

UNITED STATES MARINE CORPS

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

STUDENT OUTLINE

PERSONAL EFFECTS

GSOC0503

GROUND SUPPLY OFFICER'S COURSE

M03C061

REVISED 2004/09/01

APPROVED BY _____

DATE _____

1. **LEARNING OBJECTIVES.**

a. **TERMINAL LEARNING OBJECTIVE.**

(1) Given personnel accounting for personal effects, current morning reports, and the reference, manage personal effects to ensure personal effects are accounted for in accordance with MCO P4050.38_. (3002.04.08)

b. **ENABLING LEARNING OBJECTIVE.**

(1) Without the aid of reference, explain in writing the allotted time frame to complete a personal effects inventory, in accordance with MCO P4050.38_. (3002.04.08a)

(2) Without the aid of reference, list in writing the six categories in which an inventory of personal effects will be conducted, in accordance with MCO P4050.38_. (3002.04.08b)

(3) Without the aid of reference, describe in writing the procedures to establish an inventory board, in accordance with MCO P4050.38_. (3002.04.08c)

(4) Without the aid of reference, select from a list who is responsible to ensure the inventory board members are familiar with their duties and responsibilities, in accordance with MCO P4050.38_. (3002.04.08d)

(5) Without the aid of reference, describe in writing when a Sergeant may be assigned as a personal effects inventorying officer, in accordance with MCO P4050.38_. (3002.04.08e)

(6) Without the aid of reference, list in writing the distribution of the NAVMC 10154, in accordance with MCO P4050.38_. (3002.04.08f)

(7) Without the aid of reference, list in writing the distribution of the NAVMC 10241, in accordance with MCO P4050.38_. (3002.04.08g)

(8) Without the aid of reference, describe in writing who is eligible for unit deployment storage, in accordance with MCO P4050.38_. (3002.04.08h)

(9) Without the aid of reference, state in writing the contents of a Letter of Authorization for unit storage deployment, in accordance with MCO P4050.38_. (3002.04.08i)

(10) Without the aid of reference, state in writing the personal effects disposition history when given case file retention periods in accordance MCO P4050.38_. (3002.04.08j)

1. COMMAND RESPONSIBILITY.

a. The installation commander, Major Subordinate Command (MSC), and service member's unit are charged with the responsibility of collecting, inventorying, safekeeping, and ensuring the appropriate disposition of the personal effects and baggage of all service members who cannot or do not care for their own property. The responsibility is to be delegated at the lowest level possible, usually battalion, squadron, or separate company having an organic supply account and a unit personal officer. **Distributing or turning over personal property or personal effects among the service member's roommate, work section, platoon, company, battalion, or to the base thrift store, etc., is not authorized nor sanctioned.**

2. GENERAL INFORMATION.

a. Definition: Personal Effects can be defined as articles of individual uniform clothing, civilian clothing, or individual equipment (782 gear) and other personal items.

b. Time Frames: Recovery, inventory, and turn-in of a service member's personal effects must occur within 48 hours (72 hours if during a weekend and 96 hours if the time frame involves a holiday) of receipt of information that the member is in one of the following categories:

c. Categories: When it's been determined that an inventory is necessary, depending on the circumstances, one of the following classes will be utilized:

(1) Deceased.

(2) Missing. Used to describe all casualties including battle or hostile casualties whose whereabouts or actual fate cannot be determined.

(3) Hospitalized. The Commanding Officer may waive, in writing, the personal effects inventory when a member is hospitalized for a period of ten days or less. This must be initiated by the Marine. **MCO P4050.38_, page 3-5 provides a sample letter to waive the personal effects inventory.** A copy of the letter will be provided to the Supply Officer.

NOTE: If the hospitalization period exceeds ten days, then the inventory must be conducted.

(4) Unauthorized absence.

(5) Incarcerated

(a) In the Hands of Civil Authorities - When a member is arrested/detained by civil authorities and does not have an opportunity to properly care for their personal effects, the command will, upon notification of detainment, inventory and place the effects in secure storage. **This information can be found on page 5-3 of MCO P4050.38_.**

(b) When a member is placed in a military brig/detention facility for pretrial confinement or sentenced to confinement following a court-martial, the personal effects inventory will be conducted prior to the confinement whenever possible.

(6) Any other circumstance whereby the service member becomes separated from his personal property, e.g., “humanitarian attachment” to another organization while in a leave status.

(a) Leave, Liberty and Temporary Additional Duty (TAD). If the period of authorized absence is 30 days or less, there is no need to inventory the member’s personal effects if adequate secure storage is available, such as lockable wardrobes, wall lockers or BOQ/BEQ rooms. When the period is greater than 30 days but less than 90, personal effects may still be stored as mentioned in the previous sentence; however, an inventory is required. Prior to permitting the storage of personal effects in areas outside those specifically designated for secure storage the commander must determine:

1. If security is adequate.
2. Command access to the property if necessary.
3. Space requirements for personnel turnover.

