

SUPERVISOR GUIDEBOOK

FOR SUPPLY



SERVICE TO COMMAND

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1. INTRODUCTION

This booklet is provided as part of an ongoing program to provide assistance and training for all Marines. Its purpose is to provide an overview of basic requirements and recommended actions in the supply management area. Its intent is to be a basic guide to the commander or supply manager to measure the efficiency and effectiveness of the unit's supply management and to help identify areas in need of attention. It is recommended that this booklet be used in conjunction with the FSMAO "standardized" checklists as a part of an effective internal review program. Paragraph 1004 of the Consumer-Level Supply Policy Manual (MCO P4400.150E) discusses reviews and inspections of unit procedures.

The following paragraphs list the common functional areas of supply followed by its corresponding FSMAO checklist in parenthesis. A brief description of the area is given with basic supervisory requirements. Feel free to call our office ([DSN] 750-0883/0852, or commercial (910) 450-0883/0852) with your questions, concerns, or recommendations for improvements to this booklet.

2. PUBLICATION MANAGEMENT (SUP002)

Each unit must ensure adequate publications and directives are on hand, an adequate internal distribution system exists within the unit, publications and directives are maintained up to date, missing publications and directives are procured in a timely manner, and prompt action is taken to adjust inventories as requirements change.

- Ensure that a Directives Control Point is established for the command, and that the unit's Individual Activity Code is correct in the Marine Corps Publications Distribution System (MCPDS).
- Ensure that the unit has sufficient quantities of publications to perform their assigned mission.
- Ensure an effective internal distribution system is established for the identification, filing, and maintenance of publications, in accordance with MCO P5215.17_, MCO P5600.31_, MCO P4790.2_, and MCO P5000.14_.
- Ensure that a quarterly update, inventory, and review of the PL is conducted, in accordance with MCO P4790.2_.

References: MCO P4790.2_ ; MCO P5000.14_ ; MCO P5215.17_ ; MCO P5600.31_ ; TM 4700-15/1_ ; UM 5605 – UM MCPDS; UM PLMS

3. CONTROLLING AND ACCOUNTING FOR PUBLIC FUNDS (SUP003)

Each unit must collect, account for, and turn-in funds received from the sale of Government property and Packaged Operational Rations. Following the completion of the NAVMC 6 and counseling process for the sale of Government property, if the Disbursing Office is accessible it is recommended that the person turning in cash be escorted directly to Disbursing. This removes

the responsibility of the unit from having to store cash and the necessity of appointing Authorized Custodians and Cash audit and verification officers.

If the unit collects cash for Packaged Operational Rations or the sale of Government property and maintains this cash for any period of time prior to turning it in to Disbursing:

- ❑ Funds collected should be turned-in as specified in directives from higher Headquarters.
- ❑ Quarterly unannounced audits and verifications should be performed in accordance with the appointing letter.
- ❑ Audits and verifications should verify procedures and collection documentation in addition to ensuring funds are properly accounted for.
- ❑ Ensure that unit diary entries are accomplished for members consuming Packaged Operational Rations (PORs) while in a field duty status, or collect the necessary cash prior to departure to the field for those meals requested by Marines.
- ❑ Ensure members are correctly counseled on all of their individual rights before accepting voluntary reimbursements to the Government.

References: DoD 7000.14-R; MCO P1080.35_ (PRIM); MCO P4200.15_ ; MCO P4400.150_ ; MCO P10110.14_ ; MCO 10110.40_ ; MCO P10120.28_ ; UM 4400-15; UM 4400-124; ALMAR 120/98

4. PROPERTY CONTROL (SUP004/005)

Each unit must ensure Table of Equipment (T/E) assets are accurately accounted for. The Commander (CO) is "accountable" by virtue of his billet, while the Supply Officer and other individuals are merely "responsible" within the purview of their assignments. The unit's assets are listed on the Material Allowance Listing (MAL) in SASSY units, and the Unit Material File (UMF) in ATCLASS II+ (ATP) units. Subcustody of material is documented by Consolidated Memorandum Receipts (CMR) in SASSY units, and Section Material Files (SMF) in ATP units. Other documents used for subcustody are the Individual Memorandum Receipt (IMR) and the Equipment Custody Records (ECR). Equipment may also be temp loaned to outside units.

