



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS CHAIN ANALYSIS TEAM EAST
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS
PSC BOX 20041
CAMP LEJEUNE, NC 28542-0041

IN REPLY REFER TO:

4400/1A
U87/wsj
30 Dec 2003

From: Officer in Charge
To: Distribution List

Subj: CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY

Ref: (a) MCO P4400.160B

Encl: (1) Clarification Notice List as of 16 Dec 03
(2) Clarification Additions and Cancellations as of 16 Dec 03
(3) Clarifications of Policy as of 16 Dec 03

1. The Marine Corps Logistics Chain Analysis Teams (MCLCATs) are tasked by the reference to provide clarifications, as required, of various orders and directives pertaining to supply and maintenance. In those instances where wording contained in orders and directives is such that interpretation is required, and/or where contradictions exist within other orders or directives, Headquarters Marine Corps (HQMC) is petitioned to provide appropriate clarification. HQMC clarifications are then normally provided via letter, or message, directly to the MCLCATs.
2. In order to assist units in providing optimal supply and maintenance support, a listing of all current clarifications is contained in enclosure (1). Enclosure (2) contains a list of clarifications that have been added or cancelled since the last publication in December 2001. Enclosure (3) contains copies of current clarifications provided by HQMC. Major subordinate commands (MSCs) are encouraged to disseminate all clarifications to the lowest levels upon receipt.
3. Units are encouraged to contact the designated MCLCAT office, as required, concerning these, or other, supply and maintenance policy clarifications. The point of contact for further information, or assistance, regarding this update is Chief Warrant Officer-4 W. S. Jacobs at DSN 750-0883/1208, CML (910) 450-0883/1208, FAX 750-0957, or electronic mail address jacobsws@lejeune.usmc.mil. *MCLCAT West (Camp Pendleton, CA) will be responsible for the next publication of this document and it is expected by 31 December 2004.* The point of contact at MCLCAT West is Lieutenant Colonel T. J. Kibben at DSN 365-4192, or electronic mail address KibbenTJ@pendleton.usmc.mil.

/s/

B. T. BURCHELL

Subj: CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY

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CLARIFICATION NOTICE LIST AS OF 16 December 2003

07-97 - MCO P11262.2A Inspection, Testing, and Certification of Tactical Ground Load
(Page 3-1, 3-2) Lifting Equipment

- b. Retention of Operator's Daily Checklists.
- c. Annual Condition Inspection (ACI) of Winches.

09-98 - MCO 10110.40B Policy for Requisition, Issue, and Control of Packaged Operational
(Pages 3-3) Rations (POR's)

- a. Appropriation Data for PORs.
- b. Accounting for POR's at the Consumer Level.

12-98 - MCO P11240.106B Garrison Mobile Equipment
(Pages 3-4, 3-5)

- b. The Use of Trip Tickets and Master Dispatch Log for GME.
- c. Converting Tactical Assets to GME.
- d. Annual Condition Inspection (ACI) of Dumpster Dump Trucks (GME TAMCN G1206)
- e. GME Listed on a Unit's T/E.

14--98 - MCO P4790.2C Marine Corps Integrated Maintenance Management System
(Page 3-6) (MIMMS) Field Procedures Manual

- a. Automated Procedures for Non-Field Maintenance Subsystem (FMSS) Units.
- b. Publications Beyond Authorized Echelon of Maintenance.

16-98 - OPNAVINST 5530.13B Department of the Navy Physical Security Instruction
(Pages 3-7 thru 3-9) for Sensitive Conventional Arms, Ammunition and
Explosives (AS&E)

- a. Master-Keying Versus Keyed-Alike.
- c. Transporting Weapons and Ammunition in POV's.
- d. Continuously Manned, Constant Surveillance, and Intrusion Detection Systems (IDS's).
- e. TOW Optic Sight Security.

CLARIFICATION NOTICE LIST AS OF 15 December 2003 (cont)

f. Demil Certificate Authorization.

h. Requirement to Have an Armed Guard to Escort and/or Transport Ammunition.

17-98 - Miscellaneous
(Pages 3-10, 3-11)

a. Accounting and Maintenance Schemes for Special Items of Equipment.

b. Rifle Team Equipment (RTE) Tool Kit Buy Back.

3-99 - TM 4700-15/1H Equipment Records Procedures.
(Pages 3-12 thru 3-14)

b. Not Mission Capable Supply (NMCS) Indicators When Repairing Secondary Repairable (Secrep) Items.

c. Annual Safety/Condition Inspection.

e. Equipment Repair Orders (ERO's) for Equipment Under Investigation.

f. Modification Action Codes.

h. CNR-Designated TMDE.

k. Completion Requirement for Operator's Daily PMCS (NAVMC 10524).

l. Authority to Sign the Weapon's Custody Receipt (NAVMC 10520).

m. Line-outs on Dispatch Records (NAVMC 10031).

4-99 - Direct Payment to Vendor for Contracted Meals from Commercial Sources During
(Page 3-15) Reserve Training or Exercises.

4-00 - MCO P11262.2A Inspection, Testing, and Certification of Tactical Ground Load Lifting
(page 3-16) Equipment

5-00 - TM 4700-15/1H Ground Equipment Record Procedures
(page 3-17)

6-00 - MCO P4400.150E Consumer-Level Supply Policy Manual
(pages 3-18, 3-19)

CLARIFICATION NOTICE LIST AS OF 15 December 2003 (cont)

a. Audit Frequency of the Unit Authorized Custodian.

b. Accountable Officer for the Contingency Training Equipment Pool (CTEP)/Training Allowance Pool (TAP).

c. Batch SL-3 Inventories (previously published as clarification notice 15-98; updated and republished due to its continued pertinence).

7-00 - MCO 8300.1C Marine Corps Serialized Control of Small Arms
(page 3-20)

8-00 - MCO P4400.151B Intermediate-Level Supply Management Policy Manual (previously published as clarification notice 8-98; republished due to its continued pertinence).
(page 3-21)

3-01 - MCO 4340.1A Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property
(page 3-22)

4-01 - MCO P4790.2C MIMMS Field Procedures Manual
(page 3-23)

6-01 - UM 4400-124 FMF SASSY Using Unit Procedures
(page 3-24)

8-01 - MCO P4400.82F Regulated/Controlled Item Management Manual
(page 3-25)

10-01 - MCO 5311.1C Total Force Structure Process (TFSP)
(page 3-26)

11-01 - MCO 4340.1A Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property
(page 3-27)

01-03 - MCO P4400.150E Consumer-Level Supply Policy Manual: SL-3 Components
(page 3-28)

02-03 - MCO P4400.151B Intermediate-Level Supply Management Policy Manual: Low-Density Repairable Issue Points
(page 3-29)

03-03 - MCO P4400.150E Consumer-Level Supply Policy Manual: Inventory Frequency for Ammunition
(page 3-30)

04-03 - MarAdmin 188/00 Command Adjustment Policy:
(page 3-31)

CLARIFICATION NOTICE LIST AS OF 16 December 2003 (cont)

05-03 - MCO P4400.150E Consumer-Level Supply Policy Manual: Policy Waiver for ATP Users
(page 3-32)

06-03 - MarAdmin 199/01 Purchasing Unit-Specific PT Gear.
(page 3-33)

07-03 - MCO P4400.150E Consumer Level Supply Policy Manual: Missing Gear Statements
(page 3-34)

