

UNITED STATES MARINE CORPS

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

STUDENT OUTLINE

INVENTORY PROCEDURES

GSOC 0204

GROUND SUPPLY OFFICER'S COURSE

M03C061

REVISED 2004/09/01

APPROVED BY _____

DATE _____

1. **LEARNING OBJECTIVES.**

a. **TERMINAL LEARNING OBJECTIVES.**

(1) Given a using unit supply account, property control documentation, access to an automated system with applicable software and internet connectivity, and the references, conduct annual inventory to ensure all assets are accounted for on Property Control Documents, in accordance with the references. (3002.01.08)

(2) Given a using unit supply account, the Property Control Document, access to an automated system with applicable software and internet connectivity, and the reference, conduct spot/cyclic inventory, to ensure assets are accounted for, in accordance with the references. (3002.01.09)

(3) Given Money Value Gain/Loss Notices, supporting documentation, access to an automated system with applicable software and internet connectivity, and the references, maintain Money Value Gain/Loss (MVGL) notice, in accordance with the references. (3002.01.10)

(4) Given serialized highly pilferable items and the references, manage Subsidiary Records/Systems for non-issued serialized gear, in accordance with the references. (3002.01.11)

(5) Given a requirement to manage serialized small arms, Property Control Document, Serialized Small Arms Report, supporting documentation, RO account access to an automated system with applicable software, and the references, maintain Small Arms Report, to ensure the Serialized Small Arms Report is verified and returned to Naval Surface Warfare Center Division (NAVSURWARCENDIV), Crane, Indiana, in accordance with the references. (3002.01.12)

(6) Given a requirement for the temporary loan of assets, Equipment Custody Records, and the references, manage Temporary Loan Files, in accordance with the references. (3002.01.13)

b. **ENABLING LEARNING OBJECTIVES.**

(1) Without the aid of reference, state in writing the difference between a Spot and Cyclic inventory, per the reference. (3002.01.09b)

(2) Given a situation, without the aid of reference, explain in writing the procedures for directing the inventory of On-Hand items, per the reference. (3002.01.08a)

(3) Without the aid of reference, identify in writing who authorizes Temporary Loans, per the reference. (3002.01.13a)

(4) With the aid of reference, identify in writing the required timeframe for a Temporary Loan, per the reference. (3002.01.13c)

(5) Without the aid of reference, state the purpose of the Voucher Dump, per the reference. (3002.01.10b)

(6) Without the aid of reference, select from a list when adjustment transaction will be processed, per the reference. (3002.01.08h)

(7) Without the aid of reference, select from a list who appoints an Inventory Officer to conduct monthly Serialized Inventories, per the reference. (3002.01.12a)

(8) Without the aid of reference, state in writing, the documents that will be used to reconcile variances identified by the Inventory Officer for a monthly serialized inventory, per the references. (3002.01.12b)

(9) Without the aid of reference, select from a list the name of the activity to which all Serialized Small Arms Reports are submitted, per the reference. (3002.01.12f)

(10) Given a written situation without the aid of reference, explain in writing the process to report immediate changes for Serialized Small Arms, per the reference. (3002.01.12i)

(11) With the aid of reference, list the elements required to create a Subsidiary File, per the reference. (3002.01.11c)

(12) Without the aid of reference, state in writing the disposition of Subsidiary Files after issue, per the reference. (3002.01.11d)

BODY

1. TYPES OF INVENTORY.

a. General. Inventories are management tools for control of material. All material maintained On-Hand would be inventoried at least annually to determine the accuracy of the formal account property records. The annual inventory should coincide with one of the CMR reconciliation's. The results of the annual inventory will be documented by the Supply Officer and maintained on file until the next annual inventory. Additionally, each allowance item will be inventoried incident with the change of the RO or Supply Officer. **Reference MCO P4400.150_, pg. 2-20.**

b. Spot Inventory.

(1) A spot inventory is a one-time physical inventory of selected items outside of the scheduled inventories.

