

Supply School
Marine Corps Combat Service Support Schools
Training Command
PSC Box 20041
Camp Lejeune, North Carolina 28542-0041

STUDENT OUTLINE (LESSON PURPOSE)

INTRODUCTION TO SUPPLY

GSOC 0101

GROUND SUPPLY OFFICERS COURSE

M03C061

REVISED 20040429

APPROVED BY: _____ **DATE:** _____

1. **LEARNING OBJECTIVES.** There are no learning objectives.

2. **INTRODUCTION TO MARINE CORPS SUPPLY.**

a. **Mission of Marine Corps Supply.** In order to best support the missions assigned to the Marine Corps, the Secretary of the Navy has authorized the Marine Corps to develop a separate and distinct supply system. Hence, the mission of the Marine Corps supply system is to provide and manage those items necessary for the operation and maintenance of the Fleet Marine Forces (FMF), supporting establishment (i.e., Bases/Stations, etc.) and Marine Corps Reserve.

b. **Purpose of Marine Corps Supply.** Marine Corps supply system is controlled by the Commandant and is designed for effective operation in both peace and war, with the capability of rapid transition from one place to another, thus, making the Marine Corps essentially self-sustaining in logistics operations. Supply is dedicated to the single purpose of providing all necessary support to Marines in combat and is structured to be responsive to the needs of the operating, supporting, and reserve forces, no matter the climate or place.

c. **Function of Supply.** Although there is no one function of operational logistics which is most important, the supply function, due to its broad scope, has the greatest potential impact on the commander's ability to integrate the essential elements of firepower, mobility, and sustainability on which the Marine Air Ground Task Force depends. Because the function of supply has a multitude of tasks, concepts, terms and documents, it requires detailed forward planning. In order to accomplish this, the function of supply is broken down into six sub-functions (see Figure 1).

(1) **Determination of Requirements.** Supply requirements are the essential needs to begin and sustain both combat and non-combat operations. The ability to determine the needs of supported units is one of the most critical functions of the Marine Corps supply system. The determination process has been broken down into three types of supply requirements:

(a) **Routine Requirements.** Routine requirements are those that support the normal daily operations utilizing available organic assets.

(b) **Pre-planned Requirements.** Pre-planned requirements pertain to support for special missions or operations. Like routine requirements, these requirements are supported using organic assets.

(c) **Long Range Requirements.** Long-range requirements involve unusual or high dollar value items. If these items are not determined and programmed in a timely manner, they may not be available when needed and ultimately restrict operations.

(2) **Procurement**. Procurement relates to obtaining supplies and items of equipment, which the commander determines necessary to commence and sustain operations. The supplies and equipment will be procured through various activities to include the General Services Administration (GSA), Defense Logistics Agency (DLA) or from commercial manufacturers and vendors.

(3) **Storage**. Storage is the safekeeping of supplies and equipment in a ready-for-issue condition. The storage function includes the process of receipting for supplies and equipment from the source of supply, maintaining accurate inventory controls and the care and maintenance of all supplies and equipment while in storage.

(4) **Distribution**. Distribution is the issue of supplies and equipment to the supported unit or commodity, and is comprised of a two-step process. The first step is to requisition, which identifies the supported units/commodities needs. The second step is to issue the supplies and equipment based upon the commander's priorities and the availability of the requested material.

(5) **Salvage**. The salvage process encompasses the recovery, evacuation, receipt, processing, storage, reclamation, and re-issue of serviceable material, to include captured material.

(6) **Disposal**. Disposal is the process of eliminating excess, obsolete, surplus, or unserviceable material. This process may include the transfer, donation, sale, or abandonment of the unserviceable material. It is important to note here that this process does not include the redistribution or reissue of unserviceable material.

d. **Phases of Supply**. Before we proceed on to the major classifications of supply, it is important to note that there are two separate and distinct phases of supply, regardless of military service component:

(1) **Producer Phase**. This phase of military supply extends from determination of procurement schedules to acceptance of finished supplies by the military Services. An example of this phase is Dell Computer Corp. providing the Marine Corps with ADPE assets.

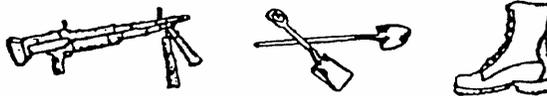
(2) **Consumer Phase**. This phase of military supply extends from receipt of finished supplies by the military services through issue for use or consumption. An example of this phase is MCCDC providing each MARFOR with its quota of the Dell ADPE assets.

e. **Classes of Supply**. Supply is defined as all items necessary for the maintenance, and operation of a military command, including food, clothing, equipment, arms, ammunition, fuel, materials, and machinery of all kinds. For planning, management, and administrative purposes, supplies are sub-divided into ten separate and distinct classifications (see figure 2):

CLASS I
SUBSISTENCE



CLASS II
INDIVIDUAL EQUIPMENT



CLASS III
PETROLEUM, LUBRICANTS (POL)



CLASS IV
CONSTRUCTION MATERIALS



CLASS V
AMMUNITION



CLASS VI
PERSONAL DEMAND ITEMS



CLASS VII
MAJOR END ITEMS



CLASS VIII
MEDICAL SUPPLIES



CLASS IX
REPAIR PARTS



CLASS X
NON-MILITARY PROGRAMS



3. TYPES OF MATERIAL.

a. We need to differentiate the types of material held by the Marine Corps. Essentially, all material held or used by the Marine Corps can be classified into four general categories; nonexpendable/expendable, non-consumable/consumable, principal/secondary, and non-reparable/reparable.

(1) **Nonexpendable/Expendable.** The accounting required for a particular item is determined by the level of expendability.

