF.

(2) Make distribution of the NAVMC 10694/DD 1348 or SASSY transaction pass edit list to the fiscal clerk.

b. Incoming Requisitions (MIMMS). Process the "4" transactions, ERO shopping lists (EROSL) received from the technical research clerk.

c. Daily Transaction Listing (DTL). Review listing to determine all "4" transactions that "did not process". Using the edit code printed to the right of the entry, prepare a new "4" transaction and resubmit it. The same document number may be used.

### 3006. ADDITIONAL DEMANDS CLERK PROCEDURES

1. Purpose. The purpose of the ADL clerk is to "trouble shoot" any requisitions that incur edit errors, exception status or cancellation/rejection status. This function may be accomplished by either the requisitioning clerk or receipts clerk, depending on the size of the account, the availability of personnel and the discretion of the supply officer.

2. Objective. The ADL clerk must ensure that all edit errors, exceptions and cancellation/rejection status's received are processed immediately upon receipt and requisitions resubmitted as applicable within 24 hours of receipt.

### 3. Processing Requisition Problem Areas

#### a. Cancellation/Rejection Status

(1) Cancellation/reject status received from the SMU requires close monitoring. Cancellation/rejection status, e.g., CJ, CS, BQ, BF, etc., may reduce the "due-in" quantity of a particular requisition (if exceptions are worked by the ISSA) but not the corresponding back order. Order-ship times experienced within 2d MAW tend to be lengthy and cancelled/rejected requisitions may involve prior year funds. Requisitions in receipt of such status must be carefully analyzed.

(a) Some status may be challenged. If status "BF", i.e., no record of your requisition, is received from the source of supply, the customer service section at the ISSA should be contacted. The customer service section can contact the supplier, requesting reinstatement of the particular requisition. Another example of this situation is when a "BS" status is received, i.e., requisition canceled due to non-response to a material obligation validation (MOV) and an inspection of the ADL disclosed that the AN1 (MOV request) and AP1 (MOV response) were not properly processed. Once again,

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the customer service section at the SMU can assist in reinstating the requisitions.

(b) If the cancellation/rejection is valid, and the requirement for the affected item still exists, submit a backorder cancellation request, i.e., DIC: ZC1 with the letter "B" in card column 7, and submit a new additional demand, taking into account the information provided by the cancellation/rejection. If the original transaction is a MIMMS-generated requisition, and "8" card transaction citing authority code "7" shall be processed in accordance with the current edition of UM 4400-124.

(c) Upon receipt of the cancellation/rejection status, or the submission of a ZC1 cancellation request, the demands clerk will prepare a fiscal document cancellation/ rejection notice (figure 3-6) or ensure the fiscal clerk receives a copy of the transaction passed edit listing with the canceled documents.

### b. SASSY Edit Errors

(1) General Information. Prior to a SASSY transaction processing against the SASSY files during the inventory update; the transactions must pass the master edit error screening. Edit errors are computer assigned and the edit error codes are shown in part IV, section 4 of the current edition of UM 4400-124. An explanation of the corrective action to be taken is provided for each edit error code. Transactions, which do not pass the edit error process, are printed on the edit error listing with an alpha or numeric character denoting a particular error, e.g., a date field missing or invalid.

#### (2) MIMMS Ramification of SASSY Edit Errors.

(a) When a MIMMS "4" transaction is processed and passes the SASSY/MIMMS edit, (except for those with advice codes of "IN" and "99"), a SASSY ZOA transaction is produced. The ZOA is passed, via the MIMMS/SASSY interface, to SASSY. The MIMMS-generated ZOA is processed like any other ZOA. Should the ZOA not pass the SASSY edit, it will be rejected and listed on the SASSY edit error listing produced during that update.

(b) When this "REJ" status appears on the DPR, the supply clerk must go to the SASSY edit error listings, find the requisition, correct the error as directed in the current editions of UM 4400-124 and UM 4400-123 and resubmit the requisition. It is not necessary to resubmit a new MIMMS "4" transaction, citing a new document number. It is, however, necessary to resubmit the edit error, via ADPE-FMF. Edits are performed before any actual processing against the files; the document number was never entered into the SASSY system and therefore may be reused. Once the resubmitted requisition has processed and appears on the ADL, the valid status may be transferred to the MIMMS DPR, using a MIMMS "7" transaction. This transaction will remove the "REJ" status.