(2) Spot inventories are required when known or suspected differences occur between the balances on the Sassy/Supply Management Unit SMU's/ATLASS records and the assets in storage.

(3) Spot inventories may be originated by the using unit or requested by the SMU.

(4) Spot inventories should not be posted.

c. Cyclic Inventory. A cyclic inventory is a recurrent program of physical inventory designed to ensure that all assets are verified by a physical count during a prescribed period of time. The inventory will be conducted by segments which are based on the inventory frequency of the material, Federal Group, and/or other criteria determined locally. Federal Group, Federal Supply Class of NSN inventory is requested by a DJA (inventory request transaction) that generate DKA/DKB inventory count transactions. **Reference UM 4400-123 Vol I pg. 3-10-2.**

d. Annual Inventory. This type of inventory is also known as a "wall-to-wall inventory." During this process, a complete inventory of the unit's accountable assets is conducted. The inventory can take several weeks to several months depending of the size of the storage facility. It is a mandatory requirement for each supply activity to conduct this type of inventory annually.

2. INVENTORY PREPARATION.

a. Process. There are many preparations you must ensure are made prior to performing the inventory. The following is a general break down of the preparation process before you begin your inventory.

(1) Before you begin the inventory, you must ensure transactions that affect the on-hand balances of the Property records have been processed. If **all** adjustment transactions have not correctly processed, your property records will not reflect accurate on-hand balances and your inventory counts will be unbalanced.

(2) Freeze the Account: An inventory is an accounting of what you have on-hand at a specific point in time. In order to conduct the inventory, you must specify a date when all business/transactions that effect accountable items **stop**. To do this, you explain to the CO that you need to close supply operations for two or three days in order to conduct an inventory. You assure the CO that you will be able to handle any emergencies that may arise. At the next staff meeting, you inform every one of the dates that supply will be closed for routine business, and they are to contact you personally for any emergencies.

(3) Spreadsheet: You must develop a spreadsheet to assist you in accounting for all the equipment.

(a) The first column will be the TAM numbers from the MAR. In order to develop the other columns on the spreadsheet, you need to identify all the places your assets could possibly be. These places will become the "Headers" of your columns in your spreadsheet. Examples: CMRs, Temp Loaned, On Location, Issue Point, DRMO, Rollback, IMRs and Laundry. The last three columns will be the Total, MAL O/H Qty, and Over/Short columns.

(4) Temporary Loans: Identify all equipment that is on Temporary Loan outside of the command:

(a) Temporary loans of organic property to an organization within another command are neither desired or encouraged. However, upon determination by the unit commander that such a loan is necessary and in the best interest of the Marine Corps, a loan may be authorized. As a general rule, temporary loan of organic property will be made for 30 days, not to exceed 1 year. **Reference MCO P4400.150_, pg. 5-10.**

(b) Temporary loans should not be used in lieu of authorized allowances. Requirements should be anticipated and changes to T/E allowances should be initiated whenever possible.

(c) The CO who controls the account will establish procedures ensuring recovery of property issued on temporary loan. The time of the loan will be annotated on the loan document. Temporary loan records will be maintained separate from permanent issue records of organic equipment and supplies. While the NAVMC form 10359 is the preferred document to be used for temporary loans, other documents may be used. The Loaded Unit Allowance File (LUAF) or comparable balance record will not be adjusted as a result of temporary loans.

(d) Cost to return temporarily loaned materiel to serviceable condition will be borne by the unit loaned the equipment.

(5) Prepare the Warehouse: You must prepare your warehouse for the inventory.

(a) Ensure all warehouse records are prepared for inventory i.e. locator decks, Storage, Retrieval, Automated Tracking, Integrated System (STRATIS)/BARBRA SIRS records, all pending files.

(b) Identify all accountable items in the warehouse and ensure they are in their proper places.

(c) Ensure you have access to all Pallet/Quad Containers.

(d) Determine the order of the inventory in the warehouse (i.e., count the Pallet Containers, then the Quad Containers, then the security cage, then the issue point, etc.).