(a) **Nonexpendable Supplies.** Nonexpendable supplies are those supplies that are required to be accounted for even after they have been issued to the final user. In most instances, nonexpendable items are not of a consumable nature; therefore, non-expendables are able to be recovered for future use/disposition. However, there are exceptions to this rule. Certain sensitive items, such as ammunition, Packaged Operational Rations (PORs) and controlled medical supplies are accounted for as nonexpendable items even though they are consumable. These “exceptions to the rule” will be accounted for until they are actually consumed. The items will then be removed from the appropriate accounting records.

(b) **Expendable Supplies.** Expendable supplies are items that are no longer accounted for when issued to the end user. Most consumable items and repair parts, regardless of price, are treated as expendable supplies for accounting purposes. There may be certain instances when expendable items are required to be accounted for by a commodity level activity, such as the motor transport section, even after the supplies have been issued to the end user. The most prevalent example of this occurrence is when the commodity section maintains pre-expended bins (PEB). This will be covered in greater detail during the requisition management phase of the course.

(2) **Non-consumable/Consumable Supplies.** While expendability determines the level of accounting required, consumability relates to whether or not the item is actually consumed.

(a) **Non-consumable.** Non-consumable supplies are items that remain intact upon completion of its end use.

(b) **Consumable.** Consumable supplies are items (except explosive ordnance, major end items of equipment, and reparable) that are normally consumed or expended beyond practical recovery upon completion of its end use.

SLIDE

(3) **Principal/Secondary Items.** Supplies and equipment may also be classified as either a principal or secondary item.

(a) **Principal Items.** Principal items, which are synonymous with Principal End Items (PEI), are items of equipment and associated replacement assemblies that are of such importance that they require centralized, individual item management throughout all levels of the supply

system from depots to the using units. Because of their criticality, principal items will be selected based upon the following criteria and are usually nonexpendable:

- 1 Essential for combat or training.
- 2 High dollar value.
- 3 Difficult to procure or produce.
- 4 Criticality of basic materials or components.

(b) **Secondary Items.** Secondary items are items such as reparable components, subsystems, assemblies, consumable repair parts, bulk items and subsistence, and expendable end items. These items may be either nonexpendable or expendable.

(4) **Reparable/Non-reparable Items.**

(a) **Reparable Item.** This is an item, which can be either reconditioned or economically repaired for reuse when it becomes unserviceable. As a general rule, principal items are classified as reparable items.

(b) **Non-reparable Item.** This is an item, which after the period of use cannot be economically restored to a serviceable condition. Consumable and expendable supplies typify a non-reparable item.

4. **LEVELS OF SUPPLY INVENTORY.**

a. There are two inventory levels of supply within the Marine Corps:

(1) **Wholesale Inventory.** This is an inventory over which a manager at the national level has asset knowledge and exercises unrestricted asset control to support worldwide inventory responsibilities. The Commanding General of Logistics Command located in Albany, Georgia manages wholesale supplies, within the Marine Corps.

(2) **Retail Inventory.** This level of supply inventory is subdivided into two sub-levels:

(a) **Intermediate Inventory.** This is an inventory that is required between the consumer and wholesale levels of supply inventory in support of a defined geographic area or for tailored support of specific organizations or activities. Examples of this level of inventory are the Intermediate Supply Support Activity/Supported Activities Supply System (SASSY) Management Unit (SMU) and the Direct Support Stock Control (DSSC) System.

(b) **Consumer Inventory.** This level of inventory is usually of limited range and depth held by the final element in an established supply distribution system for the sole purpose of internal consumption within that element. An example of this level of inventory is the using unit supply activity.

5. **ORGANIZATION OF MARINE CORPS SUPPLY.**

a. **General.** Marine Corps supply structure consists of separate organizational or managerial levels: Commandant of the Marine Corps, Installations & Logistics, Material Command, Marine Forces Atlantic and Pacific.

b. **Headquarters Marine Corps (HQMC).** The Commandant is directly responsible for the material readiness of the Marine Corps. Website: www.usmc.mil/emc/32cmc.nsf/main The website contains approximately 16 pages of information provided in the Commandant's Guidance.

(1) "The United States Marine: A Special Breed," by Rudyard Kipling can be found on page 4 of the Commandant's Guidance under, "The United States Marine: A Special Breed."

(2) The Commandant's guidance on operating forces can be located on page 9 of the Commandant's Guidance under "Maintain Operational Excellence", paragraph "Readiness for operations across the spectrum of conflict."

c. **The Deputy Commandant, Installations And Logistics (DC, I&L).** Acts on behalf of the Commandant in designated matters of logistics policy and management, and coordinates logistics actions with other agencies. Website: www.hqmc.usmc.mil/ilweb.nsf

(1) **Contract Division (Code LB).** Under the direction of the DC, I&L, Contract Division is responsible for planning, coordinating, supervising, providing functional oversight, and ensuring compliance in all matters about contracting (except for Military Construction); to effect and supervise direct contracting for all types of material, except for weapons systems and equipment for the FMF and services by HQMC, and providing functional management of field activities; to provide contract/acquisition advice and assistance to elements of Headquarters staff agencies; and to establish contractual liaison with organizational elements of the Marine Corps, DON, DOD, and other Government agencies as necessary.

(2) **Facilities and Services Division (Code LF).** Under the direction of the DC, I&L, the Facilities and Services Division is responsible for formulating program policy, providing technical guidance, overseeing management and disposal of real property assets and providing maintenance, and disposal of real property; management of natural resources and protection of endangered species; conservation of installation assets; management of Commissary Systems; management of transportation programs and management of garrison mobile equipment and property programs.