08-03 - MCO P4400.150E Cash Collection
(page 3-35)

09-03 - MCO P11262.2A Remote Control Load Test Requirements for the MK-15/17
(page 3-36)

CLARIFICATION ADDITIONS AND CANCELLATIONS AS OF 16 December 2003

ADDITIONS

- 01-03 - MCO P4400.150E Consumer-Level Supply Policy Manual: SL-3 Components
- 02-03 - MCO P4400.151B Intermediate-Level Supply Management Policy Manual: Low-Density Repairable Issue Points
- 03-03 - MCO P4400.150E Consumer-Level Supply Policy Manual: Inventory Frequency for Ammunition
- 04-03 - MarAdmin 188/00 Command Adjustment Policy:
- 05-03 - MCO P4400.150E Consumer-Level Supply Policy Manual: Policy Waiver for ATP Users
- 06-03 - MarAdmin 199/01 Purchasing Unit-Specific PT Gear.
- 07-03 - MCO P4400.150E Consumer Level Supply Policy Manual: Missing Gear Statements
- 08-03 - MCO P4400.150E Cash Collection
- 09-03 - MCO P11262.2A Remote Control Load Test Requirements for the MK-15/17

CANCELLATIONS

- 7-97.a - MCO P11262.2A Inspection, Testing, and Certification of Tactical Ground Load Lifting Equipment:

Information is contained in paragraph 1001 of MCO P11262.2A.

- 7-97.d - MCO P11262.2A Inspection, Testing, and Certification of Tactical Ground Load Lifting Equipment:

Information is contained in paragraph 2002.1 of MCO P11262.2A and TM 4700-15/1H

- 2-98 - MCO P11000.7C. Real Property Facilities Manual Volume III:

Information provided in the clarification is contained in MCO P11240.106B, paragraph 6000.3

CANCELLATIONS (cont)

12-98.a - MCO P11240.106B. Garrison Mobile Equipment:

Information is no longer required. Reference phoncon between Mr. Edward Wilkins (LFS) and MSgt Walton (MCLCAT-E).

14-98.c - MCO P4790.2C. Marine Corps Integrated Maintenance Management System (MIMMS) Field Procedures Manual: Requirements for Using Section "B" of NAVMC 10524

Information is contained in TM 4700-15/1H chg 3. Reference phoncon, 2 October 2003, between MGySgt Carter (LPC-2) and MSgt Elliot (MCLCAT-E).

16-98.b - OPNAVINST 5530.13B - Department of the Navy Physical Security Instruction for Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)

Transporting Weapons and Ammunition in POVs: Information is contained in the order.

16-98.g - OPNAVINST 5530.13B - Department of the Navy Physical Security Instruction for Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)

Requirements to Conduct Key Inventories: Information is contained in the order.

17-98.c - Miscellaneous: Waterproofing Enhancement Retrofit Kits for M998's:

Information is contained in MI-11240-24/129.

17-98.d - Miscellaneous: Support for The Young Marines:

Information is contained in SECNAVINST 5720.44A Department of the Navy Public Affairs Policy, and Regulations, DoD 4160.21-M Defense Materiel Disposition Manual, and MCO 5000.20 Marine Corps Support of the Young Marines.

20-98 - Individual Training Standards (ITS's).

Information has been incorporated into MCO 1510.34A. Reference phoncon between MGySgt Carter (LPC-2) MSgt Elliot (MCLCAT-E) on 02 October 2003.

CANCELLATIONS (cont)

03-99.a - TM 4700-15/1H. Equipment Records Procedures: Equipment Records Procedures: Assignment of the Identification Number for Secondary Reparables With Category Codes "F," "H," and "D" Equipment Repair Orders (ERO's):

Information has been incorporated into TM 4700-15/1H, ch 2. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

03-99.d - TM 4700-15/1H. Equipment Records Procedures: Calibration Control Systems (paragraph 2-7b):

System is no longer in inventory. CAL LAB is using LAB MATE. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

03-99.g - TM 4700-15/1H. Equipment Records Procedures: Semiannual Preventative Maintenance Checks and Services (PMCS) for Ordnance Vehicles:

Information has been incorporated into TM 4700-15/1H, ch 3. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

03-99.i - TM 4700-15/1H. Equipment Records Procedures: Shelf Life File Cards SLFC's) to Schedule PMCS (paragraph 12-1(3)):

Information has been incorporated into TM 4700-15/1H, chapter 12. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

03-99.j - TM 4700-15/1H. Equipment Records Procedures: Weapons Record Book (NAVMC 10558A) for MP5Ns:

Weapon is no longer in inventory.

03-99.n - TM 4700-15/1H. Equipment Records Procedures: Use of Load Test Equipment Daily Checklist:

Information is available in MCO P11262.2A. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Elliot (MCLCAT-E) on 2 October 2003.

03-99.o - TM 4700-15/1H. Equipment Records Procedures: Load Test Equipment Daily Checklist:

NAVMC 10524 will be retained in the 696 Record Jacket, Daily Check List "may be" destroyed when no corrective action is required. Refer to MCO P11262.2A.

CANCELLATIONS (cont)

03-99.p - TM 4700-15/1H. Equipment Records Procedures: Annual Condition Inspection (ACI):

Information is contained in TM 4700-15/1H, page number 2-25.

3-00 - Management of Government-Owned Automation Resources/Information Technology (AR/IT) Assets

Information contained in the reference is no longer valid. Reference USD (ATL) memo dated 30 December 2002.

1-01 - MCO 4000.10F. Policy on Selected Table of Authorized Materiel (TAM) Type 3 Items:

MCO 4000.10F was cancelled. Information incorporated into the War Reserve Manual, MCO P4400.39H

2-01 - MCO P4400.150E Consumer-Level Supply Policy Manual:

Information is contained in the reference. The policy guidance provided in para 2004.2b of MCO P4400.150E applies.

7-01 - MCO P4400.150E Consumer-Level Supply Policy Manual:

Cancelled and republished as MCLCAT Clarification 02-03.

FSMAO CLARIFICATION NOTICE 7-97

MCO P11262.2A. Inspection, Testing, and Certification of Tactical Ground Load Lifting Equipment:

b. Retention of Operator's Daily Checklists (MCO P11262.2, paragraph 1001.2): A conflict exists between MCO P11262.2A and TM 4700-15/1H concerning the filing and retention instructions for daily operator's checklists for load lifting equipment. The reference requires the checklist to be filed and retained with the trip ticket; meanwhile, the TM requires no retention if no corrective action is required. If corrective maintenance (CM) is required, the checklist may be destroyed once the corrective actions are transferred to an Equipment Repair Order (ERO)/Shop Repair Order (SRO). TM 4700-15/1H is correct, and MCO P11262.2A will be changed to reflect that same criteria.

Reference: Correspondence between CWO4 Gehris (FSMAO-2) and Maj Baker (HQMC, LPP-3) of 31 October 1995, as confirmed by MGySgt Smith (HQMC, LPP) on 12 March 1996.

Clarification Validation: Clarification still valid. Reference phoncon between CWO4 Batton (MARCORSYSCOM) and MSgt Elliot (MCLCAT-E) on 9 December 2003. MCO review is currently in review to incorporate changes.

c. Annual Condition Inspection (ACI) of Winches: Table 1-1 of MCO P11262.2A illustrates winches as requiring an ACI. This is only applicable to winches that lift loads vertically. It does not apply to winches that pull horizontally such as those on 5-Tons, HMMWVs, and bulldozers.

