

UNITED STATES MARINE CORPS

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

STUDENT OUTLINE

MISSING/LOST/STOLEN/RECOVERED (MLSR) REPORT'S

GSOC 0205

GROUND SUPPLY OFFICER'S COURSE

M03C061

REVISED 2004/09/01

APPROVED BY _____

DATE _____

1. LEARNING OBJECTIVES.

a. TERMINAL LEARNING OBJECTIVE.

(1) Given the loss/gain of regulated/controlled/sensitive/ordnance items of Government property, access to an automated system with applicable software and DMS capability, and the reference, manage processing of Missing/Lost/Stolen/Recovered reports (MLSR), per the reference. (3002.04.05)

b. ENABLING LEARNING OBJECTIVES.

(1) With the aid of reference, and given a list of communication methods, select from a list, the correct format for MLSR's, per the references. (3002.04.05a)

(2) Without the aid of the reference, identify in writing, the different types of Government property which is MLSR reportable, per the references. (3002.04.05b)

(3) Without the aid of reference, state in writing, the retention period of MLSR's as related to investigations, per the reference. (3002.04.05c)

BODY

1. GENERAL INFORMATION. The loss of government property due to inadequate accountability measures, negligence and theft, results in monetary loss and impacts unit readiness. Certain equipment in the Marine Corps is so sensitive, that its loss must be known immediately and recovery procedures initiated.

a. Purpose. Efficient management of Marine Corps resources is a matter of high priority and requires effective loss prevention and physical security programs. Property losses frequently occur because regulations relating to proper safeguarding and handling are not followed. The MLSR reporting system was designed essentially for two reasons:

(1) Enable the USMC to centrally track material losses.

(2) To identify trends and areas where security enhancements may be required.

(a) Unit commanders and military police agencies should receive pertinent information concerning losses of government property, identify security deficiencies and operating practices which contribute to such losses, and initiate corrective action.

(b) MLSR reporting assists the provost marshal in determining the adequacy of command loss prevention and physical security programs, and enables Marine Corps-wide statistics to be accumulated by the Commandant of the Marine Corps (CMC) (LPP-2).

(3) MLSR reports do not waive the requirements for loss/gain reports prescribed by other Marine Corps directives, nor for causative research and vouchering requirements prescribed by MCO P4400.150_.

b. Definitions. MCO 4340.1_, enclosure (1), pages 1 and 2 contain an extensive list of definitions associated with MLSR reports.

(1) Ammunition. A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke, and flame for use in connection with defense, or offense including demolition. Ammunition includes cartridges, projectiles, bombs, missiles, grenades, mines, pyrotechnics, bullets, shot, primers, propellants, fuzes and detonators.

(2) Arms. A weapon which will, or is designed to, expel a projectile or flame by the action of an explosive, and the frame or receiver or metal parts of any such weapon from which a complete weapon could be constructed.

(3) Controlled Cryptographic Items (CCI). CCI material is unclassified, accountable in the Communications Security (COMSEC) Materiel System and is authorized to move through the supply system.

(4) Explosives. Any chemical compound mixture or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, individual land mines, demolition charges and blocks of explosives (dynamite, TNT, C-4, and other high explosives).

(5) Loss Analysis. Actions taken to compile facts develop loss trends and patterns and other data manipulation concerning gains, losses and theft of government property.

(6) Loss Prevention. The protection from loss of all Marine Corps property from internal and/or external fraud, theft or error. Loss prevention specifically includes, but is not limited to, the protection of supplies and equipment in storage areas during the issue process, in transit and in use. Loss prevention includes those measures, instructions, procedures, designs, analyses, policies; dedicated resources and agreements in total are designed to reduce losses of government property to an absolute minimum.

(7) Lost (L). Item(s) that cannot be accounted for

(8) Missing (M). Item(s) that are not in their proper place and cannot readily be accounted for

(9) Pilferage. Continuing theft of small quantities or amounts of property that is often difficult to detect.

(10) Precious Metals. All economically recoverable refined silver, gold, platinum, palladium, iridium, rhodium, osmium, and ruthenium in bar, ingot, granulation, sponge or wire form with an extended value of over \$100.