(e) You must set up at least two inventory teams comprised of warehouse and office personnel.

(f) You are now ready to send your "Count Teams" into the warehouse to start physically counting the equipment and begin filling in quantities on the spreadsheet.

3. **CONDUCTING THE INVENTORY.**

a. The CMR clerk will fill in the quantities for assets that are on CMRs, this Marine may also be tasked with inventorying and accounting for those items not issued in the security cage. One Marine will go through the Temp Loan folder and fill in those quantities. A warehouse staff member will produce a report for all equipment issued out on IMR cards and fill in that column. You will also designate a Marine to fill in quantities for DRMO, laundry, etc. for equipment that is accounted for.

(1) Inventory Teams: The two inventory teams will start at "opposite ends" of the order you set up for the inventory of the warehouse. Each time a location is inventoried, they will turn in their counts in to the Control Desk. This will continue until all locations in the warehouse have been inventoried and the results recorded.

(2) Ensure every room, box, closet, or holding area in the warehouse is inventoried.

(3) Control Desk. A control desk is setup at some point in the warehouse and is normally manned by the Supply Administration Chief, Warehouse Chief or the MAR Clerk. When the Control Desk receives a count from each team for the same location, the counts are compared. If the counts match, the quantity will be recorded on the spreadsheet, but if they don't match, a "recheck" team (not one of the original teams) will go and recount that location, the Supply Officer, Supply Chief or the Warehouse Chief will verify this count, and at any other discrepant location. If that count matches one of the first two counts, that quantity will be placed on the spreadsheet. Once all inventoried quantities have been entered on the spreadsheet, the last step is for the MAR clerk to put in the On-hand quantity from the MAR and then calculate the Over/Short quantity.

4. CONDUCT CAUSATIVE RESEARCH.

a. Causative Research identifies administrative errors that have been made, which may negate the need to investigate and/or process a gain/loss transaction. Causative research also assists in determining the correct type of adjustment transaction required. More importantly, causative research helps to identify procedural deficiencies which can then be corrected to prevent waste or theft and to improve supply support. It is always possible to adjust the balance record by means of a properly vouchered gain/loss transaction; however, this method will not be used until the required research into the cause of the variance had been conducted. The benefits of causative research must be weighed against the time required to perform it. Timely adjustment of the balance record is necessary so that action to dispose of excesses and replenish deficiencies can occur. This paragraph establishes minimum requirements for causative research of variances at all consumer-level activities. **Reference MCO P4400-150_, pg. 2-12, para. 3.**

a. Causative Research Required. Causative research is required on NSN's with variances from the official accounting records for all inventories as addressed in the following:

- (1) All sensitive items regardless of dollar value.
- (2) All locally-controlled items and Marine Corps-controlled items including reparable regardless of dollar value.
- (3) All non-expendable unserialized property with an extended dollar value of \$2,500 or more.
- (4) Serialized non-controlled property with an extended dollar value of \$800 or more.
- (5) During annual, cyclic, and spot inventories, regardless of dollar value of the variances, causative research will be conducted on 20 NSN's having variances of 20 percent of the total number of NSN's with variances, whichever is greater. **Reference MCO P4400.150_, beginning on pg. 2-12.**

b. Causative Research steps:

- (1) Check CMRs to ensure all transactions have been processed correctly. (Verify CMRs as far back as one year or from the time the discrepancy appeared.)
- (2) Check Daily History's and ATLASS to find where the discrepancy may have occurred.
- (3) Review historical MAR's for past documentation and supporting documentation.
- (4) Have Responsible Officers verify their areas to verify equipment has been issued, and not recorded.

(5) Check past Money Value Gain Loss notices.

(a) Verify all administrative gain/loss transactions were vouchered properly to show that no physical gain or loss occurred.

(b) Verify transactions processed in error to cause the record imbalance. Every transaction must be specifically identified by a document number.

(c) Verify misidentified items that were dropped/picked up simultaneously. The voucher file must cross-reference the related administrative gain/loss transactions.