(3) **Logistics Plans, Policies, and Strategic Mobility (Code LP).** Under the direction of DC I&L, the Logistics Plans, Policies, and Strategic Mobility is responsible for formulating Marine Corps logistics plans, policies, and concepts, exercising staff supervision over joint and Marine Corps logistics matters, logistics manpower matters, logistics analysis, mobility, lift

requirements, sustainability, productivity, materiel readiness, logistics information systems, security assistance, fiscal matters for appropriate division sponsored programs, and coordinating the logistics aspects of pre-positioning programs. Within Code LP are departments devoted to specific logistic matters:

(a) **Precision Logistics**. The commitment to enhance the MAGTF's expeditionary and joint capabilities through the transformation of Marine logistics.

(b) **Integrated Logistics Capability**. PL is the "know" and ILC is the "how."

(c) **Marine Corps Logistics Chain Analysis Team (MCLCAT)**. There are currently three MCLCAT's in the Marine Corps with direct field representation by analyzing the effectiveness of supply and maintenance management procedures and methods. The objective of MCLCAT analysis is to promote efficiency in supply and maintenance management operations by:

1. Providing clarification of Marine Corps supply and maintenance directives and technical publications.

2. Isolating problems related to supply and maintenance procedures, recommending appropriate corrective actions, and providing instructions in the proper procedures.

3. Identifying significant deficiencies, discrepancies and problem trends to commanders in the chain of command.

4. Providing the Commandant information on the effectiveness of Marine Corps supply and maintenance directives to include recommendations for changes when appropriate.

d. **Materiel Command**. This Command's mission is to provide life cycle management of Marine Corps weapons systems, equipment, munitions, and information systems to ensure materiel readiness of operating forces.

(1) **Marine Corps Logistics Bases**. There are two logistics bases. One is located in Albany, Georgia and the other is located in Barstow, California, which provide the highest quality of support for maintenance, repair, rebuild, storage, and distribution of principal end items of equipment and supplies. In addition, they provide the highest quality facilities, services, and logistical support to all activities and tenants in support of the Fleet Marine Forces and other customers. The logistics bases are also known as the Inventory Control Point (ICP) for the Marine Corps. Their mission includes:

(a) **Executing the contracting mission for Expeditionary Logistics**. Responsible for acquisition from private and public sources of the supply and service requirements for the Marine Corps Wholesale Supply System, Marine Corps Equipment Maintenance Program, information technology systems, and installation support except construction for Marine Corps

Logistics Base (MCLB), Albany, and other Federal Government activities. Provides support as requested or directed to Marine Corps Contingency Contracting Operations and exercises functional oversight of contracting operations for Marine Corps Pre-positioning Programs.

(b) Provide life cycle support and services to enhance and ensure logistics readiness through the maintenance, modification, and modernization of designated, fielded Logistics Automated Information Systems (LOGAIS) in order to meet the needs of the Marine Corps logistics community under all conditions of peace and war.

(c) Provide maintenance and maintenance-related products and services which meets the Marine Corps needs in quality, schedule and cost.

(d) Blount Island Command: As the Commandant of the Marine Corps' Executive Agent for Marine Corps Pre-positioning Programs, Blount Island Command plans, coordinates, and executes the logistics efforts in support of Maritime Pre-positioning Ships (MPS) and the Norway Geographic Pre-positioning Programs. Blount Island Command's execution of its mission focuses on attainment, maintenance, and sustainment of all MPS and Norway requirements. Blount Island Command also provides technical assistance to Marine Expeditionary Force Commanders for all aspects of pre-positioning planning and deployment.

(2) MARCORSSYSCOM provides research, development, and acquisition of equipment, information systems, training systems, and weapon systems to satisfy all approved material requirements of the Marine Corps.

6. **SASSY MANAGEMENT UNIT (SMU).**

a. The SMU, located within the FSSG, is the systems centralized record keeping control and data collection agency. The MCO P4400.151_ and UM 4400-123 governs the operation of this level of supply. The SMU responsibilities include:

- (1) Stock management.
- (2) Record keeping.
- (3) Stock replenishment.
- (4) Requirements determination.
- (5) Inventory planning and control.
- (6) Inquiry response.

7. **DIRECT SUPPORT STOCK CONTROL.** The DSSC is a Marine Corps Base organization within the Logistics Department. Its main purpose is to provide administrative supplies, building maintenance materials, and cleaning items to the base and all supported units within the geographic area (Division, Wing, FSSG, Medical, Dental, Hospital, etc.). It can be thought of as a Wal-Mart, Staples, and Home Depot rolled into one store.

8. **USING UNIT.** Referred to as the “Consumer Level Accounts” and are the final element in the established supply distribution system. The using unit is governed by the policies and procedures set forth in the MCO P4400.150_, Consumer Level Policy Manual and UM 4400-124.

(1) Using units are normally battalion size organizations within Marine Forces Atlantic and Pacific, but can also consist of Aircraft Group size accounts in the Air Wing.

(2) Each using unit supply account is required to maintain a supply point centrally located within the organization. The supply point is the main area for supply operations.

9. **MEF SUPPLY STRUCTURE.**

a. The MEF supply structure is made up of the following groups:

(1) MEF Supply

(2) Marine Expeditionary Unit (MEU)

