

# Commander's Quick Health Check for Supply

## PUBLICATION MANAGEMENT (SUP001)

- Is there a Directives Control Point established within the unit?
- Are publications reconciled quarterly?
- Do commodities have an adequate amount of publications on hand to perform their mission?

## CONTROLLING AND ACCOUNTING FOR PUBLIC FUNDS (SUP002)

- Are Marines properly counseled and are their missing gear statements processed properly and in a timely manner?
- Is it necessary to appoint Authorized Custodians? If so...
  - Are Authorized Custodians turning cash collected into disbursing as required?
  - Is the Audit and Verification Officer conducting surprise unannounced visits at least once a quarter?
  - Is he coming about the same time every quarter or are the visits conducted at irregular intervals?

## PROPERTY CONTROL (SUP003/004)

- Have I appointed Responsible Officers in writing?
- Are the Responsible Officers reconciling with supply on a quarterly basis and signing their CMR/SMFs?
- Are adequate procedures in place to resolve CMR/SMFs discrepancies from the ROs to the Commanding Officer as a request for investigation or adjustment to the property records?
- Is the unit excess and/or deficient Table of Equipment items?
- Have deficiencies been placed on order or identified as unfunded deficiencies?
- Have disposition instructions been requested for excesses?
- Do Type II allowances support mission requirements?
- Are there temporary loans of equipment outside the command without my approval?
- Has Supply conducted an annual inventory for all property on hand in the command and what was the dollar value of gains/losses?
- How often do I sign property adjustment vouchers and Money Value Gain Loss Notices (MVGLNs) (daily/weekly/monthly/)?

## MECHANIZED REQUISITIONING AND FOLLOW-UP PROCEDURES (SUP005)

- Do my maintenance and other commodities/work centers pick up high priority (01-06) requisitions from Supply the same day they are received?
- Do we have up-to-date or current status on all of our requisitions?
- Are requisitions being followed up expeditiously?
- Are reconciliations between Supply and commodities to identify problem documents being conducted? Are they effective?
- How many back orders are older than 30 days?
- How timely and effective is our support from the ISSA/SMU?

## CONTROL OF SERIALIZED SMALL ARMS (CRANE) (SUP006)

- Has the Small Arms Asset Report (CRANE report) been reconciled annually, signed by the commanding officer, and returned?
- Are adjustments to the Crane listing made on an as occurring/daily basis for all gains/losses/transfers of serialized weapons?
- Are monthly serialized inventories of small arms being conducted?

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## WAREHOUSES AND ISSUE POINTS (SUP007)

- Is the Supply Section maintained in a neat and orderly state at all times?
- Is a locator file maintained and accurate?

## INDIVIDUAL CLOTHING (SUP008)

- How do we determine if an individual has actually worn out uniform clothing while attending drills and who is authorized to make the determination?
- Do we conduct an annual inventory of all enlisted Select Marine Corps Reserve (SMCR) personnel's clothing and compare the results to the Individual Clothing Records?

## AMMUNITION (SUP010)

- Has the Commanding Officer appointed an Arms, Ammunition, and Explosives Officer (AA&E), and an Audit and Verification Officer/SNCO for Ammunition and Explosives (A&E)?
- Has the AA&E Officer/SNCO conducted an inventory on all AA&E assets within the command?
- Have all personnel in the command who handle, maintain, or account for AA&E been screened in accordance with MCO P4400.150E?
- Has the command conducted annual AA&E training?

## PERSONAL EFFECTS (SUP013)

- Are personal effects properly inventoried and stored for personnel separated from their Property?
- Are uniform items seized by Supply for personnel receiving an OTH discharge or granted Appellate Leave?
- Are personal effects inventories being accomplished within established time frames?

## PACKAGED OPERATIONAL RATIONS (PORs) (SUP015)

- Are Packaged Operational Rations (PORs) held on hand without any known commitments?
- Do personnel not authorized to subsist at Government expense pay for PORs received?
- Do we have Packaged Operational Rations (PORs)? Are the accounting procedures adequate?
- Is there an adequate audit trail established to track rations from acquisition to consumption?