4. Access to stored personal effects is limited to the command’s personal effects representative until such time as the member once again accepts custody of the personal effects (i.e., that the member or other personnel may not have access to the stored personal effects without knowledge/supervision of personnel maintaining the record of items stored).

d. The personal effects inventory will include the member’s normal work area, as well as the billeting area, to ensure that all personal effects and government property (individual equipment) are recovered.

e. A member jointly occupying quarters with his/her next of kin does not require an inventory of his/her effects; however, any government property at the residence will be requested.

f. If a member, who is jointly occupying government quarters, is in an unauthorized absence status and the other authorized occupant/s are not available, the household effects will be inventoried and safeguarded. If adequate storage space is not available within the battalion area, the Supply Officer will contact the supporting Traffic Management Office (TMO) for assistance.

3. **INVENTORY BOARD.**

An Inventory Board is a group of personnel authorized to perform personal effects inventories and is required at the lowest possible level of command (i.e., company, battery, etc.). The procedures to establish an inventory board are as follows:

- a. Commanding Officer shall appoint in writing a board consisting of one or more Officers or SNCO's to perform personal effects inventories.
- b. Once assigned the unit commander will ensure the assigned Marines are familiar with the duties and responsibilities as outlined in the Personal Effects and Baggage Manual, MCO P4050.38_.
- c. These appointments should be made for no longer than a quarter or semiannual period.

The idea is to have only one or two members of the command responsible for accomplishing all inventories in their command. An inventory officer from the same unit will have more of a vested interest in the safeguarding of their member's personal effects. Marines exercising administrative control of the unit's supply activities that are involved with the personal effects storage site will not be assigned as inventory board members to include unit supply supervisory level personnel.

(1) When the personal effects of a Commissioned Officer or Warrant Officer require inventorying, a Commissioned Officer or Warrant Officer must perform the inventory.

(2) At the Commanding Officer's discretion, Sergeants may be authorized to perform personal effects inventories for members in the grade of Sergeant or below when an officer or SNCO is not available.

4. **GOVERNMENT PROPERTY.**

a. Personal effects, once assembled, will be inspected for government property, i.e., organizational clothing and equipment and 782 gear. All articles of government property will be inventoried and recorded on the NAVMC 10154. These items will be boxed separately and the box will be labeled "Individual Equipment".

b. At the expiration of 30 days from the first day of absence, the 782 gear will be removed from the personal effects and turned over to the unit Supply Officer. Such action will be noted on the personal effects inventory (NAVMC form 10154) and the member's Individual Memorandum Receipt (IMR) card to reflect the turn-in. **Refer to page 4-3 of MCO P4050.38_ for further details.**

5. SUPPLY ACTION.

a. Inventory Procedures. The personal effects inventory form, NAVMC Form 10154 will be used by the senior member of the inventory board as the formal inventory record. All articles of personal effects will be recorded on the inventory form to include a detailed description of any item appearing to have intrinsic or sentimental value, e.g., jewelry, precious stones, important papers, keepsakes, etc. Extreme care should be taken in describing articles of intrinsic value such as jewelry, precious stones, such terms as gold or diamond should not be used without qualifying remarks, as such articles may not in fact consist of those elements.

(1) Personal effects should first be physically separated into three groups:

- (a) Military articles, serviceable.
- (b) Military articles, unserviceable.
- (c) Civilian articles.

(2) Personal effects will then be further separated into eight distinct categories:

- (a) Currency in excess of \$3.00.
- (b) Government checks.
- (c) Personal checks and savings bonds.
- (d) Perishable, hazardous, flammable or deteriorating items.
- (e) Articles to be laundered or dry-cleaned.
- (f) Articles of substantial value, such as TV's or VCR's.
- (g) Storage of POV's.

(h) Sexually explicit material. Items of an illegal or questionable nature will be reported to the Commanding Officer for disposition, and actions will be annotated on the NAVMC 10154.

(3) Monies in excess of \$3.00 will be inventoried and delivered to the disbursing officer and credited to the members payroll account or exchanged for a U.S. Treasury check in the same amount. Monies \$3.00 or less will be recorded on the inventory form and retained with the personal effects.

(a) For deceased, missing, absentee, or deserter personnel, the checks shall be made payable to the payee designated by the officer having custody of the personal effects (i.e., the proper recipient for a deceased member, or the individual for unauthorized absence cases etc.)

(b) Checks for all other categories of personnel will be made payable to the individual.

(c) Any foreign currency found that can be construed to be part of a coin collection and/or a U.S. currency collection will remain intact and will become a record of the inventory with all denominations and amounts recorded.