(3) Division

(4) Marine Air Wing

(5) Force Service Support Group, Marine Corps Base

(6) Using Unit-level Supply

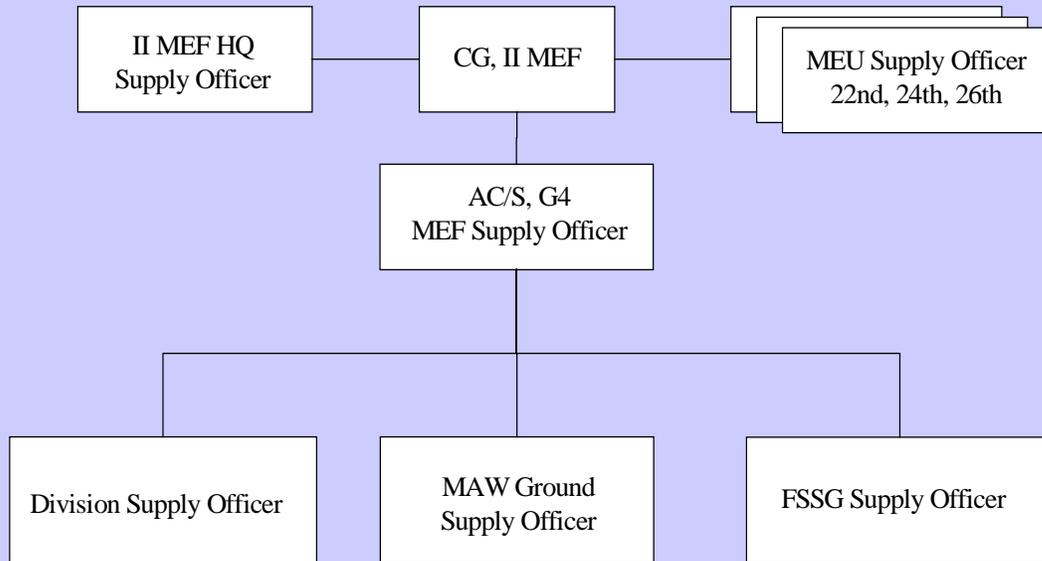
b. The MEF supply structure consist of the following special staff officers:

(1) **Material Readiness (LtCol billet).** Heads the supply, maintenance, and motor transport functions.

(2) **MEF Supply Officer and Assistant (Major/Capt billet).** Reports to Material Readiness Officer on all matters pertaining to supply in the MEF.

(3) **The MEF consist of Major Subordinate Commands.** The Division, MAW, and FSSG.

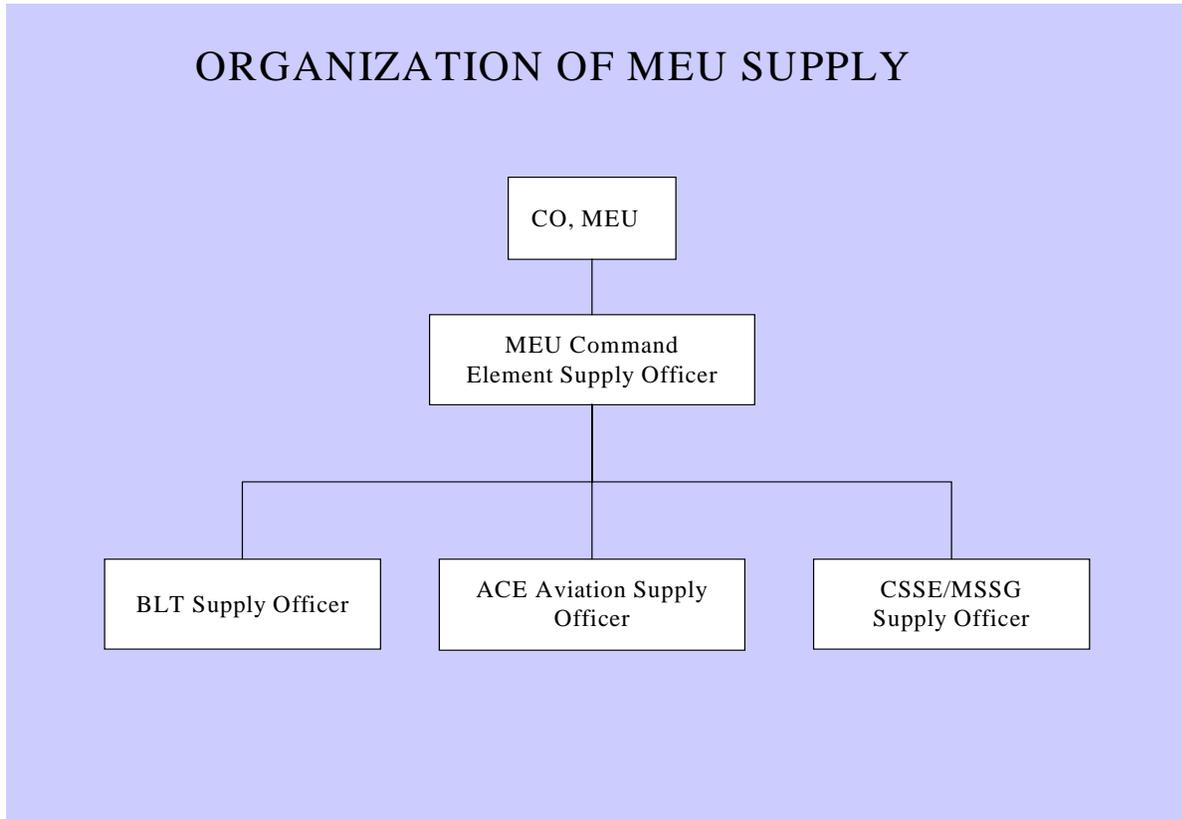
ORGANIZATION OF MEF SUPPLY



a. **MEF Supply.** Supply Officers (SupOs) are special staff officers to the unit commander at all levels down to battalion. The Material Readiness Officer (LtCol billet) heads the Supply, Maintenance, and Motor Transportation functions. The MEF SupO is a Major's billet and the Assistant SupO is a Captain's billet. The MEF SupO reports directly to the Material Readiness Officer on all matters concerning supply within the MEF. All policies concerning supply directed to the MEF and its subordinate commands are provided by the MEF SupO. As you learned in TBS, every MEF has a Division, MAW, and FSSG. Each of these Major Subordinate Commands (MSCs) has a Supply Officer, who manages all supply matters for his/her respective MSC. The supply support for the MEF Headquarters is provided by the MEF Headquarters Supply Officer.