(3) Annotations Required. The action taken and the date of the resubmission will be annotated on the edit error listing and DPR, e.g., "Resub-3242". This annotation will assist the demands clerk during customer reconciliation and enable positive causative research, should the need arise.

c. SASSY Exceptions. Exception codes identify certain conditions that exist at the time the requisition is processed against a particular SASSY file. Exception codes are listed in part IV, section 4 of the current edition of UM 4400-124 and part IV, section 6 of the current edition of UM 4400-123.

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Exception listings will be annotated with the action taken and the date of action.

### d. Lonesome Demands

(1) ZOA's that passed edit, appeared on the Daily History but have no status within two or more postings to the Due and Status File (DASF) are termed "Lonesome Demands".

(2) Units should identify any ZOAs that fail to have any status posted after two updates. These documents should be reported to the OIC, Customer Service or the appropriate CSS activity per the current SASSY Information Memorandum (SIM).

### e. Validation of Routine/Priority Requisitions with the General Account

(1) The General Account Backorder File (GABF) in AAC sequence reflects what the general account holds on backorder for a particular unit. The status resident on the unit's DMR does not change unless the status on the associated general account/ISSA file changes.

(2) Since SASSY provides no formal follow-up capability to the first source of supply, e.g., MML300, units may reconcile specific requisitions with the customer service section at the ISSA. During reconciliation, this file should be thoroughly reviewed. Requests for reconciliation may be telephoned to the OIC, Customer Service Section, ISSA or to the appropriate supporting CSS activity.

### f. Excess Dues

(1) Excess dues for particular items are shown on the unit's balance analysis LUBF. A common cause of excess dues is discussed below.

(2) Pending Cancellation. One of the most common causes for excess dues is the cancellation request (DIC: ZC1), which does not cancel the due. Since the using unit supply office establishes the backorder on the DMR when the ZOA is submitted, and since that backorder exists between the using unit supply officer and his/her customer, the using unit has the ability to cancel it at any time prior to actual issue of the item. This does not, however, hold true for the due-in quantity. Once the processing is started on a requisition, cancellation of the due-in is dependent upon the stage of processing the document is in. For this reason, when a cancellation request (DIC: ZC1) with a blank in CC-7 is submitted, the B/O quantity is always canceled, but the due-in quantity may not be. At the time of cancellation of the B/O quantity, the document will disappear from the ADL, but if the due-in was not canceled, the item will still be on the DASF and will eventually be received by the using unit. A ZC1 "D" should be submitted to request cancellation of the due-in, dependent upon the status of the document.

(3) The DMR is provided for the purpose of visibility and management of those documents that are due-in.

4. Daily Procedures. The demands processing clerk must work transactions/exceptions listings on a daily basis, as they are received. Most of the work in this function is of an exception nature and must be handled in that manner. The following actions apply upon receipt of:

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a. Edit Error Listing. This listing is produced during each SASSY inventory update.

(1) Upon receipt, the using unit will correct the transaction that did not process and resubmit them to the SMU via ADPE-FMF.

(2) Once processed, annotate the edit error listing to show that the edit error for each document was corrected and resubmitted. Also, annotate the date the document was reinducted. Annotation of reinducted requisitions will be in this manner: "RESUB-3350".

(3) Find the document on the ADL/MIMMS daily process report and annotate the same entry, e.g., "RESUB-3350".

b. Exception Listings. This listing is produced during each SASSY inventory update as the exceptions occur. The same action applies as for edit errors.

c. Daily Process Report. Upon receipt, it must be screened page-by-page, and at the same time, compared to the previously annotated DPR.

### (1) Cancellation Status

(a) For each cancellation status found on the new DPR, check the previous DPR. If there is an annotation showing reorder of the item, or any other applicable action, annotate that action on the new DPR.

(b) If the cancellation status was not listed on the old DPR, take action as necessary to reorder the item and annotate the "8" and "4" transactions on the new DPR.

(c) Review the ERO demands list and annotate the submission of the "8" transaction used to cancel the backorder and the date, e.g., "8/4-3302".

(2) REJ Status. Review each page for "REJ" status. If the edit errors were worked regularly and promptly, almost all REJ status should already be annotated, to include the date of resubmission. If no annotation exists, it will be necessary to research where the edit error list is.

d. Document Management Report (DMR). Upon receipt of the DMR, the document number sequence listing must be researched for cancellations/rejections of all MIMMS requisitions and lonesome demands. When found, they will be corrected and the RU demands list or ERO demands list will be annotated with the action taken. If the ERO demands list is involved in a lonesome demand situation, the DPR will also be annotated. The document number sequenced DMR is the principle management document for all requisitions and will be maintained current with all required annotations.