- ❑ All property should be physically inventoried at least once a year. CMR/SMFs should be reconciled quarterly as prescribed in paragraph 2006 of MCO P4400.150_, and UM 4400-124, unless the major subordinate command has documented a semiannual time frame in accordance with UM 4400-124.
- ❑ In order to support a change to the property records, supporting documentation must be provided in accordance with UM 4400-124.
- ❑ Ensure that serialized items are accounted for by their USMC/manufacturer's serial number on the CMR/SMF in accordance with UM 4400-124, and P4400.150_.
- ❑ Ensure that incident to a change of ROs, a physical inventory (preferably a joint effort between incoming and outgoing RO) is accomplished within 15 days of appointment, in accordance with MCO P4400.150_. Ensure ROs verify on hand quantities and serial numbers quarterly on the CMR/SMF within 15 days of receipt in accordance 4400-124. Ensure that CMR/SMF adjustments are forwarded to the CO within five days in accordance with the guidance contained in MCO P4400.150_.
- ❑ Ensure the Voucher file is maintained in accordance with UM 4400-124, and MCO P4400.150_, in order to provide a clear audit trail for accountability purposes.

- ❑ Ensure all property issued to individuals is recovered before separation or discharge, in compliance with MCO P4400.150_.
- ❑ Ensure that the required causative research for property stock balance variances is conducted in accordance with MCO P4400.150_.
- ❑ Ensure procedures are established for the timely review and recovery of materiel issued on temporary loan.
- ❑ Ensure that the CO has authorized long term temporary loans (in excess of 30 days). Further, persistent long-term temporary loans should be reviewed for T/E action; i.e., special or regular allowance modification.
- ❑ All T/E and garrison property withdrawn from DRMS and retained by using units must be accounted for on the MAL/UMF and subcustodied on the CMR/SMF, or by some other means.
- ❑ All PEIs withdrawn from DRMS to fill T/E, or other, deficiencies, must have prior approval from MARCORLOGBASES (Codes 830 or 840, depending on the PEI).
- ❑ For non-ATP units, ensure the ATLASS MAL and the mainframe MAL are reconciled on a quarterly basis.

References: MCO P4400.150_ ; MCO P4400.162_ ; MCO 4500.11_ ; UM 4400-124; UM 4400-15; Reserve Units: Division/Wing Supply SOP; CMC Washington, DC MSG 060101 APR 95; ALMAR 222/95 CMC MSG 020102Z AUG 95

5. MECHANIZED REQUISITIONING AND FOLLOW-UP PROCEDURES (SUP006)

Each unit must requisition equipment deficiencies and repair parts requirements, perform follow-up procedures for all outstanding requisitions, and receipt for all items as requisitions are filled. This action is accomplished either entirely through ATP or through the SASSY via ATLASS.

- ❑ Develop a positive attitude among supply personnel, aggressively pursuing backorders until the required item is received.
- ❑ Ensure all shipment status from the SMU/ISSA is closely monitored and initiate inquiries for overdue shipments. Further, initiate timely inquiries of the SMU/ISSA for requisitions resident at that source of supply with excessive backorder (BB) status; e.g., over 30 days for a priority 13 requirement.
- ❑ Provide training in the correct interpretation of supply status codes, ensuring the codes are understood and correctly used as applied to the command's requisitions.
- ❑ Ensure the required semi-monthly reconciliation is conducted with all applicable commodity sections to determine the continued requirement for all outstanding requisitions. For ATP units the focus can shift entirely to problem documents and improving Estimated Shipping Dates (ESD).
- ❑ Ensure the criteria for requisition priority assignments described in MCO 4400.16_ is understood and followed. (FADs)
- ❑ Ensure submissions of requisitions from the commodity sections are within the established time frames contained within MCO 4400.16_.
- ❑ For non-ATP units, ensure the ATLASS DASF and the mainframe DASF are reconciled quarterly.
- ❑ For non-ATP units, ensure the ATLASS LUBF and the mainframe LUBF are reconciled quarterly.