(11) Recovered (R). An item of material that is found, gained by inventory, or recovered after previously being reported as missing, lost or stolen.

(12) Responsible Officer. That person or commander last having custodial or signature accountability for MLSR reportable government property

(13) Sensitive Government Property. Arms, ammunition, explosives, precious metals, Marine Corps Ground Equipment Resource Reporting (MCGERR), (formerly MARES) reportable items, or classified equipment/repair parts. MLSR report should be sent within 48 hours of occurrence.

(14) Serialized Government Property. Any item of government property, which has an individual serial number, affixed by the manufacturer or assigned for control purposes by an inventory control point or an item manager.

(15) Stolen (S). An item that is either missing or lost under circumstances indicating the possibility of criminal activity.

(16) Value. The measurement of government property value for MLSR reporting purposes is the current cost of purchasing a new replacement item on the open market (current market value) or the current government price list cost, whichever is greater. The costs associated with labor, materials, and accessories installed on or added to a basic property item to make it ready or suitable for initial issue to a user must be added to the unit price. Depreciated values will not be used for MLSR reporting. **Reference MCO 4340.1, page 2 for a list of reportable items**

2. PREPARATION. MCO 4340.1, enclosure (3), page 1 contains the format for preparing an MLSR report.

a. Reporting Format. The initial FINAL and SUPPLEMENTAL Marine Corps MLSR sensitive material reports are to be submitted in the following format :

FM: (Reporting Command)

TO: CMC WASHINGTON DC//POS-10/LPP-2//

NAVSURFWARCENDIV CRANE IN //4086/7095//

INFO: (Chain of Command to include responsible command having custody at the time of loss or recovery)

MARCORSYSCOM WASHINGTON DC//AM-IMS// (for ammo items) INSTALLATION MILITARY POLICY AGENCY
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b. Subject line of all organization's reports will be:
MLSR SENSITIVE MATERIAL REPORT (RCS MC #4340-1)
(MIN: CONSIDERED)

c. Only prior MLSR property reports on the same incident will be referenced. References should be indicated by the DTG or correspondence identification on the prior report(s) and by the "incident report number."

d. The first line of text after references (if any) must be: MLSRP/MLSRP/USMC.

e. ACC. The Unit Identification Code (UIC) and name of the activity. The ACC/UIC should be identical to that used by the accountable command for MILSTRIP and MILSTRAP purposes. The ACC/UIC must be indicated on every report.

f. RUC. The Reporting Unit Code (RUC) and name of the actual using unit responsible for accounting for the reportable item.

g. Incident Report Number (RPT). Consists of the Incident Report Number assigned by the reporting command and the Incident Report Status. Year and number separated by a diagonal slash. Number and status separated by a hyphen. The RPT must be indicated on every report. Each incident may involve one or more property items. Incident reports will be numbered consecutively by each reporting activity for each year. Examples: 1994/03-INITIAL, 1994/03-FINAL, 1994/03-SUPPLEMENTAL.

h. AAA - Location of the Incident. Indicate only the name of the State/territory if incident occurred in one of the 50 United States and its Territories. Indicate only the name of the foreign country if the incident occurred there. Indicate the name of the ocean area if the incident occurred there.

i. BBB - Date of Incident. (Mandatory). Use the actual date of theft, loss, disappearance, and recovery, if known; otherwise use the date the item(s) was last seen or inventoried. Indicate, with an "A" or "L", whether the date is actual or last. Denote the date in year-month-day order. "A-94-06-25" for an actual date of 25 June 1994, or "L-94-01-08" for a last inventory or last sighted date of 8 January 1994.

j. Block CCC - Material Description. List each type separately and indicate whether the material is arms, ammunition, explosives, Marine Corps Ground Equipment Resource Reporting (MCGERR), (formerly MARES) reportable (other than arms), precious metals, or classified equipment.

(1) Specify ARMS, AMMUNITION, EXPLOSIVES, Marine Corps Ground Equipment Resource Reporting (MCGERR), (formerly MARES) REPORTABLE OTA, PRECIOUS METALS, or CLASSIFIED EQUIPMENT.