(6) Check Proof of Delivery files.

(a) Review all transactions that have been processed/posted back one year or to the last annual inventory, whichever is more recent. Compare the transactions with the proof of delivery file and attempt to identify administrative errors, such as double process/posting of receipts, actual issues (as shown by supporting documentation) without a corresponding change of custody transaction, etc. If appropriate, submit the correct change of custody transaction (or reversal) to adjust the balance record. Vouchered administrative gain/loss transactions may also be required. Causative research ends when the administrative cause of the variance has been found or when after review there are no conclusive findings.

(7) The purpose of the Voucher File Listing commonly in supply known as the “Voucher Dump”, is a listing of all transactions that were processed and passed the edit/error cycle in ATLASS and SASSY for the past 24 months. This listing provides supply a “snap shot” view of all processed transactions in the system. The listing is provided in NSN sequence, and will be provided to the unit by the SMU upon request.

5. **REPORTING RESULTS TO THE CO.**

a. Once the inventory has been completed and all causative research has been accomplished, a letter is sent to the CO explaining the conduct and outcome of the inventory. The letter should describe how the inventory was conducted, what causative research was done (in accordance with MCO P4400.150), the net results of the inventory (either a gain or loss), and a statement requesting the CO's approval of the attached adjustment transactions. All adjustment transactions will be typed and placed as an enclosure to the report.

b. Once the CO has endorsed the letter **approving** the adjustment transactions, **only then** can those transactions be processed. This will correct all the On-hand quantities on the MAR and produce a Money Value Gain/Loss report. (Ensure all the adjustment transactions are processed at the same time so that they all appear on the same MVGL. This will eliminate numerous trips to the CO explaining voucherable adjustments.) Process D8A/D9As for any gains or losses identified as a result of the inventory that cannot be identified through causative research as administrative errors. Process D8B/D9Bs for discrepancies that can be identified as “administrative” errors through causative research.

c. Maintain a Record of the Inventory on File. Once the CO has signed the MVGL, place all the paperwork used to conduct the inventory in a file. Maintain this file until the next wall-to-wall inventory.

6. **SMALL ARMS REPORT.**

a. **Background.** The Department of Defense (DOD) has directed each of the services to establish a life-cycle control of all small arms by serial number.

(1) **Objective.** The objective of the Marine Corps Serialized Control of Small Arms System is to augment security control by maintaining permanent serial number records of all small arms within the Marine Corps and to interface with DOD Central Registry on matters pertaining to serial number control of Marine Corps-owned Small Arms.

b. **Reportable Items.** All rifles, pistols, and revolvers; line throwing guns and shotguns; machineguns and submachine guns; pyrotechnic pistols and flamethrowers; cannons up to and including 30 mm; all grenade launchers; single, multi-shot or portable rocket launchers; and all other hand or shoulder-fired weapons up to .60 caliber are reportable per MCO 8300.1_, enclosure (1). **Reference MCO 8300.1_, pg.2**

c. **Reporting Procedures.** At least once a year, and on a cyclic basis, the Naval Surface Warfare Center (NSWC), Crane, IN, provides every reporting unit having an allowance (permanent or temporary) with a listing of all small arms by serial number, recorded as being in that unit's possession. This Small Arms Report is commonly referred to as the "**Crane**" **Report.**

(1) Every unit will report all increases and decreases to accountable balances of small arms by serial number. A copy of the 1348-1 and the shipping invoice will be mailed to NSWC, Crane, Indiana. Such transactions include, but are not limited to, receipts from procurement, Letters of Unserviceable Property (LUP), redistributions to and from units, and issues to disposal.

(a) When receiving small arms from other units, the DD1348-1 must be signed, dated and must include a statement verifying the shipment, serial numbers, and data are correct. In the event the quantity received is correct, if a discrepancy exists in the serial numbers received, then a DD 1348-1 will be mailed to Crane and also to the shipper.