References: UM 4400-124; UM 4400-123; UM 4400-71; MCO 4400.16_; MCO P4400.150_; MCO P4400.82_; UM 4400-15; UM 4790-5; TM 4700-15/1_; CMC MSG 020102Z AUG 95; ALMAR 229/95; CMC MSG 220101 JAN 97

6. CONTROL OF SERIALIZED SMALL ARMS (CRANE) (SUP007)

Each using unit possessing or having an allowance for small arms is required to report all serial numbers to the Naval Surface Warfare Center, Crane Division (NAVSURWARCENDIV), Crane, Indiana. An annual verification, signed by the Commanding Officer, of all quantities and serial numbers is required and is initiated by NAVSURWARCENDIV, Crane, Indiana. Subsequent reports are required when changes in custody are initiated and must be accomplished on an "as occurring/daily basis.

- Ensure change of custody to and from the unit are properly documented and reported as they occur in accordance with paragraph 8 of MCO 8300.1_. This requires close coordination between the Supply Section and the Armory/Ordnance Section.
- Ensure that the MAL/UMF, CMR/SMF(s), and CRANE records are reconciled to identify on hand quantity and/or serial number variances, as appropriate. Take advantage of the existing requirements for monthly serialized armory inventories, quarterly CMR/SMF reconciliation's, annual Table of Equipment (T/E) physical inventories, and annual CRANE reconciliation's.
- Complete the annual CRANE reconciliation in accordance with the enclosed instructions and ensure the CO signs and returns the original to NWSC, Crane within the required 45-day time frame.
- Annotate the receipt documentation (e.g., Department of Defense [DoD] Single Line Item Release/Receipt Document [DD 1348-1]) to reflect the "certification" of all serial numbers. This action is in addition to the normal receipting annotations required on the DD 1348-1.

References: MCO 8300.1_; MCO P4400.150_; OPNAVINST 5530.13_; UM 4400-124

7. WAREHOUSES AND ISSUE POINTS (SUP008)

Each unit must maintain all equipment including sets, kits, and chests in a complete, ready-for-issue condition. Suitable storage containers or pallets must be provided along with both an appropriate location assignment and corresponding stock location file. Additionally, materiel storage must be designed and maintained in such a manner that fire and personnel safety are prime considerations.

- Ensure all sets, kits, and chests are maintained complete, that all required inventories are conducted, and all documentation, including SL-3s or extracts, are on hand and current for each set, kit, and chest.
- Ensure a stock location file is maintained for all warehouse and storage areas. Ensure all storage containers and pallets are assigned an appropriate location.
- Ensure all storage containers are serviceable and in a deployable state of readiness.
- Ensure hazardous materiel is not stored in the unit's warehouse.
- Ensure the IMR file is reconciled with the unit personnel roster on a monthly basis.

- ❑ Ensure all tools on hand are associated to an authorized kit, set, or chest, or on the CO's Allowance List for garrison peculiar requirements only.
- ❑ Ensure an effective safety and security program has been established to safeguard both personnel and equipment.

References: DoD 4145.19-R-1; MCO P4400.150_; MCO P4450.7_; UM 4400-124

8. DEMAND BASED STOCKS (SUP010)

Demand supported stocks are those quantities of expendable and nonexpendable items which are not allowance items but are authorized to support mission requirements based on usage or authorized protected levels. An item may be maintained in demand supported stock if there are at least six requisitions for that item within six consecutive months. Further, items not meeting prescribed stockage criteria but required to ensure mission accomplishment may be stocked as "insurance items". All demand supported stocks on hand must be maintained as "serviceable, ready-for-issue". Pre-Expended Bin (PEB) items are repair parts which have been determined to be "Fast moving and under \$500" by the Commanding Officer. PEB procedures and quantities need to be reviewed annually by the Commanding Officer in order to ensure proper support for the unit.

