

UNITED STATES MARINE CORPS

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

STUDENT OUTLINE

INVESTIGATIONS

GSOC 0203

GROUND SUPPLY OFFICER'S COURSE

M03C061

REVISED 2004/09/01

APPROVED BY _____

DATE _____

1. **LEARNING OBJECTIVES:** At the end of this lesson, you should know or be able to do the following:

a. **TERMINAL LEARNING OBJECTIVE:**

(1) Given a completed supply related investigation and the references, manage supply related investigations to ensure investigations are vouchered and adjustments to property control documents made, per the references. (3002.01.16)

b. **ENABLING OBJECTIVES:**

(1) Without the aid of reference, select from a list the number of calendar days in which a request for investigation must be submitted, per the reference. (3002.01.16a)

(2) Without the aid of reference, explain in writing, the purpose of the voucher number for a supply related investigation, per the reference. (3002.01.16c)

(3) Without the aid of reference, state the number of calendar days an Investigating Officer has to complete an investigation, per the reference. (3002.01.16b)

(4) With the aid of reference list to define Supply Officer's actions on receipt of a completed investigation with original signature, per the reference. (3002.01.16d)

BODY

1. **GENERAL INFORMATION.**

a. General. When dealing with supply investigations, there are certain terms and definitions that you must be familiar with. As a Supply Officer it is your responsibility to ensure that investigations for supply related matters are handled efficiently. **Refer to MCO P4400-150_, page 6-3 and 6-4 for the definitions listed below.**

b. Investigation. An investigation is defined as a procedure to determine facts related to loss, damage, or destruction of government property.

c. Accountable Individual. This is an individual whose duty involves financial responsibility for government property.

d. Non-accountable Individual. This is an individual who comes into possession of government property in the performance of duty.

e. Fault or negligence. This is a result of doing or not doing something, which a reasonable and prudent person would or would not do, such as, failure to account for property or damaging property on purpose.

f. Indebtedness. This is a result of a court martial conviction or as a result of an administrative determination from an investigation.

2. **REQUEST FOR INVESTIGATION.**

a. Request Procedures. When an RO has determined that items listed on his/her Consolidated Memorandum Receipt are missing, damaged or destroyed, a letter requesting an investigation will be submitted to the Commanding Officer within **5 calendar days**, via the Supply Officer. **Examples of the format letters can be found in UM 4400-124 pages 3-6-64 and 3-6-66.**

b. Supply Officers actions. The Supply Officer will make recommendations to the Commanding Officer in writing by endorsing the RO's request for investigation. The Supply Officer will give detailed information recommending whether or not an investigation is warranted, and he/she will submit the endorsement within the RO's 5-day window.

(1) Recommended. Investigations are conducted to perform the following: **Refer to UM 4400-124 page 3-6-19 paragraph (1) for the criteria for recommending a Supply Investigation**

- (a) Determine facts
- (b) Condition of property that is damaged
- (c) Inquire into circumstances
- (d) Make recommendations on accountability of damaged and missing property
- (e) Determine responsibility

(2) Not recommended. Supply investigations are not required when any of the following conditions apply: **Refer to UM 4400-124 page 3-6-19 paragraph (2) for the criteria for not recommending an investigation.**

- (a) If all facts are known surrounding condition of the item.
- (b) If there is no negligence involved.
- (c) Insufficient facts.
- (d) Damage occurred due to normal wear and tear.
- (e) Individual accepts responsibility.
- (f) If there is no evidence that a particular loss or deficit of funds was caused by theft or fraud, by an individual or by fault or negligence on the part of the individual. **Refer to MCO**

P4400-150_, page 6-6, paragraph 60001.1d and go over losses involving a shortage of public funds or property.

(2) Endorsement. The Supply Officer's recommendation will be in the form of an endorsement as listed on pages **3-6-65 and 3-6-67 of UM4400-124**. These examples are of when to request and when not to request an investigation. Both, the request for investigation and Supply Officer's endorsement will be forwarded to the Commanding Officer.

c. Commanding Officer. The commander will ultimately decide whether an investigation is required and has **5 calendar days** to appoint an Investigating Officer.

1. Appointment restrictions. The following personnel may not be appointed to conduct investigations, which involve the loss or damage of equipment in the battalion's inventory and on accountable records: **Refer to MCO P4400-150_, page 6-9 for appointment restrictions.**

(a) Commanding Officer of the unit concerned.

(b) Supply administrative personnel.

(c) Personnel charged with custody of the material being investigated.

(d) Personnel serving with Marine Corps Logistics Chain Analysis Team (MCLCAT) or Supply Management Assist Team (SMAT).

(e) Personnel who have a personal interest in the outcome of the investigation.

(f) Personnel junior to individual being investigated.

2. Voucher Number. Once appointment is made, the Supply Officer will assign a voucher number to the investigation being conducted. The purpose of the voucher number (document number) is to allow an easy audit trail for all correspondence and all transactions, which deal with or are the result of a particular investigation. All correspondence and/or transactions submitted, which relate to the investigation, will reference the voucher number assigned to that case. A voucher number will be assigned in cases involving loss, gain, or damage to government property where an investigation is requested. **Refer to UM 4400-124 page 3-2-16.**

3. INVESTIGATING OFFICER DUTIES.

The Investigating Officer will be guided in his duties through the completion of the investigation by the contents of the Judge Advocate General (JAG) Manual, section 0145. The supply section will aid in the Investigating Officer's duties whenever possible. **Refer to MCO P4400.150_ page 6-10 for a summarization of duties.**

a. In cases of damage, the investigating officer will determine by inspection and an analysis of the facts:

- (1) The value/cost of the damage.
- (2) Whether economical repairs can be made.
- (3) Whether there was fault or negligence.
- (4) Obtain statements from persons involved.
- (5) Prepare report of investigation.

b. In cases of lost, stolen, or missing property the investigating officer will:

- (1) Inquire regarding the safeguards taken by the individual who had custody of the materiel to preclude loss or theft of the equipment.
- (2) Whether fault or negligence was involved.
- (3) Obtain statements from person involved.
- (4) Prepare report of investigation.