(4) All treasury checks not negotiated by the member will be turned over to the Disbursing Officer using DD form 1081. This form will indicate that the return of the check is per chapter 3 of DoD FMR 7000.14-R, requesting credit to the members payroll account. Page 1-8. When currency is exchanged for a U.S. Treasury check or U.S. Treasury checks are re-issued, the new check number(s) will be entered on the inventory form adjacent to the original currency amount/check number.

(5) Personal checks and savings bonds can only be redeemed by the individual owner, and will be maintained with the member's personal effects. Serial numbers of the personal checks and/or savings bonds will be noted on the inventory form.

(6) Perishable, deteriorating, or potentially hazardous items, e.g., shoe polish, shaving cream, cologne, etc., will be removed from the personal effects and disposed of locally. Removal and disposition of this nature will be noted on the inventory form.

(7) Bloodstained or soiled clothing will be laundered or dry-cleaned, at government expense prior to delivering it to the proper recipient. In the event these items cannot be sufficiently cleaned, they will be disposed of locally and will be noted on the inventory form.

(8) Obscene or objectionable material. Sexually explicit materials such as compact discs, tapes, magazines, posters, other devices and similar matter, if found, will be included in the inventory. Items of an illegal or questionable nature discovered during the inventory will be reported to the Commanding Officer for disposition, and the NAVMC 10154 form will be annotated with the actions taken. All such items, which are deemed legally transferable, will be returned to the individual or forwarded to the proper recipient.

(9) Promotion warrants, discharge certificates, medals, badges etc... are considered personal property and will be inventoried and stored with the personal effects.

(10) In the event no articles of personal or government property were left behind, or the whereabouts of such items are unknown, a letter will be prepared, stating the reason for not conducting the inventory and it will be placed in the individual's SRB/OQR. A copy of the letter will be provided to the Supply Officer. **MCO P4050.38_, page 9-13, provides a sample letter to document the absence of personal effects.**

b. Distribution of NAVMC 10154. Upon completion of the inventory, the names, grades, and SSN's of the individual performing the inventory will be *legibly* written in the remarks section on the reverse side of the inventory form. The senior member performing the inventory will sign the original and all copies of the inventory form. A continuous chain of custody will be maintained until final disposition of the personal effects has been made.

(1) The original of the inventory report will be placed in the member's SRB/OQR to include receipts for government property and pay checkage requests for government property not recovered.

(2) One copy of the signed inventory form will be placed inside each container of the personal effects.

(3) The Commander or other official directing the inventory will retain one copy of the signed inventory form.

(4) One copy of the signed inventory form will be furnished to the Personal Effects Custodian at battalion supply to be placed in the case file.

c. Personal Effects Custodian. This individual is assigned as the custodian for personal effects within the organization. This individual must be familiar with MCO P4050.38_ and the duties involved with the care and safekeeping of personal effects. They must be also provided a list of all members assigned to the inventory board.

(1) Duties of the Personal Effects Custodian. The personal effects custodian must accomplish the following steps:

(a) Verify NAVMC 10154 is correctly filled out with signature.

(b) Ensure containers are serviceable and marked. The containers will be marked with the individuals name, rank, SSN, status (e.g., UA or Hospitalized), date and time of status, and expected date of return. Also ensuring that boxes are sealed with filament tape or reinforced packing tape. **Masking tape is NOT allowed.**

(c) Prepare the Baggage Identification Check (NAVMC 10241). It is used as a means to serialize each storage container. Distribution of the baggage identification check is as follows:

1 Top section: Placed on the front of each storage container.

2 Middle section: Placed inside each storage container.

3 Bottom section: Given to the individual concerned; however, if the individual is unavailable, this portion will be placed in the member's SRB/OQR.

(d) Enter information in logbook. If a personal effects logbook has not been established then one has to be established. The logbook will contain the following information, name, rank, SSN, status, date/time of status, expected date of return, date of inventory, date turned in for safekeeping, disposition, printed name and recipient signatures and baggage tag information required by **MCO 4050.38_ para 9006.3 pg 9-8**. A personal computer file will not be used.

(e) Establish Case File. A case file is a record of all documentation pertaining to the individual's personal effects. A file will also be established for individuals discharged under Other than Honorable Conditions who are required to turn in their uniforms upon discharge.

6. STORAGE OF EFFECTS.

Personal effects, once recovered and properly inventoried, will be securely stored under the supervision of the Supply Officer in such a manner to prevent theft, pilferage, or unwarranted deterioration. Access to the personal effects is strictly limited to those personnel with a bonafide need to have access to the effects, e.g., a section leader needing access to remove health and comfort items for the member. Such access to personal effects will be granted, in writing, by the commanding officer. Only designated supply personnel will have access to the personal effects storage area.

a. Battalion supply will provide the necessary containers (i.e., cardboard boxes) and banding material (i.e., duct tape) for storage of personal effects. No specific type of container is required. Cardboard boxes, luggage, seabags, etc. are considered adequate provided they can be locked or secured with banding material and/or serialized anti-pilferage tags.

b. After the paperwork has been verified by the supply section's personal effects custodian, the storage containers will be secured with tape.

c. Battalion supply will maintain a logbook to record the receipt and disposition of the containers of all personal effects recovered.