## 3007. RECEIPTS

1. General Information. The receipts function is the last in the demands processing section. This function controls where the supplies/equipment will go once received and the condition of the LUBF. A large part of any bad documents on the LUBF are often a result of poor receipting procedures.

2. Objective. The objective of the receipts section is to ensure that all equipment received is properly receipted for and given to the correct customer.

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The receipts clerk must have a thorough knowledge of how the receipts procedures work in SASSY and MIMMS/ATLASS. Paragraph 3002.2 of this SOP and the current edition of UM 4400-124 discusses the files maintenance procedures.

### 3. Actions Required on a Daily Basis by the Receipts Clerk

a. General Processing. The receipts clerk's normal routing revolves around the completing of incoming shipments. He/she will be notified of these receipts when the warehouse section provides him/her with a MINIMUM of two copies of the DD 1348-1 shipping invoice. As stated in Chapter 9, the warehouse section should have already arranged these documents in NSN sequence by priority. The following actions will be taken at this time:

(1) Ensure that all shipping mats, i.e., DD Forms 1348-1, are in the proper sequence.

(2) Stock Number Demands List. The stock number demands list is the key to proper processing of receipts. Only through the stock number demands list can the receipts clerk ensure that the equipment received is distributed properly.

(3) Each receipt, regardless of whether it is to fill a MIMMS requisition, a SASSY requisition, or a force fed requisition will be processed against the stock number demands list to determine actual disposition.

(4) Match each document number, within NSN, to the document numbers listed on the stock number demands list for that NSN. For each one that matches, i.e., still has a back-order, issue the equipment to the customer for whom it was requisitioned.

(5) If a DD 1348-1 with a using unit assigned document number is received, but does not appear on the stock number demands list, and sufficient time has passed for it to appear on the DASF, the DD 1348-1 is a result of a requisition for which the backorder has been previously cancelled. Items of this type are to be treated as excess, depending on whether or not a requisitioning objective (RO) has been established for that NSN family.

(a) Place the DD 1348-1 to the rear of any other DD1348-1 for that NSN.

(b) Upon completing all of the DD 1348-1's for an NSN with backorders, only force-fed documents, e.g., 5000 series, and requisitions for which the backorders have been previously cancelled will remain. These items are excesses. A D6T, without a "1" in CC-70 will be submitted for these documents. THESE RECEIPTS MUST BE PROPERLY RECEIPTED FOR. Improper receipting will result in open transactions appearing on the DASF for which the material has actually been received.

(c) After receipt (DIC: D6T) for excess items, the stock number demands list will be checked to determine if any outstanding backorders can be filled with this stock.

1. MIMMS. If backorders are outstanding and the backorder is the result of a MIMMS document:

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- a. Cancel the document using an "8" transaction with authority code "3".
  - b. Prepare a new "4" transaction for the NSN and ERO citing a "D7" advice code.
  - c. Annotate the DPR with the action taken.
  - d. Notify the fiscal clerk of the cancellation request.
2. SASSY. If the backorder is a result of a SASSY Z0A submission:

- a. Prepare a manual ZZZ for the document with the outstanding backorder on the stock number demands list.
- b. If the due is not desired, submit a ZC1 with a "D" in CC-7 for the document number on the stock number demands list.
- c. Annotate the stock number demands list with the action taken.
- d. If no requirement for the item exists, process an "issue to rollback" transaction (DIC: D7P) to return the item to the ISSA to be reissued to a customer who does need the item. A turn-in appointment should be made with the SMU issuing and receiving section or the supporting CSS activity prior to actual turn-in.

b. MIMMS Daily Transaction Listing (DTL). Upon receipt, immediately correct, prepare and resubmit all "8" transactions that "DID NOT PROCESS". Annotate the DTL with the action taken, e.g., "RESUB-3355".

c. Additional Demands List. Upon receipt, the old ADL will be compared to the new ADL, annotating all corrective actions appropriately.