(2) Indicate whether the material is MISSING, LOST, STOLEN, or RECOVERED.

(3) Indicate the type of material and quantity. Examples: Rifle (1) air to air missile (3), radio (1) and hand grenade (2).

(4) Indicate the make or manufacturer.

(5) Indicate the manufacturer's serial number or lot number.

(6) Indicate the National Stock Number (NSN).

(7) Indicate the full name/description of the item. Example - AN/PCS-3, Manpack Satellite comm. terminal, M249, Squad Automatic Weapon.

(8) Indicate the actual or estimated replacement value of the item(s)

(9) Indicate the security risk category listed in the Marine Corps Stocklist (AA&E only).

(10) Indicate the last (first for recoveries) known location.

k. DDD - Liability. Has individual liability been established?

(1) Answer "Yes" or "No".

(2) Indicate whether there was disregard of established policies, neglect, or dereliction of duty on the part of responsible individual(s).

(3) Identification of Liable Personnel. (Use ranks of military personnel and grades of civilian personnel, if applicable. DO NOT REPORT NAMES.)

(4) Disciplinary/administrative action taken (e.g., referred to courts-martial; NJP; process for discharge; warning; suspension; letter of reprimand; etc.) state whether Military Justice or Civil Service procedures. If negligence, disregard of established policies or dereliction of duty is indicated in paragraph 2k(2), preceding, the liable person is described in paragraphs 2k(3), preceding, and no formal disciplinary, administrative, or punitive action is taken, a full explanation must be provided concerning the reasons for not taking action.

l. EEE - Investigation (Mandatory). All sensitive material losses shall be reported to the security officer/provost marshal. Where no security officer/provost marshal exists at an activity, the nearest supporting NCIS field component shall be notified.

(1) Identify NCIS or security officer/provost marshal concerned.

(2) Date incident referred to NCIS or security officer/provost marshal, and indicate assumed or declined.

(3) Preliminary action taken by NCIS or security officer/provost marshal, if known.

(4) If the incident is not referred outside the command, indicate actions taken by the command and a status report (e.g., investigating officer appointed and investigation ongoing).

m. FFF – Summary. Comments concerning available details about the incident to include:

(1) Detail circumstances of loss (e.g., forcible/surreptitious entry to storage area; robbery/assault of personnel; etc.). (Detail any security devices/measures/procedures breached.)

(2) Date of last command inspection/inventory.

(3) Narrative comments concerning any real or perceived security deficiencies derived from incident analysis, trends analyses, or resulting physical security/crime prevention surveys.

(4) Status of investigation (e.g., initiated/continuing/closed; suspects identified/not identified, etc.)

(5) Specific security measures taken as result of the incident (e.g., increased sentries; changed locks/combination; etc.). (Stock phrases such as "improved administrative procedures," "improved recordkeeping," etc., will not be used.)

UNCLASSIFIED

01 020101Z APR 04 RR UUUU

ADMIN

FM: CG MCCDC QUANTICO VA//

TO: CMC WASHINGTON DC//POS-10/LPP-2//
NAVSURFWARCENDIV CRANE IN//3046//

INFO: MARCORSYSCOM WASHINGTON DC//AM-PLP//

UNCLAS//N05500//

MSGID/GENADMIN/LPP-2//

RMKS/1. MLSR SENSITIVE ITEM REPORT (RCS MC 4340-1)

(MIN: CONSIDERED)

ACC.

RUC.

RPT.

AAA.

BBB.

CCC.

DDD.

EEE.

FFF.

GGG.

3. MLSR REPORTABLE ITEMS. The following types of government property are reportable under the MLSR reporting program: **Reference MCO 4340.1 for AA&E quantities.**

a. Arms, Ammunition and Explosives (AA&E).

b. Marine Corps Ground Equipment Resource Reporting (MCGERR) equipment. **Reference MC Bulletin 3000 series for a list of MCGERR equipment**

c. Precious metals over \$100.00. **Reference MCO 4340.1 for types of precious metals.**

d. Controlled Cryptographic Items (CCI). “Secure, telecommunication or information handling equipment, or associated cryptographic components that are unclassified but governed by a special set of control requirements such as; being locked up.” These items will be marked with “CCI.”

e. All Navy funded aviation ordnance items that Marine Corps units have possession of.

