

**UNITED STATES MARINE CORPS**  
Supply School  
Marine Corps Combat Service Support School  
PSC 20041  
Camp Lejeune, North Carolina 28542-0041

**STUDENT OUTLINES**

**CERTIFICATE OF RELIEF**

GSOC 0504

GROUND SUPPLY OFFICER'S COURSE

M03C061

REVISED 20040315

**APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

1. **LEARNING OBJECTIVES.**

a. **TERMINAL LEARNING OBJECTIVES.**

(1) Given an existing 5-year file, Table of Organization (T/O) and related on-board manning levels, Table of Equipment (T/E) status, financial status, on-going project status, supply inspection results, notice of forthcoming inspections, access to an automated system with applicable software, and the references, prepare Supply Officers and Commanding Officer's certificate of relief, per the references. (3002.04.01)

b. **ENABLING LEARNING OBJECTIVES.**

(1) Without the aid of reference, select from a list, the necessary information needed to prepare an out-going Commanding Officers certificate of relief per MCO P4400.150E. (3002.04.01a)

(2) Without the aid of reference, select from a list, the action the relieving Commanding officer must initiate once assuming command per MCO P4400.150E. (3002.04.01b)

(3) Without the aid of reference, select from a list, how many days a Commanding Officer has to inspect supply operations per MCO P4400.150E. (3002.04.01c)

(4) Without the aid of reference, select from a list, the appointee of an inventory board when a certificate of relief of a Commanding Officer cannot be obtained per MCO P4400.150E. (3002.04.01d)

(5) Without the aid of reference, select from a list, how long the certificate of relief must be maintained on file for Accountable Officers per MCO P4400.150E. (3002.04.01e)

(6) Without the aid of reference, select from a list, the necessary information needed to prepare an out-going Supply Officers certificate of relief per MCO P4400.150E. (3002.04.01f)

(7) Without the aid of reference, select from a list, the action the relieving Supply Officer must initiate once assuming responsibilities of a supply section per MCO P4400.150E. (3002.04.01g)

(8) Without the aid of reference, select from a list, how many days a Supply Officer has to inspect a supply account per MCO P4400.150E. (3002.04.01h)

(9) Without the aid of reference, select from a list, the appointee of an inventory board when a certificate of relief of a Supply Officer or a noncommissioned Officer cannot be obtained per MCO P4400.150E. (3002.04.01i)

## 1. ACCOUNTABILITY.

a. **General.** Accountability is the obligation imposed by law, lawful order, or regulation of an officer or other individual for keeping an accurate record of property, documents, or funds. The individual having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping.

b. **Commander's Accountability.** The Commanding Officer of an organization, which has a consumer-level supply account, is accountable by virtue of acceptance of the command. Assignment of duties within the command (e.g. company commanders and staff officers) is delegated by the Commanding Officer in writing. This does not relieve the Commanding Officer of his/her accountability.

## 2. RELIEF OF COMMANDING OFFICER.

a. **Certificate of Relief.** The outgoing Commanding Officer will provide to the relieving Commanding Officer a letter of certification indicating the status of the supply operations within the command. The below example is just an excerpt of a commanding officers certificate of relief. There is no set format for this letter.

### **EXAMPLE:**

A. **Supply Status.** Currently the supply officer is Captain B. Simpson. The supply sections Table of Organization (T/O) indicates one (1) officer and six (6) enlisted. They are currently at T/O. The last wall-to-wall inventory was conducted on 11 Feb 200\* and all assets were on hand or accounted for. Results are retained in the supply office files. The last MCLCAT inspection was conducted 23 Oct 200\* and the account received no findings. The next MCLCAT inspection is scheduled for this fiscal year.

B. **Equipment.** Currently we are at 90% Table of Equipment (T/E). Deficiencies are listed in enclosure (4).

C. **Fiscal.** Currently we are at 95% obligation of funds for 2<sup>nd</sup> quarter 200\*. See enclosure (5).

D. **Investigations.** Currently there are two (2) supply related investigations open. See enclosure (6).

b. **Relieving Commanding Officers Action.** The relieving Commanding Officer will conduct a supply inspection within 60 days of assuming command. This will include, but will not be limited to, condition of material, records, and operating procedures.

c. **Transfer of Commanding Officer without Relief.** In cases of death, suspension from duty, or in any instance where a certification of relief of a Commanding Officer

cognizant over a supply account cannot be obtained, the Major Subordinate Command (MSC) will appoint an inventory board to determine the condition of the command.

d. **Filing.** The Commanding Officer's certificate of relief and any other correspondence dealing with the change of commanding officers will be retained in the supply office files for a period of five (5) years.

### 3. **SUPPLY OFFICER.**

a. **Responsibilities.** Supply Officers are members of the Commanding Officers staff. The Commanding Officer has to be aware at all times of his/her supply posture. It is important that when assigned as the supply officer that there are no other conflicting additional duties assigned. The Supply Officer will recommend corrective procedural changes based on supply policy to the Commanding Officer.

b. **Certificate Of Relief.** The outgoing Supply Officer will furnish a certificate of relief to the relieving Supply Officer dated to reflect the date of relief. This letter will indicate the status of the supply account in more detail than the Commanding Officers certificate of relief.

c. **Relieving Supply Officers Action.** The relieving Supply Officer will conduct a supply inspection within 60 days of assuming the supply account. This will include, but will not be limited to, condition of records, inventory of all equipment and assets, and personnel. A request for extension to complete the inventory and inspection will be submitted to the Commanding Officer and will not exceed a 15-day period.

d. **Discrepancies.** If the relieving Supply Officer is not satisfied with the condition of the account, it will be addressed in his/her acceptance letter to the Commanding Officer stating areas of concern (e.g., property accounting, public funds, or investigations.)

e. **Transfer of supply officer without relief.** In the case of death, suspension from duty or transfer without relief of an Officer or Non-commissioned Officer in charge of public property, the Commanding Officer will appoint an inventory board to perform the duties of the relieved Supply Officer.

f. **Letter of certification.** The relieving Supply Officer will endorse the certificate of relief from the outgoing Supply Officer. The endorsement will be addressed to the Commanding Officer and will further detail or elaborate on those areas which warrant additional attention. There is no set format of this letter.

g. **Filing.** The Supply Officer's appointment letter, acceptance letter, certificate of relief from the outgoing supply officer and the new Supply Officer's endorsement will be retained in the supply office files for a period of five (5) years.

4. **ACCEPTING AN ACCOUNT**. The Supply Officer and/or Supply Chief, are also responsible to ensure that the functional areas of a supply account are ready and in good working order. The four “major” areas you must ensure are in proper working order upon post or relief of a commanding officer are, property accounting, requisitioning, fiscal and MOS training.

5. **SUMMARY**. During this period of instruction we have discussed accountability, relief of the Commanding Officer, Supply Officer turnovers and accepting a supply account. With this information that you have learned, you will be able to go back to your units properly turnover and receive an account. Those of you with the Instructional Rating Forms please fill them out and place them at the back of the classroom. Everyone else please take a 10-minute break.

**REFERENCES. MCO P4400.150E AND UM 4400.124**