(1) All MIMMS "8" transactions that have not processed as a receipt will be carried forward to the new ADL and a "1" placed next to the receipt annotation, i.e., "8/1(1)". This will denote that this is the first ADL since submission of the "8" transaction. At this time, the DTL should be checked to ensure that the document is not a "DID NOT PROCESS" document, or to see if it was resubmitted and has not had time enough to process. If no problems can be found, the transaction will be allowed to remain untouched until the next ADL. If the desired receipt/cancellation has not taken by this time, annotate "RESUB-date(2)". The transaction will then be resubmitted.

(2) If SASSY receipt transactions have not processed, the same steps pertaining to annotation will be taken. If, after the second ADL, the transaction still has not processed, then a receipt (DIC: D6T with a "1" in CC-70) or "ZZZ" will be resubmitted. The pending additional demands file will be processed against the ADL and all transactions that have processed will be removed.

(3) Ensure that a check of the balance record freeze list is conducted prior to corrective action being instituted. The record may be frozen, thereby not allowing process.

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d. As with the other clerks, the key to successful operation of the receipts section is to process transactions on a timely basis, annotate all actions taken, and be orderly as possible.

### 3008. RECONCILIATION.

1. General Information. The CO will ensure that supply and commodity representatives conduct a reconciliation and validation of all outstanding requisitions at least every 2 weeks. To accomplish this, it is essential that all parties in the reconciliation recognize that the actual reconciliation is only the end of the process and probably involves the least amount of work. The reconciliation consists of two parts:

a. Validation. The process of determining that the documents pending are still actually required. Included in this phase is also the determination of any problem areas to be discussed at the reconciliation, i.e., priority, changes, etc.

b. Reconciliation. The actual process of comparing what the supply officer has on the DMR to what is on the DPR and what is actually on the DPR and what is actually required by the customer. APPEARANCE ON THE DMR OR DPR DOES NOT SIGNIFY VALIDITY. Requests for follow-up action and/or requisition modifications are processed during this phase.

### 2. Reports/Listings Required at the Reconciliation.

a. Reconciliation's should be conducted at the using unit supply office. To properly conduct the reconciliation, the following listings will be available at the reconciliation site:

#### (1) RU/Shop/Commodity Manager

- (a) Open Equipment Repair Order (ERO).
- (b) ERO Shopping List (NAVMC 10925).
- (c) MIMMS Daily Process Report.
- (d) Demand List (ERO/RU Sequence).

#### (2) Using Unit Supply Office.

- (a) Pending ERO File (NAVMC 10925).
- (b) Demand List (Document Number and Stock Number Sequence).
- (c) Pending Additional Demand File.
- (d) Daily Transaction List (MIMMS).

### 3. Reconciliation Process

a. Validation. The process of validation must be conducted on a DAILY basis, each and every day of operation.

#### (1) Responsible Units and Maintenance Sections.

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(a) During day-to-day operations, the Maintenance Officer/Chief must ensure that ONLY required repair items are on order. Extra parts are not authorized and needlessly tie up needed unit funds. When a part is scrounged, it must be reported, and the like part previously ordered, must be cancelled. It is the responsibility of the requisitioning customer to identify and report these situations.

(b) All parts on the DPR or RU demand list that appeared to be a problem must be flagged and questions submitted to the supply officer. This should be done prior to the reconciliation meeting.

(c) Pending Requisitions. All new requisitions, (MIMMS or SASSY), that have not appeared on the DPR, RU demands list, or received requisition confirmation from the supply officer and that are considered overdue, will be flagged for discussion at the reconciliation.

(2) Supply Officer. Prior to the reconciliation, the supply officer must ensure that:

(a) Edit Errors. Action on edit error corrections/resubmissions is annotated on the DPR/Demands List as applicable, as well as edit error lists.

(b) Exceptions. Ensure all action on exceptions is annotated on the DPR or demands list as well as the exception list.

(c) Cancellations/Rejections. Ensure all action taken on cancellations or rejections are annotated on the DPR or demands list.

(d) Backorder validation. Conduct internal backorder validation with supported commodities in conjunction with the quarterly material obligation validation (MOV) process.

### b. Reconciliation

(1) SASSY/ATLASS Reconciliation's. Using unit supply officers will establish regular schedules for reconciliation with responsible units. RU representatives will initiate the reconciliation by checking their issue bins. Requisitions received will be eliminated from the process. The supply representative will have a copy of the ERO number and the document number demand list. The RU representative will submit his/her prepared questions to be researched. Actions to be taken by the supply section will be annotated on the ERO demands list, which will be signed by both representatives. The RU representative will return with a copy of the ERO demands list to his/her section to brief the R/O and/or SNCOIC. The supply representative will show the original to the supply officer and/or supply chief, prepare the required transactions/correspondence, annotate actions taken on the ERO demands list, and file it in the appropriate files. The annotated ERO demands list will be maintained for 6 months from the date of its production.