- ❑ Conduct an annual review of all LD demand supported stock assets per MCO P4400.150_.
- ❑ Allowances for LD demand supported stock must be established per MCO P4400.150_.
- ❑ Stockage criteria for LD demand supported stock must be limited to CEC "5" items, or appropriate CEC challenges must be initiated per MCO P4400.150_. Any deviation from the selection criteria provided in MCO P4400.150_ must be justified and approved by the MSC per MCO P4400.150_.
- ❑ All consumer-level supply organizations maintaining demand supported stocks must receive the authorization of the appropriate Force Commander MCO P4400.150_.
- ❑ Demand supported stock can only be maintained if there is six demands (requisitions) within a six month period; however, once eligible, stock levels are determined by the average 30-day usage and the order and shipping time (OST). MCO P4400.150_ refers.
- ❑ Using units must not maintain LD demand supported stock that is also stocked by the SMU per MCO P4400.150_.
- ❑ Return all excess Class IX repair parts to the supporting SMU per MCO P4400.150_ and UM 4400-124.
- ❑ Conduct causative research for balance record variances per MCO P4400.150_.
- ❑ Ensure that an audit trail, in the form of a DoD Single Item Release/Receipt Document (DD 1348-1), or some other form of signed receipt, be maintained in the unit voucher file for all receipt transactions per MCO P4400.150_ and SECNAVINST 5212.5_.

References: MCO P4400.150_; UM 4400-124; SECNAVINST 5212.5_

9. AMMUNITION (SUP011)

Each unit is responsible for the security and accountability of ammunition and explosives on hand in the unit.

- Ensure security ammunition is controlled as a non-expendable item, and upon issue, subcustody ammunition to responsible individuals using the required NAVMC 10359 card. Maintain accountability records on a daily basis reflecting all changes or updates as they occur.
- Never store ammunition in the same container with the weapon in which it is used.
- Ensure inert ammunition is properly certified and labeled by appropriate EOD personnel. Ensure all display items have received Marine Corps Combat Development Command (MCCDC) approval.
- Establish an accountable record, a NAVMC 10774, or a mechanized derivative, which reflects at least the minimum, required entries, for all ammunition maintained/stored (e.g., security ammunition) by the unit. NOTE - Formal accounting records are not required when ammunition is received and expended/returned on the same day!
- A physical inventory of all Class V(W) materiel must be conducted at least annually and documented.
- Ensure proper distribution of NARs (usually reflected in naval messages) and segregate/handle applicable ammunition stocks in accordance with NAR instructions, MCO 8020.1_, and NAVSEA TW024-AA-ORD-010.
- Retain all inactive (zero balance or filled) NAVMC 10774s in a completed record history file for a minimum of three years from the date of entry into this file.
- Based on the quantity and type of ammunition, process M-L-S-Rs in accordance with the current guidance contained in SECNAVINST 5500.4_ and MCO 4340.1_.
- Conduct and document AA&E training on an annual basis, and incorporate that training into the annual training plan.
- Appoint an AA&E Officer and an Audit and Verification Officer/SNCO for A&E, and ensure that the AA&E Officer/SNCO conducts and documents a wall to wall inventory of all A&E assets on an annual basis.
- Ensure that all personnel who account for, maintain, distribute, and/or use A&E in the performance of their primary duties have had their medical records, Service Record Book (SRB) or Officer Qualification Record (OQR), and Provost Martial Office (PMO) incident reports screened on an annual basis.