(1) **Marine Expeditionary Unit (MEU):** Subordinate unit to the MEF and each MEU has its own Supply Officer (a Captain billet), which directs all the supply support for the MEU and reports directly to the MEU CO. The MEU SupO is also responsible for supporting attached units such as:

- (a) Battalion Landing Team (BLT).
- (b) Aviation Combat Element (ACE)
- (c) Combat Service Support Element (CSSE).



b. Division Supply: The Division Supply Officer (DSO) is a LtCol's billet. There is also an Assistant SupO (Major's billet) who reports directly to the DSO. The division depends on the FSSG as its primary source of Combat Service Support (CSS); however, the organic capability of the division must be fully understood and used before requesting support from the FSSG. Accordingly, the DSO provides policy and directs supply support for the division. An important section within the Division Supply Office is the Supply Management Assistant Team (SMAT). The Officer in Charge (OIC) of the SMAT is a Captain. The purpose of the SMAT is to analyze, train, and provide assistance to division supply accounts.

(1) There are three infantry regiments, one artillery regiment and six separate battalions within a Marine division.

(2) Regimental Supply: The artillery and each of the infantry regiments are capable of providing organic supply support for the regiment. Each regiment has a Regimental Supply Officer (RSO) who has had supply experience in a using unit supply account. This is a Captain's billet. The RSO provides policy, directs supply support for the regiment, and is the link between the Battalion Supply Officers and the DSO.

(a) Headquarters Company: Typically, a company-size unit does not have a billet for a Supply Officer; however, a 1stLt or 2ndLt holds the billet of SupO under the regiment's Headquarters Company and provides supply support for the regimental headquarters element.

(b) There are three battalions in each of the infantry regiments (4 in the artillery regiment), which are structured on the basis of unit distribution of supplies within the battalion. Each battalion has a billet for a 1stLt or 2ndLt Supply Officer. The Battalion SupO provides supply support for the entire battalion and reports directly to the Battalion CO. This is a deploying billet (i.e., Combined Arms Exercise (CAX), Landing Force Sixth Fleet (LF6F), etc.), and the Battalion SupO, unless otherwise ordered, will always deploy with the battalion.

(3) Artillery Regiment: The SupO's duties in an artillery regiment mirror those of the Infantry Regimental Supply Officer. Artillery units perform supply operations in each class of supply with particular emphasis on Class I, III, V, and IX supplies. External supply support is obtained from the Combat Service Support Element (CSSE).

(a) The Artillery Battalion SupO has the same duties and responsibilities as other Battalion SupOs.

(4) Separate Battalions: There are six separate battalions within the division which provide organic support to the infantry regiments. Each of these battalions, as listed below, has its own Supply Officer. SupO at these battalions will not deploy unless the entire unit deploys. The rank of the SupO, which the unit's Table of Organization (T/O) calls for, is listed next to the respective battalion.

(a) Headquarters Battalion (HqBn). The SupO is a Captain with a Lieutenant as the Assistant SupO.

(b) 2d Tank Battalion (2dTankBn). The SupO is a Captain with a Lieutenant as the Assistant SupO.

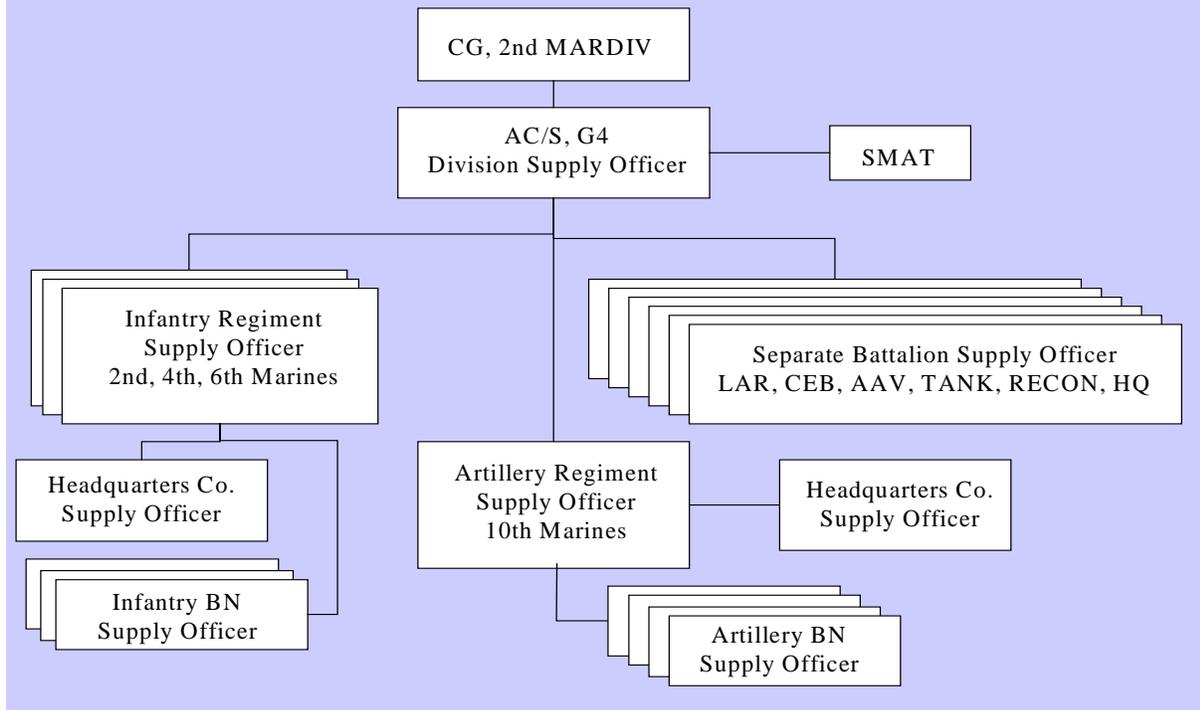
(c) 2d Light Armored Reconnaissance Battalion (2dLARBn). The SupO is a Captain.