(2) MIMMS/ATLASS Reconciliation's for Using Unit Requisitions. The supply section will administer MIMMS/ATLASS requisitions for SL-3 components. Reconciliation's will be conducted in the same manner as SASSY requisitions, with the following exceptions:

(a) The shop representative will bring to the reconciliation a copy of the appropriate DPR, and all ERO shopping lists for those requisitions that do not appear on the DPR.

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(b) The shop representative must ensure that the "O add" cards for the respective equipment repair orders (ERO's) have been submitted prior to submission of the ERO shopping lists (EROSL's).

(c) The supply representative will have copies of the MIMMS/SASSY daily transaction lists to perform research on previously submitted MIMMS/ATLASS requisitions that did not appear on the DPR and DASF.

3009. ATLASS (Asset Tracking For Logistics and Supply System). To be replaced by ATLASS II + (FY-00)

1. Reference. UM 4400-120, ATLASS Users Manual.

### 2. General Information

a. ATLASS is a deployable and garrison based supply and equipment management system. It was designed to replace PC SASSY and MIMMS. As a deployable system, ATLASS provides sustainment and Management Information System (MIS) support to the MAGTF commander. It produces materiel requisitions for processing inside and outside the Marine Corps and generates tailored management reports that provide visibility of on-hand assets versus allowances. ATLASS provides accurate logistics information related to combat capability of operational forces.

b. ATLASS provides distributed databases to manage various elements of information at four distinct levels. These levels are:

- (1) Intermediate Supply Activity (ISSA)
- (2) Main Account
- (3) Combat Service Support Element (CSSE)
- (4) Using Units

### 3. Definitions

a. ATLASS: Asset Tracking For Logistics and Supply System.

b. MAGTF II/LOG AIS: Marine Air Ground Task Force II/Logistics Automated Information System.

c. PC SASSY: Personal Computer Supported Activities Supply System.

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CHAPTER 4

INVENTORY CONTROL PROCEDURES (PURPOSE CODE "C")

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## CHAPTER 4

### INVENTORY CONTROL PROCEDURES (PURPOSE CODE "C")

#### 4000. GENERAL INFORMATION

1. It is the unit commander's responsibility to have on hand or on order at all times quantities of authorized allowances as directed by the unit's T/E and other allowance publications or directives issued by higher headquarters.

2. The commander, through the supply officer, who is responsible to the commander for the management of the organization's assets, is provided with various SASSY/ATLASS files and listings to assist in that management and decision making process. Assets are divided into purpose codes to identify the reason why material/equipment is recorded on the SASSY/ ATLASS files. Authorized allowances within the using units are identified as purpose code "C".

3. It is not considered necessary to maintain all mini unit files while operating in a garrison mode. Maintenance of dual supply accounting records in support of normal day-to-day supply operations is not believed to be the most effective use of assigned personnel/ATLASS equipment. If utilized, these files will be maintained in accordance with the instructions contained in part IV of the current edition of reference (a).

4001. FILES TO BE MAINTAINED IN SUPPORT OF PURPOSE CODE "C" ASSETS. The following files and listings will be maintained in support of purpose code "C" assets. These files/ listings will be kept by the purpose code "C" clerk for the period stated.

1. Unit Material File (UMF). This file is resident in the class I system at the ISSA. The UMF is a mirror image of the Mini Unit Allowance File (MUAF). The following files and listings are required to support the MUAF:

FILE/LISTING	RETENTION PERIOD
Unit Material File (UMF)	3 months
Daily history listing	At the discretion of user
UMF pending adjustment transaction	Until adjustment appears on the file.
Money value gain/loss report	2 years
T/E (SAC 1) unfunded (deficiencies)	2 years (Recommended)

2. Responsible Unit Allowance File (RUAF). The RUAF is resident in the ATLASS system at the using unit. It reflects internal distribution of assets posted to the ATLASS MUAF. The following files/listings are required to support the RUAF.