7. UNIFORM CLOTHING.

This pertains to Marine Corps uniforms of deserters and those receiving discharges under the circumstances listed on page 9-10 of MCO P4050.38_. When a member is a deserter or receives an "other-than-honorable" discharge, all items of uniform clothing must be recovered by the government. Serviceable and unserviceable uniform clothing (including supplemental issue items) will be segregated, inventoried, and packed separately. This has to be noted on the Individual Clothing Record (NAVMC Form 631), as well as the Standard Inventory Form. The supply section will prepare the NAVMC Form 631 at the time of recovery.

a. Uniform items, which are deficient according to the minimum clothing requirements list, will not be made the subject of a cash or checkage sale. Once the NAVMC Form 631 is signed by the Commanding Officer, the indebtedness will be recovered from the member's final pay. This approach does not require the member's consent and eliminates the need for a JAG manual investigation or court-martial to recoup the debt.

b. At the expiration of 30 days from the first day of unauthorized absence or upon determination of an other-than-honorable discharge status, the Supply Officer will:

(1) Transfer all uniform clothing items to the supporting Personal Effects and Baggage Center (PEBC) for disposition. The PEBC will effect disposition of both serviceable and unserviceable uniform items to the retail-clothing outlet and the Defense Reutilization and Marketing Office (DRMO), respectively.

(2) In the event the unit is not supported by a PEBC, the Supply Officer will transfer all serviceable uniform items to the supporting retail clothing outlet (i.e., cash sales). Unserviceable uniform clothing will be processed as scrap cloth per DoD 4160.21-M ensuring that all military unique items are properly rendered useless. **MCO P4050.38_, pages 9-14 provides a sample letter to turn-in military clothing to the PEBC.**

c. If a member is granted appellate leave prior to discharge, uniform clothing will be collected and processed, as previously discussed in chapter 7 of MCO P4050.38_, prior to the individual's departure.

8. **UNIT DEPLOYMENT.**

In the event an organization or elements of an organization are required to deploy for a period in excess of 90 days, the supply officer will coordinate commercial storage of service members' personal effects.

a. Only bachelors, geographical bachelors (not receiving BAH) and single parents are eligible for deployment storage.

b. E-7 and above, unmarried, receiving BAH own-right, may be authorized commercial storage provided they forfeit their BAH while in a deployed status.

c. The Supply Officer will prepare a Letter of Authorization (LOA) for signature by the Commanding Officer to request commercial deployment storage. The LOA must contain the following minimum information:

(1) Names of individuals requiring commercial storage.

(2) Deployment order number.

(3) Estimated date of return from deployment.

(4) Signature of the officer authorizing the commercial storage.

d. Prior to the actual deployment, the Commanding Officer (section leaders) must ensure proper self-inventories are conducted for all personal effects requiring commercial storage. Inventory procedures, as previously discussed, will be adhered to.

e. Should items need to be withdrawn from a member's personal effects while deployed, the Commanding Officer will designate, in writing, an individual authorized to accomplish such removal. Articles removed will be annotated on the personal effects inventory forms accordingly.

f. During periods of deployment less than 90 days, service members may still require storage of their personal effects. If the parent command does not have adequate storage facilities available, the Commanding Officer should notify the next higher authority in the chain of command (i.e., the Major Subordinate Command (MSC) Supply Officer) and request assistance.

g. Storage of privately owned vehicles during periods of deployment will be based on MSC Standard Operating Procedures (SOP). Typically, the installation Provost Marshal's Office (PMO) will designate a secure area to be used for vehicle storage.

h. Upon return from deployment, section leaders will make liaison with the Supply Officer to arrange for the prompt return of all personal effects that were commercially (or otherwise) stored.

9. **DISPOSITION.**

Each category is going to have a different disposition based upon the reason for storage of personal effects. **Read the disposition of personal effects in each chapter of MCO P4050.38_.**

10. **CASE FILES RETENTION.**

Formal personal effects case files will be established and maintained by the supply section. **MCO P4050.38_, page 1-5, provides the retention standards for personal effects case files.** Respective commanders and section leaders are encouraged to establish and maintain copies of personal effects-related documentation for internal control purposes.

Conditions of disposition history:

a. Personal effects and property returned to the proper recipient: case files will be maintained for two years after date of delivery to the proper recipient.

b. Personal effects and property sold, disposed of, or otherwise unclaimed: case files will be maintained for five years after such disposition is effected.

c. Personal Effects for long-term prisoners: case files will be retained for entire period of sentence plus 5 years.