(d) 2d Assault Amphibian Battalion (2dAABn). The SupO is a Captain with a Lieutenant as the Assistant SupO.

(e) 2d Combat Engineer Battalion (2dCEB). The SupO is a Lieutenant.

(f) 2d Reconnaissance Battalion (2dReconBn). The SupO is a Lieutenant.

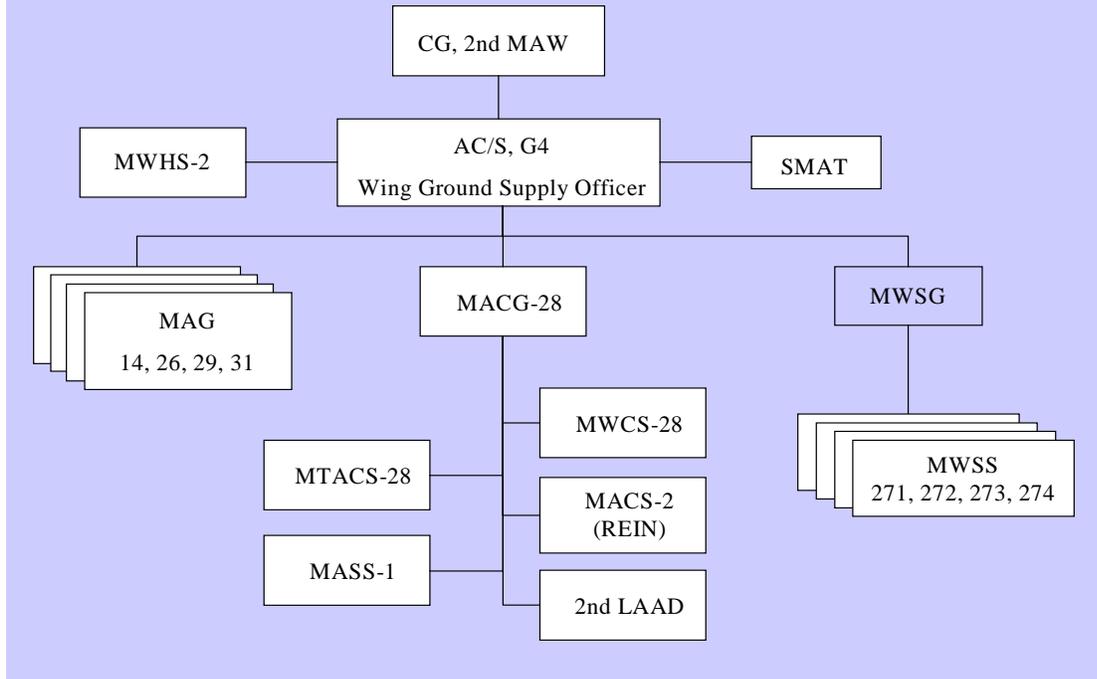
ORGANIZATION OF DIVISION SUPPLY



c. **MAW Supply.** The MAW Material Readiness Officer is a Major's billet. The material Readiness Officer provides policy and directs all ground supply related matters for the entire MAW. The MAW also has a SMAT. The SMAT OIC billet is filled by a Captain. Subordinate units to a MAW, which have a SupO billet are listed below, and unless the entire unit deploys, SupO billets within the MAW are non-deployable.

- (1) Marine Wing Headquarters Squadron (MWHS). Billet- Captain.
- (2) Marine Air Groups (MAG). Billet- Lieutenant.
- (3) Marine Air Control Group (MACG). Billet- Captain.
- (4) Marine Wing Support Group (MWSG). Billet- Lieutenant.
- (5) Marine Wing Support Squadron (MWSS). Billet- Lieutenant.
- (6) Light Anti-Air Defense Battalion (LAADBn). Billet- Lieutenant.

ORGANIZATION OF MAW SUPPLY



d. **FSSG Supply.** The FSSG is comprised of seven battalions, which provide Combat Service Support to all elements of the MEF. The FSSG is structured to support the MEF whether deployed or in garrison. The Group Supply Officer is the senior supply billet at FSSG and is filled by a LtCol. In this billet, the SupO provides policy and oversees supply support for the FSSG Battalion Supply Officers. The subordinate units, which make up the FSSG, are listed below along with the rank required to fill the SupO billet for that unit.

(1) Headquarters and Service Battalion (H&SBn). Provides command and control, administrative services, communications, and security support to the FSSG. Billet- Captain.

(2) Maintenance Battalion (MaintBn). Provides general support and intermediate (3rd and 4th echelon) maintenance to support ordnance, engineering, motor transport, communication electronics, and general support equipment of the MEF. Billet- Captain.