Reference: Correspondence between CWO3 Butler (FSMAO-1) and Maj Baker (HQMC, LPP-3) of 1 April 1996.

Clarification Validation: Clarification still valid. Reference phoncon between CWO4 Batton (MARCORSYSCOM) and MSgt Elliot (MCLCAT-E) on 9 December 2003. MCO review is currently in review to incorporate changes.

FSMAO CLARIFICATION NOTICE 9-98

MCO 10110.40B. Policy for Requisition, Issue, and Control of Packaged Operational Rations (POR's):

a. Appropriation Data for POR's: The appropriation data provided in MCO 10110.40B for turn in of funds collected from the sale of POR's is not valid. Funds collected from the sale of POR's are unfunded reimbursements and are creditable to the appropriation data provided in the annual update to MCBul 10110, published in the form of a MarAdmin at the start of each fiscal year.

b. Accounting for POR's at the Consumer Level: The following clarification was requested from HQMC (LFS) concerning accounting procedures detailed in paragraph 7 of MCO 10110.40B:

(1) Are using units required to maintain Stock Inventory Control Cards/Custody Receipt Control Cards (NAVMC 708/713) to account for POR's? The reference indicates that warehousing/issuing activities will maintain NAVMC 708 or an automated system to account for POR's, and that using units will ensure that Meal Verification Record (NAVMC 10789) or Cash Meal Payment Sheets (NAVMC 10298) are completed and maintained as required to support the consumption of POR's.

Response: There is no requirement for using units to maintain NAVMC 708/713 cards since using units may only requisition POR's for immediate consumption and are not authorized to store them. Note: Reserve units are authorized to maintain one quarter of POR's on hand and, therefore, must maintain NAVMC 708/713 cards to account for and control the lot number/date of pack for these rations.

(2) What is the definition of immediate consumption?

Response: Immediate consumption does not necessarily mean "received today and consumed today." Prudent management may dictate, depending on order-ship time, embarkation requirements, and other factors, that POR's be received prior to the actual date required for consumption. The intent is to prevent units from maintaining POR's on hand, under inadequate storage conditions, for extended periods of time that may lead to the issue of spoiled POR's to our Marines.

(3) Although this is not change in policy, it is a significant change in interpretation throughout the Marine Corps. POR accounting has always been an administrative burden, some of it apparently self-inflicted. Regardless, due to the widespread misinterpretation of accounting procedures, amplifying guidance requires dissemination to inform using units of their specific responsibilities with regard to POR accounting:

(a) A request for POR's, in letter format stating the number of personnel authorized to subsist in kind (SIK) and those personnel who must pay for their POR's, is the requisitioning source document and must be maintained on file for audit trail purposes.

(b) The receipt document for POR's, provided by the warehousing/issuing activity, must be maintained on file for audit trail purposes.

(c) The Meal Verification Record (NAVMC 10789) or Cash Meal Payment Sheet (NAVMC 10298), as applicable, is required to support the consumption of POR's. The total number of meals recorded on these forms must equal the total number of POR's received. For audit trail purposes, residual POR's will be supported by documentation verifying rollback to the warehousing/issuing activity. Only broken boxes of POR's are authorized to be held for 30 days in anticipation of future training requirements; 60 days with approval from the major subordinate command (MSC).

Reference: CMC, Wash DC message 040241Z Apr 95 (ALMAR 114/95), updated by LAN message from GM14 Sue Meeker (HQMC, LFS) of 5 January 1998, and CMC, Wash DC message 160237Z Apr 96 (ALMAR 161/96). Further clarification was provided by E-mail correspondence between GM14 Sue Meeker (HQMC, LFS) and CWO4 Brletich (FSMAO-1) of 20 December 2000. These clarifications will be reflected in a forthcoming revision of MCBul 10110.

Clarification Validation: Clarification still valid. Annual publication of MCBul 10110 provides updated information (current bulletin MARADMIN 537/03 dated November 24, 2003). However, because the MCO 10110.40B has not been updated, the clarification is republished due to its continued pertinence. Reference LAN between GM14 K. Spooone (LFS) and MSgt Lynch (MCLCAT-E) dated August 27, 2003.

FSMAO CLARIFICATION NOTICE 12-98

MCO P11240.106B. Garrison Mobile Equipment:

b. The Use of Trip Tickets and Master Dispatch Log for GME: Trip tickets and master dispatch logs are not required for GME. The term "trip ticket," as referred to in MCO P11240.106B and TM-4700-15/1H, refers to a published DD or NAVMC form. If the GME fleet manager decides not to use the trip ticket, a locally-generated format (automated or manual) will be used to capture the data required in paragraph 2001.2 of MCO P11240.106B.

Reference: Phoncon with LtCol Smith (HQMC, LFS) of 1 November 1994, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification still valid. The MCO is in for review. Reference phoncon between Mr. Edward Wilkins (LFS) and MSgt Walton (MCLCAT-E) on 3 September 2003.

c. Converting Tactical Assets to GME: To convert tactical assets to GME items, units must submit a written request to HQMC (LFS-2) with the GME TAMCN they want assigned to that particular item. LFS-2 will check with the inventory manager at MCLB, Albany, Georgia to ascertain whether conversion from tactical to GME is in the best interests of the Marine Corps. If the inventory manager concurs with the request, LFS-2 will then provide the unit a return endorsement with their approval. The unit will then drop the item from property accounting records and account for it as a GME asset on the GME Utilization Report.

Reference: Correspondence between Maj Schrier (FSMAO-1) and Mr. Tim Campbell (HQMC, LFS-2) of 19 January 1995, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification still valid. Reference phoncon between Mr. Edward Wilkins (LFS) and MSgt Walton (MCLCAT-E) on 3 September 2003.

d. Annual Condition Inspection (ACI) of Dumpster Dump Trucks (GME TAMCN G1206): Dumpster dump trucks, GME TAMCN G1206, are considered load lifting equipment and, therefore, subject to the requirements contained in MCO P11240.106B and MCO P11262.2A.

Reference: Correspondence between CWO3 Butler (FSMAO-1) and Capt Baldwin (HQMC, LPP-2) during March 1995, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation:: Clarification still valid. Reference phoncon between Mr. Edward Wilkins (LFS) and MSgt Walton (MCLCAT-E) on 3 September 2003.

e. GME Listed on a Unit's T/E: A question was forwarded to HQMC asking whether battalion or squadron commanders are accountable for GME assets listed on the unit's T/E for a Headquarters Battalion or squadron of a base or station activity under the "G" series TAMCN.

Response: GME assets are loaded to a unit's T/E under the "G" series TAMCN's for purposes of visibility, control, and budgetary reasons for use by HQMC (LFT); not for use by the battalion or squadron commander. GME assets are not to be construed as being accountable to the battalion or squadron commander. The responsibility of the accounting function rests between the commanding general and the base or station GME manager, usually the base motor transport officer and the GME branch at LFT.

Reference: LAN message from MGySgt Wix (HQMC, LPP) of 2 April 1997, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification still valid. Reference phoncon between Mr. Edward Wilkins (LFS) and MSgt Walton (MCLCAT-E) on 3 September 2003.