FILE/LISTING	RETENTION PERIOD
Section Material File (SMF)	Current + 1 previous year

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Interim receipt file	Will be attached to and become part of the SMF Quarterly History files.
RUAF pending adjustment	Until new RUAF listing or SMF is printed, reconciled, and signed.
Letters of delegation to receipt for supplies	Will be filed with each Quarterly SMF.

3. Miscellaneous Supporting Purpose Code "C" Files/Listings. These files/listings are used to either directly support the UMF/MUAF or to support associated supply systems/subsystems. The purpose code "C" clerk will maintain the manual/mechanized files/listings required.

FILE/LISTING	RETENTION PERIOD
Voucher file	2 years
NWSC Crane weapons report	
(a) Reconciliation listing	2 years
(b) Receipt/turn-in file	2 years
Subsidiary record file	Current + 1 previous year
Temporary loan file	Current (outstanding) loan receipts

### 4002. MINI UNIT ALLOWANCE FILE (MUAF)/LOADED UNIT ALLOWANCE FILE (LUAF)

#### 1. General Information

a. Unit commanders within 2d MAW will establish and maintain the MUAF to control T/E assets.

b. The MUAF is updated during the inventory update process, and exceptions are identified by codes for management review. Exception codes are required actions to correct error situations can be found in part IV, section 4 of the current edition of reference (a).

c. The MUAF generates the Unit Material File over/short report as output. Allowance changes and adjustments on the MUAF/UMF are discussed in paragraph 4006 of this Manual and in reference (a).

#### 2. MUAF/LUAF File Contents

a. These files contain essential information the using unit supply officer uses to maintain control of the commander's assets.

b. Information contained in these files is as follows:

(1) Authorized allowance quantities (T/E and special).

## SOP FOR GROUND SUPPLY

(2) On-hand quantities (adjusted by using unit transaction submission).

(3) Miscellaneous information (e.g., NSN's, unit price, SAC, controlled items code, etc.).

### 4003. UNIT MATERIAL FILE OVER/SHORT REPORT (UMF)

1. Purpose. The UMF is comprised of selected information extracted from the MUAF. The primary purpose of the UMF is to control allowances of material within a unit and to enable commanding officers to guard against critical shortages and unauthorized excesses.

#### 2. Frequency

a. UMF's will be produced at the following times:

(1) Monthly, upon the completion of the monthly field change process. On this occasion the ISSA will prepare the UMF automatically and make it available for access to units.

(2) Upon the relief of a supply officer, a new MUAF/UMF will be printed from INFOPAC on your ATCLASS computer just prior to a new supply officer being assigned to the account. This MUAF/UMF will be used to assist the new supply officer in verifying the correctness of assets within the account.

3. Format. The MUAF/UMF, consisting of two parts, printed in NSN sequence by TAMCN, is received with an original and one copy. The original copy of the MUAF/LUAF/UMF's, together with the original copies of three previous MUAF/LUAF/UMF's will be maintained in a binder by the purpose code "C" clerk. As changes occur, the original copy of the MUAF/UMF will be up-dated in pencil and initialed by the supply officer. Only the current cumulative total of allowance and on-hand quantities will be annotated. The individual DIC, quantity, document number, and date submitted, of each transaction affecting NSN (e.g. DAD (1) 9356-0003 (9356)). The supply officer will initial each transaction document number annotated on the MUAF/UMF. This copy will be used for all inspections and for review by the commanding officer at regularly scheduled briefings. The duplicate copy may be used as required by the supply officer.

a. Part 1. Part 1 of the MUAF/UMF consists of all type I, T/E items.

b. Part 2. Part 2 of the MUAF/UMF consists of all type 2 T/E items, local TAMCN items, and any like T/E items designated special allowances by the Commanding General, MARFORLANT. If type 3 items are authorized, they will also be listed in part 2 of the MUAF/UMF.

c. Controlled Items Code Assignment (CIC). CIC's will be assigned as follows:

(1) Marine Corps controlled items resident in the Master Header Information File (MHIF) are identified by an alpha character CIC and will be likewise identified on the UMF with the alpha character controlled items code (CIC).

(2) Serialized ordnance items, office machines, and devices, band instruments, items of a highly negotiable nature, items that have either a manufacturer's or Marine Corps serial number which allow positive

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identification, items designated in writing by the local commander as required special control, and all other items appearing on the UMF with a unit value of over \$800.00 will be assigned a CIC of "2".

(3) If the item does not meet the criteria above for assignment of an alpha character CIC or a CIC of "2", the CIC column will be left blank signifying no special control requirements.