<p style="text-align: center;"><u>I certify that the serial numbers</u> Listed hereon have been received.</p> <hr/> <p style="text-align: center;">I. M. AMARINE</p>
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(b) All requests for adjustments of serial numbers and/or quantities of small arms that are submitted to NSWC, IN, must have a cover letter signed by the Accountable Officer.

7. INVENTORY PROCEDURES.

a. Monthly Serialized Inventories: The CO will appoint, in writing, an inventory officer to conduct monthly-serialized inventories of small arms using the most current CMR on hand to conduct the inventory. The appointed Inventory Officer will sign the monthly-serialized inventory and submit to the CO for review. **Reference MCO P4400-150, pg. 2-19.**

(1) Variances: Upon completion of the Inventory, the Inventorying Officer will report any variances or discrepancies to supply. Supply will use all Sub-custody records, Crane reports and past monthly serialized inventories to identify and correct all discrepancies.

(2) Reporting: Once all variances or discrepancies have been identified or corrected, the Supply Officer will forward the Inventory in report format to the CO.

b. Annually inventories. When the Crane Report is received, the reporting unit will conduct a thorough inventory (annually). The Inventory Officer must take this listing and physically compare the serial numbers to those small arms on hand. After the inventory, accountable records will be matched with the Crane Report for correctness and to identify any possible pending transactions. **Refer to Appendix (B) for example of crane report.**

CONDUCT ANNUAL INVENTORY OF SMALL ARMS USING CRANE REPORT			
STEP	ACTION		
1	Verify the serial number of each small arms weapon.		
2	Match the serial numbers against the Crane Report.		
	MATCH	NO MATCH	
	... annotate a check mark by the serial number	...Check pending receipts for an invoice not yet posted to the Crane Report	
		YES	NO
	... attach a copy to the Crane Report	...re-check the serial number. If still no match, make a note on the report of the serial number on hand.	
3	Prepare Cover letter.		
4	Attach a copy of all invoices where the serial numbers listed are not posted to the crane report.		
5	Identify all (if any) serial numbers reflecting a discrepancy.		

6	Have commanding officer sign the cover letter.
7	Place a copy of the complete report in the voucher file
8	Mail the original report to NSWC, Crane, IN.

8. **SUBSIDIARY FILE.**

a. General. It is necessary to keep records of items that are serialized, and that cost \$100.00 or more in value. The purpose of the subsidiary record is for the control of items and the reporting of such items that have not been issued for use to a RU. For example, if a computer is on location in the warehouse, it would be recorded on a Subsidiary Record because it is a serialized item and its value is over \$100.00. For serialized items that are maintained on a CMR, a subsidiary record is not necessary because the items are being controlled.

b. Composition. The only elements of information required on the subsidiary file are:

- (1) Manufacturer's name
- (2) Make
- (3) Model
- (4) Serial number
- (5) Location of the item

(a) A NSN and USMC serial number can be added for more compatible record keeping. It is important to remember that this is a blank card. You must put the above information on the card. Local SOP may dictate the use of a database, spreadsheet, or CMR.

c. Filing. The subsidiary file will be maintained in manufacturer's serial number sequence within item name sequence. When a NSN and USMC serial number is used, these records can be filed in NSN and USMC serial number sequence. Local SOP will provide further instructions on how the unit files their subsidiary records.

d. Disposal of records. As the items are disposed of or issued, the subsidiary card will be removed and destroyed.