4. REQUIREMENTS. The MLSR report is independent of normal supply survey/adjustment procedures, command investigations, or requests to law enforcements agencies for investigative assistance. **Reference MCO 4340.1 page 3 for listing of requirements.**

a. Commands must report all MLSR incidents involving the reportable items.

b. Commanders will initiate appropriate investigations per chapter 6 of MCO 4400.150_.

c. Recovered reportable items must be reported via message by all commands regardless of whether the command reported the property as missing, lost or stolen.

5. TYPES OF MLSR REPORTS. There are four types of MLSR reports, which may be submitted. **Reference MCO 4340.1, enclosure 3 page 1 for the types of MLSR reports.**

a. INITIAL Report. Submitted as soon as a loss or recovery of a sensitive item is discovered, not to exceed 48 hours.

b. FINAL Report. Submitted upon completion of all appropriate financial, administrative, investigative, survey and disciplinary action.

c. SUPPLEMENTAL Report. Submitted to provide any additional pertinent information whenever a FINAL report has previously been submitted.

(1) FINAL and SUPPLEMENTAL reports must reference the INITIAL and any other associated reports submitted on the same incident by report number, Date Time Group (DTG) or correspondence identification.

d. INITIAL/FINAL Report. Submitted when a command has recovered government property (from sources other than official supply or procurement channels) for which they were not

previously responsible.

(1) Allows item to be checked against the National Crime Information Center (NCIC) and accountability databases.

(2) If property belongs to another service, the MLSR report should be submitted to the service owning the property vice HQMC.

(3) Initial/Final reports are also submitted with proper justification when an MSLR was not previously submitted.

6. **SUBMISSION**. The MLSR report will be submitted to CMC (POS-10/LPP-2) via message no later than 48 hours. **Reference MCO 4340.1, page 5 for timeframes for submitting reports.**

a. **Responsibilities**. All personnel have the legal and moral responsibility to report MLSR government property and must do so as soon as possible.

(1) Delayed reports will include reason for the delay such as, being deployed.

7. **DISTRIBUTION**. Page 5 and enclosure (3) of MCO 4340.1_ provide instructions for distribution of MLSR reports. In addition to submitting this report to CMC, and other commands/agencies when reporting these types of losses, they should include, but not be limited to the following when applicable: **Reference MCO 4340.1, enclosure 3 for a sample message.**

(a) Chain of Command (to include responsible command having custody at the time of loss or recovery).

(b) Marine Corps Systems Command (MARCORSYSCOM) Washington (AM-IMS) for ammunition items.

(c) Naval Surface Warfare Center (NSWC), Crane, Indiana in cases of missing weapons.

The following agencies should be notified in addition to regular reporting of MLSR items:

(d) The installation military police agency.

(e) Local law enforcement agencies. This enables prompt action, which can assist in locating the property sooner (i.e., civilian authorities can check local pawn shops).

(f) The nearest Naval Criminal Investigative Service (NCIS) resident agency.

8. **RETENTION**. An MLSR file will be maintained in the supply office per the following guideline. **Reference FASMO clarification notice 3-01 for investigation MLSR's.**

a. If not connected to an investigation, e.g., in the instance of recovered property for which

no further investigative action is deemed necessary, the MLSR report should be retained for two years (as is the case for routine Naval correspondence).

b. If the MLSR report is related to an investigation, then the report will be kept on file for a period of five years (as is the retention standard for supply related investigations).

(1) A logbook is often used to keep a record of all MLSR reports. The logbook should contain at a minimum, but not be limited to the following information:

- (a) Report Number
- (b) Type Report
- (c) Item and serial number
- (d) Message Date Time Group (DTG)
- (e) Updated status

SUMMARY. Up to this point we have discussed some general information, preparation, submission, distribution and retention of MLSR's. With this information that you have learned, you will be able to go back to your units and properly handle MLSR's. Those of you with Instructional Rating Forms please fill them out and place them at the back of the classroom.

REFERENCE: MCO 4340.1A