### 4. Action Upon Receipt of LUAF/UMF

a. With-in five (5) days of receipt of an updated LUAF/UMF, the supply officer will reconcile the updated LUAF/UMF against the old LUAF/UMF and the pending transaction file to ensure accuracy. When the old and new LUAF/UMF have been reconciled and pending transactions annotated to the new LUAF/UMF, the new LUAF/UMF will be filed on top of the old LUAF/UMF. When the reconciliation is completed the supply officer should provide the commanding officer with the status of his/her assets. This status will contain, at a minimum, but is not limited to:

(1) Shortages.

(2) Excesses.

(3) Dollar value outlay required to bring the unit's SAC 1 shortages up to T/E authorized level.

b. Allowance quantities are recorded against the prime NSN, with the on-hand quantity printed for the actual NSN on-hand. Allowance quantities on the UMF are mandatory allowances. They will be on hand or on order at all times. In cases where deficiencies exist, the supply officer will prepare and submit requisitions for items unless funds are not available or the deficient item(s) appear on the current Marine Corps Bulletin, within the 4400 series, delineating those items of equipment for which requisitioning is not authorized. A further discussion of these deficiencies is contained in paragraph 4004 below.

### 4004. HANDLING DEFICIENCIES OF T/E EQUIPMENT

1. General Information. When the on-hand quantity plus the due quantity fall below the total allowance quantity, the unit will prepare an additional demand (DIC Z0A) for the deficient quantity and forward the transaction to the ISSA in accordance with the following guidance:

a. SAC "2" and "3" Deficiencies. Additional demands for SAC "2" and "3" will be requisitioned with "no cost" JON and the letter "G" in first digit of the serial number. (See figure 4-1).

b. SAC "1" Deficiencies. Additional demands for SAC "1" items will be requisitioned depending upon the availability of funds and the priorities of the commanding officer.

### 2. T/E (SAC 1) Unfunded Deficiencies File

a. General. To ensure that unit commanders and staff members cognizant over supply matters, i.e., executive and S-4 Officers, are aware of unit equipment postures, the supply Officer will maintain a T/E (SAC 1) unfunded deficiencies file consisting of three mandatory sections, i.e., T/E (SAC 1) end

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item unfunded deficiencies and T/E (SAC 1) component unfunded deficiencies, and the T/E end item future requisition file.

### b. T/E (SAC 1) End Item Unfunded Deficiencies File

(1) General. This file will consist of originals of monthly reports, to be submitted to the commanding officer and executive and S-4 officers, after the new LUAF/UMF's are reconciled. This report will include the extended value of deficiencies, tabulated by commodity (i.e., Comm/Elect, Engineer, General Property, Motor Transport, and Ordnance). After preparation, this report will then be returned to the file. It is recommended that the aforementioned officers retain copies of this report.

(2) File Sequence. Quarterly.

(3) Retention. Two years.

### 3. Requisitioning and Receipt of T/E Assets

a. General. To ensure uniformity throughout 2d MAW and to support the various receipt procedures established within this SOP, the below listed procedures will be followed:

b. Requisitioning Controlled/Non-Controlled Allowance Items. Requisitions for P/C "C" assets (SAC 1) will be requisitioned per DIC Z0A instructions contained in part IV, section 2 of the current edition of reference (a) and the additional instructions contained in this SOP. Additional instructions are:

(1) Requisitions will be prepared using NAVMC 10694.

(2) CC 68 will contain "C".

(3) Supplementary address will be an established code, i.e., YPC for purpose code "C". This will result in all such requisitions appearing on the P/C "C" clerk's RU demand list, thereby allowing the clerk to monitor the requisitions progress. When items are received, the P/C "C" clerk will distribute them based on a review of responsible officer's SMFs. Additionally, the TAMCN should be entered in CC 52-54 (normal position for the ERO#). This will enable the P/C "C" clerk to use a copy of the ERO ADL to reconcile with the ADL clerk twice monthly as required.

(4) The LUAF/UMF will be annotated with the document number and quantity on order.

EXAMPLE - 9095-0015 (3)

c. Requisitioning Controlled Components of T/E Equipment that are End Items in Themselves.

(1) Replacing Components with Like T/E End Items.

(a) When like T/E assets are available to replace coded-out components, and the commanding officer desires such, the replacement item may be issued to assembly, i.e., the truck portion of a mobile radio.