REFERENCES:
MCO P4400.150_
MCO P8300.1
UM 4400-124
UM 4400-123

UNITED STATES MARINE CORPS
Transportation Support Battalion
2d Force Service Support Group
Camp Lejeune, North Carolina 28542-0041

2d FSSG

From: Supply Officer
To: Commanding Officer, Transportation Support Battalion
Subj: RESULTS OF WALL-TO-WALL INVENTORY CONDUCTED 18-22 JUNE
Ref: (a) MCO P4400.150_
(b) UM 4400-124

Encl: (1) Inventory Adjustment Transactions

1. Per references (a) and (b), an inventory was conducted upon a change of unit Supply Officers. The following information is provided:

- a. The value of the account prior to the inventory was \$46,532,618.
- b. After the inventory was conducted, there was a net loss of \$115,000. This equates to 0.02 percent of the total dollar value of the account and is well within Marine Corps guidelines of "up to" 10 percent.
- c. Thirty percent of the gains and 22 percent of the losses were due to administrative errors.
- d. Causative research was conducted on all variances to include recounts, obtaining a "voucher dump" from the SMU, which contains a history of all transactions processed since the last inventory, reviewing CMRs, and checking PODs and voucher files. Due to the size of the account and the operational tempo, I believe the losses are not due to pilferage or theft.
- e. In order to reduce future losses and improve accountability, I intend to increase the MOS training of my Marines with emphasis on attention to detail while keypunching to reduce administrative errors. I am also placing a NCO in charge of the Temp Loan file within the warehouse. Additionally, spot inventories will be conducted periodically to validate accounting procedures.

2. It is requested that the Commanding Officer approve the adjustment transactions identified in the enclosure by endorsement of this letter.

I. M. MARINE

APPENDIX (A)



UNITED STATES MARINE CORPS
Second Marine Division
Camp Lejeune, North Carolina 28542-0009

8300
MMBB
20 Jul 03

From: Commanding General, Second Marine Division

Subj: SMALL ARMS/WEAPONS ANNUAL VERIFICATION

Encl: (1) Cmdr, Crane Division, NAVSURWARCEN ltr 8300 of 2 Jul 2003

1. The enclosure is forwarded for action.
2. Point of contact is SSgt Dean, ext. 451-7633.

I. S. GLOCK
By direction

NOTE: SOME COMMANDS LOCAL SOP MAY REQUIRE THE REPORT TO BE FORWARDED TO THE MAJOR COMMAND FOR CONSOLIDATION WITH OTHER UNITS.

APPENDIX (B)



DEPARTMENT OF THE NAVY

Crane Division
Naval Surface Warfare Center
300 Highway 361
Crane, Indiana 47522-5001

8300
4086
20 Jul 03

From: Commander, Crane Division, Naval Surface Warfare Center

Subj: **SMALL ARMS/WEAPONS ANNUAL VERIFICATION**

Ref: (a) MCO 8300.1C

Encl: (1) Marine Corps Small Arms/Weapons Assets Verification List

1. Enclosure (1) is forwarded in accordance with reference (a). This report is to be verified by serial number, national stock number, and group code. Please give special attention to serial numbers listed with -01 and -02 suffixes. These suffixes indicate a duplication of serial numbers within the Marine Corps registry and require additional verification.
2. Additions and/or deletions of small arms and weapons are to be substantiated by forwarding a legible copy of a DD Form 1348-1 (other appropriate documentation) with the serial numbers listed per reference (a). Furthermore, reference (a) states the "shipped from" and "shipped to" blocks must contain an Activity Account Code plus "in the clear" address.
3. A signed copy of enclosure (1) must be returned to Commander, Code 4086, NAVSURWARCENDIV, 300 Highway 361, Crane, Indiana 47522-5001, within 45 days from the date of this letter. If your activity cannot comply with these return limitations, notify NAVSURWARCENDIV immediately. In addition, all Marine Corps District units (including JROTC units and Recruiting Stations) must send a copy of enclosure (1) to their District Headquarters.
4. NAVSURWARCENDIV Crane point of contact is Rane Kelly, Code 4086RK; telephone DSN 482-5863, commercial 812-854-5863 or facsimile extension 1221.