FSMAO CLARIFICATION NOTICE 14-98

MCO P4790.2C. Marine Corps Integrated Maintenance Management System (MIMMS) Field Procedures Manual:

a. Automated Procedures for Non-Field Maintenance Subsystem (FMSS) Units: Non-FMSS supported units which decide to implement MIMMS must coordinate with the agency providing automated support to the command, i.e., the Maintenance Information System Coordination Office (MISCO) and Regional Automated Services Center (RASC), and follow their guidance as well as the guidance provided in UM 4790-5. Units must also indicate in their Maintenance Management Standard Operating Procedures (MMSOP's) the local procedures required to accomplish and maintain MIMMS reporting.

Reference: CMC, Wash DC message 270104Z Jan 88 (Maintenance Management Clarification 1-88). Additionally, CMC ltr 4400 LPP-1 of 30 Jan 91 and phoncon with MGySgt Lettinhand (HQMC, LPP-1) of 12 August 1993 confirmed this clarification. LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997 also applies.

Clarification Validation: Clarification valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Elliot (MCLCAT-E) on 2 October 2003.

b. Publications Beyond Authorized Echelon of Maintenance: Units are not limited to holding publications associated to their equipment within their authorized echelon of maintenance (EOM). If units do maintain publications beyond their EOM, those publications must be maintained in accordance with MCO 5600.31_ and Appendix B of MCO P4790.2C.

Reference: Phoncon with MGySgt Regan (HQMC, LPP-3) of 28 October 1994, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Elliot (MCLCAT-E) on 2 October 2003.

FSMAO-1 CLARIFICATION NOTICE 16-98

OPNAVINST 5530.13B. Department of the Navy Physical Security Instruction for Sensitive Conventional Arms, Ammunition, and Explosives (AA&E):

a. Master-Keying Versus Keyed-Alike: Although master-keying still remains prohibited, it has been determined that locks which are keyed-alike are authorized for AA&E use. The reason master-keying is prohibited is that the lock core is easier to pick open and becomes easier with each layer of master-keying that is permitted. Keyed-alike lock sets do not have the problem of defeating the lock core that master-keyed locks have.

Even though keying-alike is acceptable for all locks and highly recommended for secondary locks (i.e., weapons racks and cabinets), it is not the preferred method for "high security" locks. The requirement still exists for "high security" locks to be rotated at least annually; therefore, additional keyed-alike sets of high security locks would be needed to satisfy this requirement.

Reference: Head, Physical Security Unit, Security and Law Enforcement Branch, HQMC letter 5530/POS-16 of 9 September 1996.

Clarification Validation: Clarification is still valid. Reference phoncon between MGySgt Collier (MCLCAT-E) and GySgt Cross, Head of Physical Security Unit, Security and Law Enforcement Branch, and HQMC letter 5530/POS-10 of September 2003.

c. Transporting Weapons and Ammunition in POVs: The commanding officer must authorize such transportation in writing. All ammunition will be secured in the front of the vehicle, and the weapon will be secured in the trunk. A question was asked if POV's could be used to transport armed guards escorting keys. The intent of the OPNAVINST is to allow personnel to transport weapons and ammunition in POV's for training purposes (i.e., to and from ranges), not for transporting armed guards escorting keys to AA&E spaces. Additionally, commanding officers may authorize transportation of weapons and ammunition across state lines to a designated military school, provided the school has identified those items as a requirement.

Reference: Phoncon between Capt Davis (FSMAO-1) and SSgt Glass (Physical Security Chief, HQMC) of 5 September 1995, and LAN message from SSgt Pierce (HQMC, POS-18) of 11 July 1997.

Clarification Validation: Clarification is still valid. Reference phoncon between MGySgt Collier (MCLCAT-E) and GySgt Cross, Head of Physical Security Unit, Security and Law Enforcement Branch, and HQMC letter 5530/POS-10 of September 2003.

d. Continuously Manned, Constant Surveillance, and Intrusion Detection Systems (IDS's): "Continuously manned," for OPNAV purposes, refers to personnel on the inside of an AA&E storage facility providing security, whereas "constant surveillance" refers to personnel on the outside of the facility or, in some cases, the use of closed-circuit TV (CCTV). "Intrusion detection systems (IDS's)" are electronic security systems designed to eliminate the need for "continuous manning" in some situations. "Continuously manned" satisfies the requirements for both "constant surveillance" and "IDS"; however, neither "constant surveillance" nor "IDS" satisfy the situations that specifically require "continuous manning" (i.e., in facilities that are not continuously manned, rifle racks and containers weighing less than 500 pounds with weapons will be fastened to the structure or together in groups greater than 500 pounds with chains equipped with low security padlocks or with bolts).

Reference: LAN message from SSgt Glass (Physical Security Chief, HQMC) of 14 April 1995.

Clarification Validation: Clarification is still valid. Reference phoncon between MGySgt Collier (MCLCAT-E) and GySgt Cross, Head of Physical Security Unit, Security and Law Enforcement Branch, and HQMC letter 5530/POS-10 of September 2003.

e. TOW Optic Sight Security: The specific type of sight is not addressed in Appendix A of OPNAVINST 5530.13B; however, the TOW launcher comprised of missile guidance set (AN/TSQ-136) and its optics (day sight, M-9155/TSQ and night sight, AN/TAS-4C) are all CATEGORY III and, therefore, require constant surveillance in accordance with Appendix F of OPNAVINST 5530.13B.

Reference: Phoncon between CWO4 Cote (FSMAO-1) and SSgt Pierce (HQMC, POS-18) of 9 September 1996.

Clarification Validation: Clarification is still valid. Reference phoncon between MGySgt Collier (MCLCAT-E) and GySgt Cross, Head of Physical Security Unit, Security and Law Enforcement Branch, and HQMC letter 5530/POS-10 of September 2003.

f. Demil Certificate Authorization: The certifying person performing the demilitarization and inspection must have the next management level of maintenance countersign the document. DoD 4160.21-M-1, while it does not specify who that individual is, does specify in Appendix 6 methods used to demilitarize weapons.

Reference: LAN message from Maj Roland (HQMC, POS-16) of 21 October 1996.

Clarification Validation: Clarification is still valid. Reference phoncon between MGySgt Collier (MCLCAT-E) and MSgt StPierre, 2d Maint Bn, 10 September 2003

h. Requirement to Have an Armed Guard to Escort and/or Transport Ammunition: Paragraph 0714 of OPNAVINST 5530.13B states that an armed guard is not required for on-station (military installation) movement. A clarification was requested as to whether this requirement applies for movements off/outside a station (military installation).

Response: There will be an armed guard to escort and/or transport ammunition off/outside a military installation.

Reference: LAN message from Capt Jondema (HQMC, POS-43) of 14 July 1998.

Clarification Validation: Clarification is still valid. Reference phoncon between MGySgt Collier (MCLCAT-E) and GySgt Cross, Head of Physical Security Unit, Security and Law Enforcement Branch, and HQMC letter 5530/POS-10 of September 2003.

FSMAO CLARIFICATION NOTICE 17-98

Miscellaneous:

a. Accounting and Maintenance Schemes for Special Items of Equipment:

Commanders of Radio Battalions and of other organizations with Special Operations Capability (SOC) are, in some instances, delegated authority by CMC to establish non-LMIS allowances for special items of equipment. For example, Radio Battalions may receive funding or actual equipment from outside agencies such as the NSA or CIA. Similarly, commanders of SOC-capable organizations may receive direction from unified commanders or other senior commands to perform missions that entail the procurement of special equipment items. Accordingly, those commanders may acquire and hold that equipment which is essential to their mission, subject to the following restrictions.