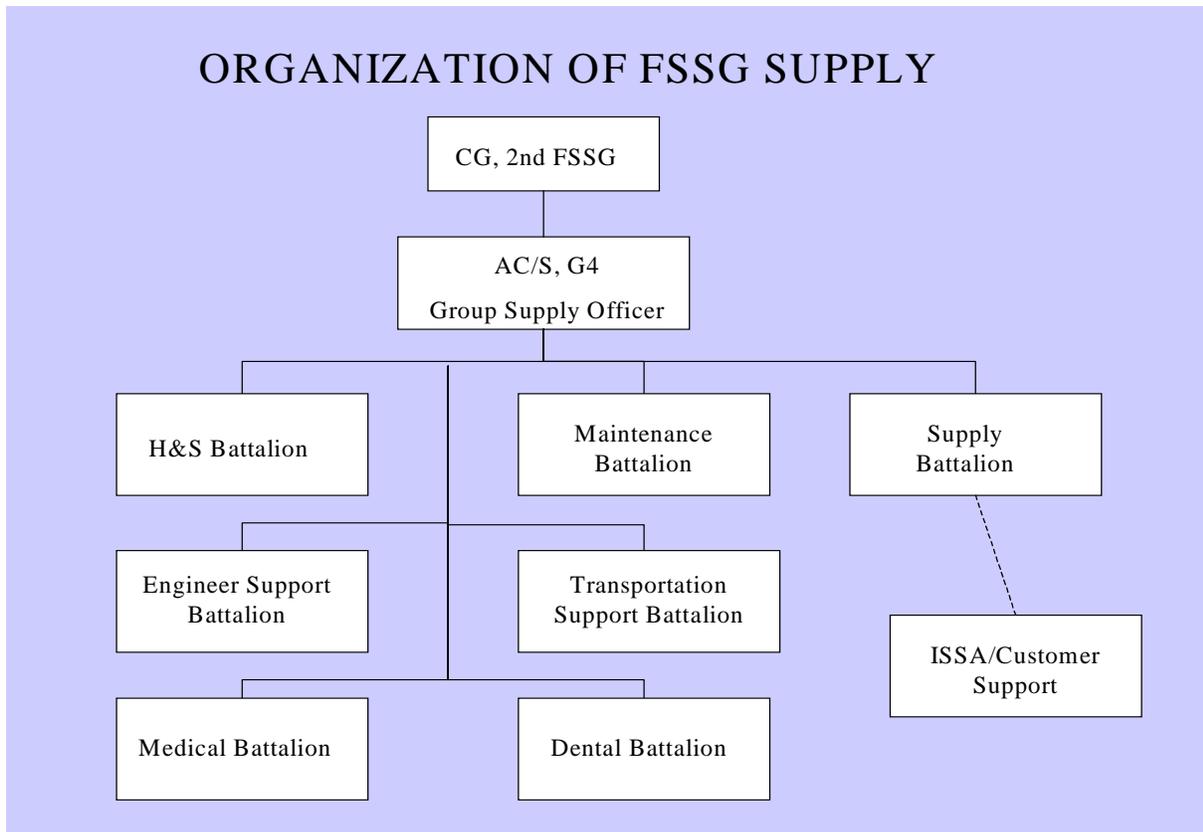
(3) Supply Battalion (SupBn). Main function is to oversee and manage the overall supply supportability throughout the local area of responsibility. Billet- Captain

(4) Engineer Support Battalion (ESB). Provides general engineering support to the MEF, which includes, handling, storage, and dispensing bulk class I (water). Billet- Captain.

(5) Transportation Support Battalion (TSBn). Provides motor transport support, air delivery, beach landing support, and helicopter lift/re-supply support (uses transportation slings to hook up to the underside of helicopters to externally lift supplies/howitzers). Billet- Captain.

(6) Dental Battalion. Billet- Lieutenant.

(7) Medical Battalion. Billet- Lieutenant.



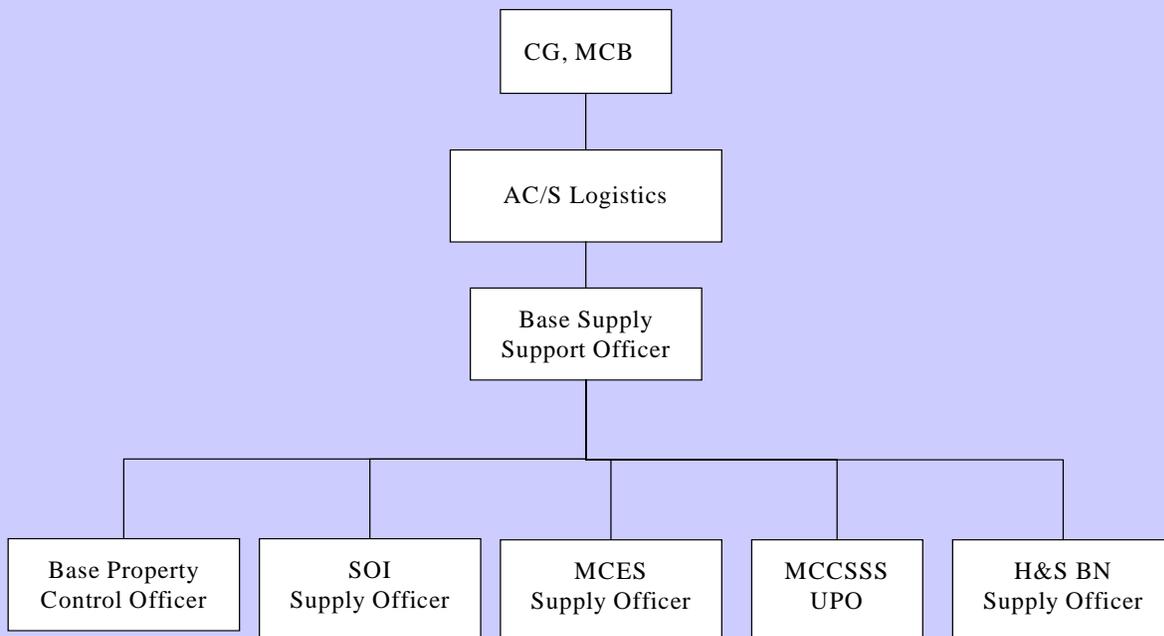
e. **MCB Supply.** MCB units (also titled “Station” or “Post” depending on location and mission) support the tenant units or commands in the local area. The Base Operations Officer is the senior supply billet for base and works directly for the Assistant Chief of Staff (AC/S), Logistics. The billet is filled by a LtCol. The Base Supply Support Officer works directly for the Operations Officer (OpsO) and is a Major’s billets. The OpsO coordinates the support for MCB tenant organizations. He/she also provides policy and guidance on all supply-related matters.

(1) Headquarters and Support Battalion. Provides administrative support for the command element. Billet- Lieutenant.

(2) Base Property. The Base Property Control Officer is filled by a Major.