References: OPNAVINST 5530.13_; MCO P8011.4_; MCO 8020.1_; UM 4400-124; UM 4400-15; MCO 4340.1_; OPNAVINST 8020.13; MCO P4400.150_; SECNAVINST 5500.4_; ALMAR 397/97; ALMAR 093/98

10. PERSONAL EFFECTS (SUP014)

The commander is charged with the responsibility of collecting, inventorying, safekeeping, and appropriate disposition of the personal effects and baggage of all service members who cannot or who do not care for their own property. In most units, this responsibility is put completely on the Supply Officer. Personal effects are a command responsibility and require certain actions and

responsibilities from everyone in the command to ensure that the right things are done. Therefore, each unit must have adequate procedures to effectively collect and control personal effects for members who become involuntarily separated from their personal property within 48 hours (72 hours if the time frame involves a holiday weekend); e.g., unauthorized absence, hospitalization, incarceration, etc. These procedures must include the requirements for conducting timely inventories, completion of required forms, security measures to prevent loss or damage, and timely disposition. Additionally, secure storage must be offered to Marines who have detached on Temporary Additional Duty (TAD) in excess of seven days. Finally, individual uniform clothing items must be recovered, and appropriately disposed of, for personnel discharged under other than honorable conditions or granted Appellate Leave.

- Ensure procedures are established identifying the requirements to conduct personal effects inventories, including the appointment of an Inventory Board.
- Provide proper instructions to Inventory Boards in the procedures for conducting an inventory, including the importance of correctly completing required forms and records.
- Develop an instructional package that can be used by the Inventory Board when conducting the inventory. Include the required forms and records which must be completed, and emphasize the time frames involved in conducting these inventories.
- Ensure certifications are prepared in those instances when property is not found. Ensure certificates and receipts for recovered Government property are placed in the SRB/OQR and copies in the individual's personal effects case file maintained in the Supply Office. Additionally, ensure all recovered Government property is credited to the Marine's subcustody record(s), as appropriate.
- Ensure a notification letter is mailed to the individual, or the next of kin, when personal effects are on hand in excess of 30 days (90 days for long-term confinement). This affords the individual, or next of kin, the opportunity to elect disposal or transfer personal effects at no expense to the Government. Note: - This is not a requirement for units within 100 miles of a PE&BC.
- Ensure that all individual Marines who are separated from their personal effects due to leave, liberty, or receiving TAD orders in excess of seven days (for periods less than 90 days) are provided an opportunity to place their personal effects in safe storage.
- Develop an internal procedure to ensure that the recovery of individual military uniform clothing is accomplished and disposed of when required in accordance with MCO P10120.28_. Ensure that these articles are disposed in accordance with MCO P10120.28_ and MCO P4050.38_.

References: MCO P4050.38_; MCO P10120.28_

11. PACKAGED OPERATIONAL RATIONS (PORs) (SUP016)

Units authorized to temporarily store and issue Packaged Operational Rations (PORs) must ensure meals are accurately accounted for and properly stored, issued, and sold.

- Ensure requests for PORs are submitted in letter format identifying personnel authorized to SIK and those paying cash or receiving subsistence allowances who will have checkages done.
- Turn in all excess meals to the source of supply upon completion of exercises if no requirement exist within 30 days.

- Develop instructional packages for use by mess cashiers and authorized custodians to ensure necessary documentation is properly completed.
- Ensure on hand rations are inspected by qualified personnel to certify serviceability (e.g., once the expiration date has been reached). Remember, temperature, humidity, protection from the weather and pests, and care in handling, all greatly influence the optimum storage life of PORs.
- Ensure cases are only opened as needed to prevent issuing only the most desirable meals, minimizing the potential for loss or theft. Issue from the oldest date of pack (DOP) first.
- The number of meals reflected on the NAVMC 10298, added to the quantity recorded on the NAVMC 10789, plus the quantity returned to the Supply Section, must equal the number of meals originally issued.

References: MCO P10110.14_; MCO 10110.40_; UM 4400-124 ; MCO P4400.150_; Current MCBul 10110 identifying "meal rates" (usually an ALMAR); MCO 10110.45; MCO P10110.31_; MCO 10110.47