(1) Allowances will be established in writing by the MSC commander, and the equipment will be properly accounted for on the unit's supply records using locally assigned TAMCN's and NSN's.

(2) If equipment is to be retained for more than one year or beyond its initial mission tasking, a credible maintenance scheme will be developed by the commander to ensure continuing serviceability. Examples of acceptable maintenance schemes are organic (based on unit capability), vendor support, or treating the equipment as non-reparable.

(a) Maintenance support schemes that entail organic support will require only those skills or equipment already provided by the unit's T/O and T/E, respectively.

(b) Maintenance support schemes that entail evacuation to the supporting MARFOR maintenance facilities will require only those skills or equipment already provided by the supporting unit's T/O and T/E, respectively.

(c) Maintenance support schemes based on vendor support need close scrutiny of contractual agreements. Commanders should take into consideration situations where the equipment will be used in an austere environment where vendor support is not readily available or accessible.

(d) Maintenance support schemes based on non-reparable concept are, in certain circumstances, the best solution but usually require additional equipment procurement for backup capability.

(3) A Universal Needs Statement (UNS) will be generated for all equipment expected to be held beyond initial mission requirement. A UNS is required to integrate such equipment into the Marine Corps' inventory and initiates action to ensure proper integrated logistics support (ILS) for that equipment.

(4) Where peculiarities of the equipment or support schemes dictate departure from conventional directive requirements, the commander is authorized to establish prudent alternate procedures. When temporary circumstances require deviation from established requirements, the deviation will end when the circumstances that prompted such deviation change.

Reference: FSMAO OICs' conference at HQMC (LPP), 24-28 October 1994.

Clarification Validation: Clarification still valid. Reference phoncon MGySgt Carter (LPC-2) and MSgt Elliot MCLCAT-E on 02 October 2003.

b. Rifle Team Equipment (RTE) Tool Kit Buy Back (Precision Weapon Section (PWS) Return Policy): A clarification was requested as to whether Marines with MOS 2112 are allowed to retain RTE tools, which were manufactured per their preference, upon discharge/separation/retirement from the Marine Corps.

Response: RTE tools are government property. Such items will be added to the inventory, accounted for properly, and recovered when Marines with MOS 2112 are discharged/ separated/retired from the Marine Corps or promoted to another MOS such as 2181.

Reference: LAN message from CWO5 Davis (WTBN, Quantico) of 25 November 1996.

Clarification Validation: Clarification still valid. Reference: LAN message from MyGySgt Craig (WTBN, Quantico) to MGySgt Collier (MCLCAT-E) of Aug 2003.

FSMAO CLARIFICATION NOTICE 3-99

TM 4700-15/1H. Equipment Records Procedures:

b. Not Mission Capable Supply (NMCS) Indicators When Repairing Secondary Reparable (Secrep) Items: A secrep inducted for repairs and subsequently returned to the end item/user must be inducted under a category code "C" ERO. A category code "M", "X", or "P" ERO must also exist for the end item. The ID and serial numbers of the end item are used on the category code "C" ERO to associate the secrep with the end item.

(1) When the item undergoing repair is readiness reportable or, in the opinion of the commander, mission essential and impacting the unit's readiness, and the part being requisitioned is required to remove the item from a NMCS/ANMCS status, the use NMCS indicators "9," "N," or "E" is appropriate (depending on the category code and priority of the ERO).

(2) NMCS indicators are not required if the part required does not place the item in an NMCS/ANMCS status.

(3) Secreps inducted for repair and return to stock must be inducted under a cat code "F," "H," or "D" ERO. NMCS indicators will not be used in these instances unless stockage levels fall below the established reorder point.

Reference: Phoncon between GySgt Wright (FSMAO-1) and MGySgt Smith (HQMC, LPP) of 29 August 1995, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification still valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

c. Annual Safety/Condition Inspection (paragraph 3-1g(23)(c)2c): The annual safety/condition check is a new term and not an annual PMCS. The purpose of the inspection is to ensure that shops with second EOM capability or higher inspect their equipment at least once a year. This inspection should not be confused with the annual condition inspection (ACI) referenced in MCO P11262.2A.

Reference: Correspondence between CWO3 Butler (FSMAO-1) and MGySgt Ragan (HQMC, LPP-2), updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification still valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

e. Equipment Repair Orders (ERO's) for Equipment Under Investigation (paragraph 2-2d(17)(c)): ERO's should be opened for the LTI of equipment under investigation, and the equipment can be run as deadlined with a final job status of "INV PRGS." The intent of the TM is not to perform any corrective maintenance until the equipment is released from investigation.

Reference: Correspondence between Maj Schrier (FSMAO-1) and MGySgt Ragan (HQMC, LPP-2) during March 1995, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification still valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

f. Modification Action Codes (paragraph 2-5c): The action code, "As Required," should be used on the modification control records for end items that may not require the modification to be applied (e.g., radio mounts; not all the unit's vehicles would require these mounts, so modification is optional yet required to be identified for that particular end item). The AR entry allows the flexibility of changing the modification record in the event should the modification can be applied to that end item at a later date. AR action code entries are made in pencil and do not require a julian date.

Reference: Correspondence between Maj Schrier (FSMAO-1) and MGySgt Smith (HQMC, LPP-2) during January 1996, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification still valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

h. CNR-designated TMDE (paragraph 2-7d(2)): Once TMDE has been designated CNR, there is no requirement to submit the particular item to the calibration lab unless its operation becomes suspect, it requires repair, is changing status (e.g., CNR to full calibration), it needs to be the subject of a limited technical inspection, or the unit simply wants the item looked at.

Reference: Correspondence between Maj Schrier (FSMAO-1) and LtCol Cyr (PST, (MARCORPSYSCOM, PST) during September 1995, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification still valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

k. Completion Requirements for Operator's Daily PMCS (NAVMC 10524): The back of the NAVMC 10524 should be completed when the form is established for the equipment and filed in the NAVMC 696D. The back of the form serves as a guide for the dispatcher, when dispatching equipment, to determine which services are applicable to the item of equipment being dispatched.

Reference: LAN message from MGySgt Smith (HQMC, LPP) of 27 February 1997, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification still valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

l. Authority to Sign Weapon's Custody Receipts (NAVMC 10520): The commander who "owns" the consumer-level supply account must sign the NAVMC 10520's or delegate "By direction" authority to his/her subordinate company commanders/officers/SNCO's. A company commander/officer/SNCO can not, in turn, delegate "By direction" authority to others.

Reference: LAN message from MGySgt Lettinhand (HQMC, LPP) of 9 July 1997, updated by LAN message from MGySgt Wix (HQMC, LPP) of 30 December 1997.

Clarification Validation: Clarification still valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

m. Line-outs on Dispatch Records (NAVMC 10031): Line-outs on dispatch records are authorized and should be made in black ink unless directives specifically call for temporary entries which would be completed in pencil. Black ink can be a felt tip marker provided it does not bleed through the form or make other entries illegible.

Reference: LAN message from MGySgt Smith (HQMC, LPP) of 22 July 1998.

Clarification Validation: Clarification still valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Barron (MCLCAT-E) on 2 October 2003.