4. **REPORT OF INVESTIGATION.**

a. **General.** The Investigating Officer will be afforded as much administrative assistance as required. The investigative report will normally be completed and returned to the convening authority within 30 calendar days from the Investigating Officer's appointment date. When an individual is assigned an investigation; it becomes that person's primary duty. When complications are met, the convening authority may authorize extensions until the report is submitted. The request for extension and reply to the request will be in writing and will become a permanent part of the completed investigation. **Refer to MCO P4400-150_, page 6-14 for the time limit and extension for report completion.**

b. **Contents.** The Report of Investigation will contain the following elements: **Refer to MCO P4400-150, page 6-11 and 6-12 for contents of an investigation.**

- (1) General summary comprised of.
 - (a) Finding of fact. **(must be supported by documentation).**
 - (b) Opinions, if a finding of fact has not been definitely established.
 - (c) Recommendations **(Investigating Officer must make a recommendation, based on a thorough review of all the information available, as to the course of action, which he/she feels the CO should take with respect to property and personnel involved).**
- (2) **Condition of Property.** The supply/property control officer preparing the request for

investigation will normally complete the present condition section of the report. It is the Investigating Officer(s) responsibility to determine the cause of the present condition and recommend disposition.

(a) Present condition of the property:

- 1 Serviceable.
- 2 Operational ready.
- 3 Altered without authorization.
- 4 Obsolete.

(b) Unserviceable.

1 General Information. In most cases, the classification of property salvage, scrap, or reparable will govern the final materiel disposition action taken.

2 Categories. For the purpose of materiel disposition, unserviceable Marine Corps property is classified as follows:

a Salvage. Unserviceable property is classified as salvage when it is in such worn damaged, deteriorated, or incomplete condition or such a specialized nature that it has no reasonable prospect of sale as a unit, or not usable as a unit without major repair or alteration. Salvage has some value in excess of its basic materiel content because it may contain serviceable components or may have value to a purchase that will make major repairs or alterations.

b Scrap. Unserviceable property that has no reasonable prospect of sale, except for its basic materiel content.

c Reparable, not cost-effective. Unserviceable property that may be serviceable by repairs, when such repairs are economical and warranted.

d Obsolete. Unserviceable property that no longer is required, or technology has surpassed for the same or less cost.

(c) Missing, lost, or stolen.

(3) Cause of present condition.

(4) Disposition Recommendation. The following will be used as a guide for appropriate terminology and instruction. Items included in rebuild, recovery, or repair program, such as the Recoverable Item Program, will be processed and/ or disposed of as instructed by the individual program.

(a) Retain for use.

(b) Excess and dispose of as required by current regulations.

(c) Cannibalize; usable parts returned to stock for repair of like items and residue to authorized Defense Reutilization and Marketing Office (DRMO) for disposition per current disposal regulations.

(d) Dispose of per existing disposal regulation (DoD 4160.21-M)

(e) If serviceable, drop and take up under new size or nomenclature.

(f) Drop from the property records.

(g) Recommendations.

5. **COMMANDER'S ACTION.**

a. **General.** The Commanding Officer will receive the report of investigation for review and action. The Commander will ensure that the Investigating Officer has either determined the cause or the responsibility of the loss or damage to property or has fully explained the reason this could not be determined.

b. **Action.** **Refer to MCO P4400.150_, page 6-15 paragraph (2).** The Commanding Officer will take the following action:

(1) Accept the report in whole.

(2) Reject any portion or the entire investigation and return it to the investigating officer for additional information. The Commanding Officer may not disregard the findings if established by fact. Since the investigation is purely advisory in nature, exception may be taken to the opinions and recommendations.

(3) Forward endorsed copy of completed investigation to supply officer for action.

6. **SUPPLY OFFICER'S ACTION.**

a. **General.** When the supply office receives the completed copy of an investigation with an original signature, there will be several steps taken to close out the investigation. **Refer to UM 4400-124, page 3-6-24.**

b. **Disposition.** Dispose, retain, or repair the property as directed by the Commanding Officer's endorsement, and carry out any other approved recommendations of the investigating officer. If the approved report of investigation requires adjustment to the supply records, then the required transactions will be prepared and submitted.

c. **Certification.** Certify at the bottom of the last page that the property has been disposed, retained, or repaired as directed. This certification should include the voucher number and information deemed relevant. This is normally a statement indicating that actions have been

completed. Document number of transactions used will be cited along with the supply officer's signature.

d. Red Lining. Rule out, with red lines on the report of investigation, all references for which the individual was found responsible and reimburses the government. You must also rule out with red lines all references to items that are repaired and retained. This is done regardless of whether the damage is paid for.

e. Filing. A signed copy of the report of investigation with all supporting documentation (i.e., transactions or any correspondences) will be filed in the unit voucher file for a period of five years. **Refer to MCO P440-150, page 2-18 for retention period.**

References:

MCO 4400.150_
UM 4400-124