Kathleen C. Allen
KATHLEEN C. ALLEN
By direction

MARINE CORPS CODE SHEET

COMMANDER

M01 - FLEET MARINE FORCE GROUND ATLANTIC
M02 - FLEET MARINE FORCE GROUND PACIFIC
M03 - FLEET MARINE FORCE AIR ATLANTIC
M04 - FLEET MARINE FORCE AIR PACIFIC
M05 - SHIPS DETACHMENTS
M06 - MARINE CORPS RESERVE
M07 - MARINE CORPS JROTC
M00 - ALL OTHERS

GROUP CODE

1 - REGULAR US MARINE CORPS
7 - MUSEUM
8 - SPECIAL SERVICE

STATUS CODE

1 - IN- USE
5 - STORAGE
8 - IN-TRANSIT (INTERSERVICE)
9 - IN-TRANSIT (INTERSERVICE)

WEAPON IDENTIFICATION CODE

1 - MATCH CONDITIONED SMALL ARMS
3 - TRAP AND SKEET SHOTGUNS
4 - TRAINING SMALL ARMS

MAR555 FOR OFFICIAL USE ONLY ASSET VERIFICATION LIST 06/15/03

UIC: M 21810 (2D BN 6TH MAR, CAMP LEJ) Cmdr: M01

EIC: 1047 NSN: 1005-01-118-2640 Nomen: PISTOL 9MM M9 Cnd: A Grp: 1 Sta: 1

1252514	1252525	1252526	1252527	1252528	1252529	1252530
1252531	1252532	1252772	1252773	1252774	1252775	1252776
1252777	1252800	1252811	1252812	1252813	1252814	1252815
1252816	1252817	1253120	1253121	1253122	1253123	1253124

Item Total = 28

EIC: 2050 NSN: 1005-01-128-9936 Nomen: RIFLE 5.56MM M16A2 Cnd: A Grp: 1 Sta: 1

6252904	6252905	6252906	6252907	6252908	6252909	6252910
6311211	6311212	6311213	6311214	6311215	6311216	6311217
6311218	6322210	6322211	6322212	6322213	6322214	6322215
6322216	6322217	6322218	6322219	6322220	6322221	6322222
6322223	6322224	6322228	6340888	6341245	6355545	6405555
6508798	6518222	6525545	6534444	6535422	6535423	6535424

Item Total = 42

MAR555 FOR OFFICIAL USE ONLY ASSET VERIFICATION LIST 06/15/03

UIC: M 21810 (2D BN 6TH MAR, CAMP LEJ) Cmdr: M01

EIC: 2080 NSN: 1005-01-054-8319 Nomen: RIFLE 7.62MM ASSAULT SOV AK47 Con: A Grp: 7 Sta: 1

5627359222

Item total = 1

EIC: 3050 NSN: 1005-01-127-7510 Nomen: MACHGUN 5.56MM M249 (SAW) Con: A Grp: 1 Sta: 1

092514	092515	092516	092519
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Item total = 4

Activity total = 75

NOTE: THE NUMBER OF WEAPONS FOR AN INFANTRY BATTALION IS REFLECTED ON THE T/E, AND BASED ON THE T/O NUMBERS. IT IS NOT UNCOMMON FOR THOSE NUMBERS TO REACH OVER A THOUSAND. EACH WEAPON HAS TO BE PHYSICALLY VERIFIED.

UIC: M21810 (2N BN 6TH MAR, CAMP LEJ) Cmdr: M01

The accountable officer must sign this certification. Return one complete copy of this package (including this certification page, all pages of serial number listings, and any required attachment) to:

Commander
CODE 4086 Bldg 2521
NAVSURWARCENDIV
300 HIGHWAY 361
CRANE IN 47522-5001

I certify that quantities and serial numbers listed on this report have been verified and are correct or any discrepancies are supported by attached documentation.

Please provide a point of contact at your unit to assist in resolving and problems that might arise concerning this report.

Signature _____ Date _____
LTCOL USMC

Print Name _____
(include rank)

Telephone: Commercial _____
DSN _____
FAX _____

Telephone: Commercial _____
DSN _____
FAX _____

-----NOTICE-----

Serial numbers listed with a dash and number suffix indicate duplication of serial numbers within the Marine Corps system. It does not mean that the dash and number suffix are part of the serial number.

Enclosure (1)