FSMAO CLARIFICATION NOTICE 4-99

Direct Payment to Vendor for Contracted Meals from Commercial Sources During Reserve Training or Exercises: In the event the Reserve component commander and the vendor have mutually agreed that the contracted number of meals have been provided, and there are additional meals left over, those meals can be purchased directly from the vendor. The following guidance is provided to preclude dual payment to the vendor:

a. Selected Marine Corps Reserve (SMCR) enlisted personnel will receive their full portion as first stated in the contract.

b. Contracted meals available for consumption which are excess to the requirements of SMCR enlisted personnel and within the scope of the contract may be purchased by Inspector-Instructor (I-I) Staff members and SMCR officers. Payment from I-I members is made to the messhall cashier. Payment from SMCR officers may be made to the messhall cashier or by forwarding a completed NAVMC 11200 (Reserve Miscellaneous Military Pay Order) to the Defense Finance and Accounting Service (DFAS) at Kansas City for payment deduction.

c. Excess meals available for consumption may be purchased from the vendor. This situation is no different than a Marine traveling off-site to a local establishment to obtain a meal. The Marine will pay the vendor the contracted meal price.

Reference: OIC, FSMAO-1 letter 4400 U87 of 3 June 1999.

Clarification Validation: Clarification still valid. Republished due to its continued pertinence. Reference email between GySgt Morris (MCLCAT-E) and CWO3 Knowles (MARFORRES Food Service Officer) dated 8 September 2003.

FSMAO CLARIFICATION NOTICE 4-00

MCO P11262.2A. Inspection, Testing, and Certification of Tactical Ground Load Lifting Equipment:

Hook throat spread base dimension measurement: Paragraph 2002.2 of MCO P11262.2A requires that the original hook throat spread base dimension measurement be recorded in the Motor Vehicle and Engineer Equipment Record Folder (NAVMC 696D). For those units using ATLASS II+, the original hook throat spread base dimension will be recorded in the remarks section of the Certification of Load Test Record. When a new load test must be performed due to extensive repairs or alteration, the original hook throat spread base dimension must be transferred to the new Certification of Load Test Record.

Reference: Correspondence between Maj Fulford (FSMAO-1) and MGySgt Carter (HQMC, C, LPC-3) of 12 December 2001.

Clarification Validation: Clarification still valid. Reference phoncon between CWO4 Batton (MARCORSYSCOM) and MSgt Elliot (MCLCAT-E) on 9 December 2003.

FSMAO CLARIFICATION NOTICE 5-00

TM 4700-15/1H. Ground Equipment Record Procedures:

Motor Vehicle and Engineer Equipment Record Folder (NAVMC 696D): Those units using ATCLASS II+ are no longer required to maintain the NAVMC 696D. All information previously contained in the NAVMC 696D, except the original hook throat spread base dimension measurement for load lifting equipment, is either contained within ATCLASS II+ or is no longer required to be maintained. The information on the replacement of the odometer/hour meter is contained in ATCLASS II+. The information on CARC paint and antifreeze is no longer required. The original hook throat spread base dimension measurement for load lifting equipment will be recorded in the remarks section of the Certification of Load Test record. When a new load test must be performed due to extensive repairs or alteration, the original hook throat spread base dimension must be transferred to the new Certification of Load Test Record.

Reference: Correspondence between Maj Fulford (FSMAO-1) and MGySgt Carter (HQMC, LPC-3) of 4 December 2000.

Clarification Validation: Clarification still valid. Reference phoncon between MGySgt Carter (LPC-2) and MSgt Elliot (MCLCAT-E) on 2 October 2003.

FSMAO CLARIFICATION NOTICE 6-00

MCO P4400.150E. Consumer-Level Supply Policy Manual:

a. Audit Frequency for the Unit Authorized Custodian: A clarification was requested regarding the frequency in which audit and verifications of the unit authorized custodian must be performed. Paragraph 5001.3 of the reference eludes to a requirement to perform monthly audits; meanwhile, UM 4400-124 states that audits will be performed at least quarterly.

Response: The DoD Financial Management Regulation, DoD 7000.14-R, volume 5, chapter 3, paragraph 030201 states that the audits will be performed quarterly.

Reference: E-mail correspondence between CWO4 Brletich (FSMAO-1) and CWO5 Cookson (HQMC, LPC-3) of 7 November 2000. This clarification will be reflected in a forthcoming revision of MCO P4400.150E.

Clarification Validation: Clarification still valid. Republished due to its continued pertinence. Reference email between MSgt Branham (MCLCAT-E) and CWO5 Brletich (HQMC, LPC-3) dated 2 September 2003.

b. Accountable Officer for the Contingency Training Equipment Pool (CTEP)/Training Allowance Pool (TAP): Clarification was requested by 2nd Supply Battalion regarding whether the CTEP/TAP is considered consumer-level or intermediate-level supply activity.

Response: The CTEP/TAP is a consumer-level supply activity which falls under the auspices of MCO P4400.150E. The commanding officer may delegate the duties and responsibilities of the accountable officer to the OIC of the Intermediate Supply Support Activity (ISSA)/SASSY Management Unit (SMU). This is in keeping with the spirit and intent of the reference as it applies to consumer-level activities, while also affording the commanding officer the latitude to delegate such responsibilities and still direct the actions of the CTEP/TAP via the OIC of the ISSA/SMU. The OIC of the ISSA/SMU may appoint a supply officer for, and also certify all required documents, e.g., adjustment transactions, money value gain/loss notices, etc., that apply to the CTEP/TAP.

Reference: E-mail correspondence between Maj Ratte (FSMAO-1) and LtCol Kibben (HQMC, LPC-3) of 18 December 2000.

Clarification Validation: Clarification still valid. Republished due to its continued pertinence. Reference email between MSgt Branham (MCLCAT-E) and CWO5 Brletich (HQMC, LPC-3) dated 2 September 2003.

c. Batch SL-3 Inventories (previously published as clarification notice 15-98): Batch SL-3 inventories are appropriate for certain types of end items to reduce the administrative burden associated with performing individual SL-3 inventories for numerous items. If an end item requires the collateral equipment (SSRI or UURI items) in order to be fully operational and ready for use (e.g., tentage, first aid kits, decon kits, tool sets, etc.), then each end item must have an individual SL-3 inventory performed and documented. If the end item is fully operational and ready for use without its associated SL-3 items (e.g., cleaning gear for weapons, pioneer tools and gas/water cans for vehicles, etc.), the associated SL-3 items may be accounted for by using the batch inventory method. Class II, organizational property items in the supply warehouse which require periodic SL-3 inventories, with the exception of individual combat clothing and equipment (ICCE), must have individual SL-3 inventories documented for each end item. One record jacket is permissible, but an SL-3 inventory sheet for each end item is required.

Reference: Correspondence between Capt Davis (FSMAO-1), Capt Baldwin (HQMC, LPP-2), and Maj Flannery (HQMC, LPP-2), updated and republished due to its continued pertinence.

Clarification Validation: Clarification still valid. Republished due to its continued pertinence. Reference email between MSgt Branham (MCLCAT-E) and CWO5 Brletich (HQMC, LPC-3) dated 2 September 2003.

FSMAO CLARIFICATION NOTICE 7-00

MCO 8300.1C. Marine Corps Serialized Control of Small Arms: A clarification was requested regarding the prescribed retention period for the unit Crane report.