(3) Other tenant organizations are the School of Infantry (SOI), Marine Corps Engineer School (MCES), and Marine Corps Combat Service Support Schools (MCCSSS). Each of these units has their own Supply Officer that provides the supply support required for these schools. These billets are filled by a Lieutenant.

ORGANIZATION OF MCB SUPPLY



f. Using Unit-Level Supply.

(1) **Roles and responsibilities.** Within the realm of a using unit-level supply account, various roles and responsibilities exist which serve to enable the supply support function and, ultimately, mission accomplishment.

(a) **Commanding Officer (CO).** The CO of an organization, which has a consumer-level supply account by virtue of acceptance of command, is the accountable officer. Accountability is inherent to command. The CO will designate, in writing, a supply officer to administer the supply and fiscal accounts within the organization. Additionally, the CO will appoint, in writing, responsible officers (ROs) to assume responsibility for supplies and equipment in the command. Delegation of responsibilities to the supply officer and RO's does not relieve the commander of accountability.

(b) **Supply Officer.** The Supply Officer is a special staff officer who, as a member of the CO's staff, is directly responsible for performing the functions of supply administration and financial management within the organization. The Supply Officer is responsible for ensuring the commander is fully aware of the status of the supply and fiscal accounts at all times. The Supply Officer must also ensure that appropriate supply policies and procedures are implemented within the organization to prevent or correct a degraded supply support capability.

(c) **Responsible Officer (RO)**. RO's are individuals within the organization who are appointed by the commander, in writing, to exercise control and accountability for supplies and equipment entrusted to their use.

(d) **Responsible Individual (RI)**. RI's are individuals within the organization who, on behalf of the RO, exercise control and accountability for supplies and equipment in their custody. RI's, while formally charged with their duties, do not require written appointment.

(e) **Supply Chief**. Normally, a Staff Noncommissioned Officer (SNCO) with the military occupational specialty 3043 and is essentially the Supply Officer's "right-hand" person. The Supply Chief's primary role is to facilitate and supervise the day-to-day operation of the supply account while keeping the Supply Officer informed on the status of the supply operation. As the Marine who generally has the most knowledge and experience within the supply section, the Supply Chief is inherently responsible for providing supply expertise to the Supply Officer and subordinate supply Marines.

(f) **Administrative Chief**. The Administrative Chief is usually the senior Noncommissioned Officer (NCO) in the supply section. This Marine's primary responsibility is to supervise and oversee those functions performed in the supply office. The Administrative Chief usually has a good working knowledge of the various functional areas in the supply office and may sometimes serve as the defacto Supply Chief.

(g) **Warehouse Chief**. The Warehouse Chief is the senior SNCO or NCO in the supply section who possesses the 3051 military occupational specialty. This Marine's primary job is to supervise and oversee all warehousing-related operations in the supply section, e.g., shipping and receiving, issuing of individual equipment, recovery and disposition of personal effects, and other general warehousing functions. The Warehouse Chief works closely with the Supply Chief and Administrative Chief to coordinate the day-to-day supply operation.

(h) **Property Control Chief**. Commonly referred to as the Mechanized Allowance List (MAL) clerk. This Marine's primary responsibility is to maintain the formal property accounting records, i.e., the MAL and other associated files and records, within the supply section. This is perhaps one of the most important responsibilities within a supply account. This billet is normally staffed by an NCO sufficiently experienced in the property control arena.

(i) **Consolidated Memorandum Receipt (CMR) Clerk**. The CMR clerk usually serves along side or under the supervisory control of the MAL clerk, and is responsible for maintaining equipment subcustody records (signed property accounting documents) within the supply section. Essentially, the CMR clerk is responsible for ensuring proper subcustody of the commander's equipment at all times.

(j) **Requisitioning Clerk**. Commonly referred to as the Due and Status File (DASF) clerk. This Marine's primary responsibility is to ensure the timely submission of requisitions and receipts for supplies and equipment ordered by supported commodity areas and staff sections. The DASF clerk is also responsible for ensuring requisitions are maintained in a

current posture, as well as reconciling the present status of outstanding requisitions with supported customers.

(k) **Fiscal Clerk.** With certainty, one of the most important functional areas in the supply account is that of fiscal. The fiscal clerk is the Marine responsible for performing the day-to-day fiscal operation for the Supply Officer and Supply Chief. Unfortunately, the fiscal clerk is usually not a school-trained 34xx; rather, the fiscal clerk is generally a supply Marine who possesses the requisite experience and training necessary to handle this vitally-important responsibility.

(l) **Issue Point NCO.** This Marine is a warehouseman whose primary responsibility is to operate the supply issue point within the warehouse. The issue point NCO facilitates the issue of supplies, repair parts, and equipment to supported commodity areas and staff sections.

(m) **Shipping and Receiving NCO.** Also a warehouseman, as the title implies, this Marine is primarily responsible for receiving supplies and equipment as they arrive at the unit. He/she is also responsible for the shipping of supplies and equipment from the unit.

(n) **Personal Effects' Custodian.** The personal effects' custodian is a Marine whose primary responsibility is ensuring the proper recovery, storage, and disposition of personal effects from service members whom, for a number of possible reasons, have lost control of their personal property, e.g., a Marine who may be hospitalized for an extended period of time.

(o) **General Warehousemen.** These are other 3051 supply Marines who perform various warehousing functions as may be directed by the Supply Officer or Supply Chief.

10. **SUMMARY.** During this period of instruction we have covered the introduction to the Marine Corps Supply System, its organization, the mission, purpose, function, phases, classes, and levels of supply, and the structure of supply with emphasis on the Marine Expeditionary Force (MEF) and the using unit. With this information that you have received, you have a general understanding of the tasks ahead. Those of you with the instructional rating form, please fill them out. Everyone else take a 10 min break.