Response: While an ordnance-related report in nature, the unit Crane report falls under the category of “supply accounting records” and, as such, should be maintained for a period of two years. Further clarification also provided that monthly serialized inventory reports, typically maintained by the unit S-4/ordnance officer, are also maintained for a period of two years.

Reference: E-mail correspondence between CWO4 Brletich (FSMAO-1), CWO5 Cookson (HQMC, LPC-3), and Capt Sutton (HQMC, LPC-2) of 22 December 2000. This clarification will be reflected in the forthcoming revision of the reference.

Clarification Validation: Clarification still valid. Republished due to its continued pertinence. Reference email between MSgt Branham (MCLCAT-E) and CWO5 Brletich (HQMC, LPC-3) dated 2 September 2003.

FSMAO CLARIFICATION NOTICE 8-00

MCO P4400.151B. Intermediate-Level Supply Management Policy Manual: A clarification was requested regarding who is authorized to certify money value gain/loss notices (MVG/LN's) at the intermediate level of supply.

Response: The individual who has been authorized in writing by the commanding general to review and sign required adjustment transactions up to specified dollar values is also authorized to certify the MVG/LN that results from induction of the same adjustment transactions.

Reference: LAN message from MGySgt Lettinhand (HQMC, LPP) of 19 August 1997, updated by E-mail correspondence between CWO4 Brletich (FSMAO-1) and CWO5 Cookson (HQMC, LPC-3) of 27 October 2000. This clarification is republished due to its continued pertinence.

Clarification validation: Clarification still valid. Republished due to its continued pertinence. While paragraph 3010 of MCO P4400.151B gives specific guidance concerning authority to make adjustments and vouchering criteria, no specific mention is made of the MVG/LN.

FSMAO CLARIFICATION NOTICE 3-01

MCO 4340.1A. Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property: A question was posed by Supply School concerning the retention period for MLSR property reports.

Clarification: If an MLSR property report is associated with a report of investigation, in which case it becomes part of the investigative report, the retention period is five years (the retention period for completed reports of investigation). If the MLSR property report is not associated with a report of investigation, e.g., in the instance of recovered property for which no further investigative action is deemed necessary, the retention period is two years (as is the case for routine Naval correspondence).

Reference: E-mail correspondence between CWO4 Brletich (FSMAO-1) and CWO5 Cookson (HQMC, LPC-3) of 4 March 2001.

Clarification Validation: Clarification still valid. Republished due to its continued pertinence.

FSMAO CLARIFICATION NOTICE 4-01

MCO P4790.2C. Required Frequency of 1st Echelon Operator Preventive Maintenance Checks and Services (PMCS) for Marine Corps Ground Equipment:

Clarification: In accordance with MCO P4790.2C, the required frequency for 1st echelon operator PMCS, for equipment no longer under warranty, is daily (before, during, and after operation) for equipment that has been operated and monthly for all equipment to reinforce daily PMCS. There is no requirement to conduct weekly PMCS on Marine Corps ground equipment. Equipment still under the manufacturer's warranty will have PMCS (operator and 2d echelon) performed at the frequency defined in the equipment technical manual.

Reference: E-mail message from MGySgt Carter (HQMC, LPC-3) of 8 March 2001.

Clarification Validation: Clarification still valid. Reference phoncon between MGySgt Carter (LPC-3) and MGySgt Collier (MCLCAT-E) on 3 Oct 2003.

FSMAO CLARIFICATION NOTICE 6-01

UM 4400-124. FMF SASSY Using Unit Procedures:

Clarification: Correspondence was received from HQMC (LPC-3) regarding the use of NAVCOMPT Form 2277, Voucher for Disbursement and/or Collection. Paragraph 6.2f of the reference presently states that the NAVCOMPT Form 2277 will be used when turning in funds collected from the sale of government property or packaged operational rations (POR's) to disbursing. The DoD Financial Management Regulation (DoD FMR), DoD 7000.14-R, however, indicates that the DD Form 1131, Cash Collection Voucher, will be used for this purpose. Volume 5, chapter 10, paragraph 100403.B of the DoD FMR states, "DD Form 1131. Use this form to schedule receipts of cash collections when other forms are not prescribed." The question becomes whether the Marine Corps must use the NAVCOMPT Form 2277 or DD Form 1131 to remit cash to the disbursing office.

Per guidance provided by the Office of the Secretary of Defense (Ms. Melanie Willis, CML (703) 602-0456), the DoD FMR is the regulation to follow. Additional guidance provided by the Financial Services Division of the Defense Finance and Accounting Service (Mr. Steve Lanahan, CML (816) 926-7140/3579) stipulates that the DD Form 1131 will be used when turning in funds to the disbursing office.

Instructions for preparation and distribution of DD Form 1131 are located in the DoD FMR, volume 5, chapter 10, paragraph 100406. A sample completed DD Form 1131 is also contained in Figure 10-4 at the end of chapter 10. Per volume 12, chapter 1, paragraph 010301 of the DoD FMR, funds collected for the sale of government property shall be credited to the "General Fund Receipt Account" (173019). This reference further states, "...none of the receipts credited to these accounts are available for obligation and expenditure. Therefore, general fund receipt account collections do not affect budgetary resources." More specifically, funds collected for the sale of government property may not be credited to a unit's operating budget. Funds collected from the sale of POR's will be credited to the HQMC MPMC subsistence appropriation, as published annually in MCBul 10110, FY__ Meal Rates and Reimbursement Policy. (Note: It is understood that collection for the sale of POR's, whenever possible, should be accomplished via pay checkage in accordance with MCO 10110.47, Basic Allowance for Subsistence).

The DoD FMR itself may be accessed at: <http://www.dtic.mil/comptroller/fmr>

Reference: E-mail correspondence from CWO5 Cookson (HQMC, LPC-3) of 1 May 2001. This clarification will be reflected in a forthcoming revision to the reference.

Clarification Validation: Clarification still valid. Republished due to its continued pertinence.

FSMAO CLARIFICATION NOTICE 8-01

MCO P4400.82F. Regulated/Controlled Item Management Manual:

Background: Correspondence was received from HQMC (LPC-3) regarding the submission of “recoverable item reports” (WIR’s) for excess and/or unserviceable principle end items (PEI’s) and secondary reparables (secreps).

Clarification: PEI’s which are excess to established allowances will be reported to the major subordinate command (MSC) for disposition instructions. Whenever possible, intra-MSC/MEF redistribution of excesses is preferred; however, when such redistribution is not possible, a WIR will be submitted to MCLB, Albany. WIR’s will be submitted by either the using unit or MSC-level supply section via the WIR On-Line Process Handler (WOLPH) program or standard Naval message, as prescribed by local SOP (the required data elements for a WIR are contained in chapter 10, figure 10-8 of the reference). The supply section will effect disposition of the excess equipment as directed by MCLB, Albany and process the appropriate transaction, e.g., disposal, rollback, etc., to update the property accounting records. Excess secreps will be reported to the main Repairable Issue Point (RIP) in the FSSG for disposition instructions and management action, as appropriate.

Unserviceable PEI’s and secreps will be evacuated to the supporting intermediate maintenance activity (IMA) to determine whether the item is economically repairable. In those instances where the PEI or secrep cannot be repaired, the IMA will submit a WIR to MCLB, Albany and furnish a letter of unserviceable property (LUP) to either the owning organization (for PEI’s) or main RIP (for secreps). Upon receipt of the LUP, the owning organization or main RIP will process the appropriate transaction, e.g., disposal or rollback, to update the property accounting records and simultaneously requisition a replacement item. The IMA will effect disposition of the unserviceable equipment as directed by MCLB, Albany.

When the owning organization is the highest echelon of maintenance authorized, or specific instructions are provided by means of a User’s Logistics Support Summary (ULSS) or other Marine Corps directive for the owning organization to effect “automatic retrograde” of an excess or unserviceable PEI (as is sometimes the case for replaced PEI’s), the using unit supply section will submit the WIR to MCLB, Albany and effect the prescribed disposition of the equipment. Organizational-level maintenance activities will not submit WIR’s.

Reference: E-mail correspondence from CWO5 Cookson (HQMC, LPC-3) of 28 June 2001. This clarification will be reflected in a forthcoming revision to the reference.

Clarification Validation: Clarification still valid. Republished due to its continued pertinence. Reference email between MSgt Witte (MCLCAT-E) and CWO5 Brletich (HQMC, LPC-3) dated 27 August 2003.

FSMAO CLARIFICATION NOTICE 10-01

MCO 5311.1C. Total Force Structure Process (TFSP):

Background: Clarification was requested from Total Force Structure Division (TFSD), Marine Corps Combat Development Command (MCCDC), Quantico regarding whether non-chargeable numbers reflected on a unit's table of organization (T/O) are included when computing allowances for T/O weapons and individual combat clothing and equipment (ICCE).

Clarification: There are two categories of billets depicted under the heading of "Individual Weapons" in the unit summary of a T/O: chargeable and non-chargeable. Chargeable billets are self-explanatory, but non-chargeable billets are often times misunderstood. There are four types of non-chargeable billets: contingency (C-coded), supplementary (S-coded), collateral duty (X-coded), and unfunded (U-coded). Only contingency billets, used primarily in times of crisis to satisfy the needs of active warfighting units, are included when computing allowances. Contingency billets are depicted by a "C" in the "STA" column of the T/O.

To determine a unit's allowances for T/O weapons and ICCE, simply add all chargeable and non-chargeable "C-coded" numbers for rifles, pistols, and automatic rifles (note: unarmed personnel are only included in ICCE allowances; not T/O weapons).

Reference: E-mail correspondence between Maj Spignesi (TFSD) and CWO4 Brletich (FSMAO-1) of 6 December 2000.

Clarification Validation: Clarification still valid. Republished due to its continued pertinence.

FSMAO CLARIFICATION NOTICE 11-01

MCO 4340.1A. Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property

Background: A question was posed by FSMAO-1 regarding whether MLSR reporting requirements are applicable to controlled blank forms. The reference does not specifically address the loss, theft, or recovery of controlled blank forms.

Clarification: Controlled blank forms do not fit the description of “MLSR Reportable Items” contained in paragraph 5.b of the reference and, as such, are not deemed MLSR reportable.

Reference: Phone conversation between CWO4 Brletich (FSMAO-1) and CWO5 Cookson (HQMC, LPC-3) of 12 December 2001.

Clarification Validation: Clarification still valid. Republished due to its continued pertinence.

MCLCAT CLARIFICATION NOTICE 01-03

MCO P4400.150E. Consumer-Level Supply Policy Manual: SL-3 Components

Background: Paragraph 2011.6 was deleted from MCO P4400.150E when change 2 was published. The deleted paragraph follows:

6. When SL-3 components received through the supply system to replace missing or unserviceable tools do not match the exact descriptive data of the stocklist, units are authorized to maintain those items if the tool received meets the “Form”, “Fit”, and “Function” of the SL-3 component.

Clarification: The following clarification is provided until the change is reflected in the next revision of the order: When SL-3 components received through the supply system (including open purchases from a commercial vendor) to replace missing or unserviceable items do not match the exact descriptive data of the stocklist, units are authorized to maintain those items if the item received meets the “Form”, “Fit”, and “Function” of the SL-3 component.

Reference: E-mail correspondence between MSgt Barron and Major Isner of MCLCAT-E, and CWO5 Brletich (HQMC, LPC-3) of 3 September 2003. This clarification will be reflected in a forthcoming revision to the reference.

MCLCAT CLARIFICATION NOTICE 02-03

MCO P4400.151B. Intermediate-Level Supply Management Policy Manual:

Clarification: Correspondence was received from HQMC (LPC-3) regarding the policy directives that presently govern low-density reparable issue points (LD RIP's), i.e. LD sub-floats established at the using unit. The migration of secondary reparable (secrep) management responsibilities to the Commander, Marine Corps Materiel Command has rendered chapter 8 of the reference obsolete. LD sub-float accounts are considered an extension of the main RIP in the FSSG, and, as such, are governed by the provisions of MCO P4400.151B, the Intermediate-Level Supply Management Policy Manual.

Reference: Phone conversation between Maj Ratte (FSMAO-1) and CWO5 Cookson (HQMC, LPC-3) of 17 May 2001. This clarification will be reflected in the forthcoming revision of the reference.

Clarification Validation: Formerly Clarification 07-01. MCO P4400.10E was updated to reflect the clarification. Clarification was retained as valid pending update to MCO P4400.151B. Republished as a new clarification due to its continued pertinence.

MCLCAT CLARIFICATION NOTICE 03-03

MCO P4400.150E. Consumer-Level Supply Policy Manual:

Background: A phone call was received by CWO5 Brletich asking about the inventory frequency for ammunition; specifically, the required inventory frequency for inert and training ammunition.

Clarification: The spirit and intent of the policy guidance is this: Active ammunitions on hand within the unit must be inventoried monthly. Such inventory may be accomplished in consonance with, or separately from the monthly serialized inventory of small arms within the unit. Inert, training, and dummy (i.e., non-reactive) ammunition must be inventoried annually. The results of all inventories must be posted to the ammunition accounting records, i.e., the NAVMC 10774 or other automated means used to account for the ammunition. The textbook definitions of "ammunition" and "explosives" (A&E) support this policy interpretation, as do the ammo experts at MarCorSysCom (code AM).

a. MCO P4400.150E, chap 7, para 7002.4.b states, "Account for class V(W) per this manual and UM 4400-124. This includes all blank, inert, security, training, and dummy ammunition to include the .27mm hilti rounds. Ammunition NSN/Lot Number Record (NAVMC 10774) or equivalent automated means are authorized and acceptable for maintaining/recording custody transactions."

b. Para 7002.4g states, "Shall appoint in writing an officer/SNCO to conduct and document monthly inventories of A&E stored in a local magazine controlled by a unit."

c. Para 7002.4i states, "Shall ensure an annual (wall-to-wall) inventory of class V(W) is conducted and properly documented on appropriate NAVMC 10774."

d. UM 4400-124, para 10.2c (pg 3-10-13) states, "A physical inventory of Class V(W) materiel will be conducted at least annually..."

Reference: Email between CWO5 Brletich (LPC-3) and Major Isner (MCLCAT-E) dated 26 August 26 2002.

MCLCAT CLARIFICATION NOTICE 04-03

MarAdmin 188/00. Command Adjustment Policy:

Background: After much discussion and debate about the command adjustment policy contained in MarAdmin 188/00 and MarAdmin 271/00; specifically, whether the command adjustment policy should be applied to all equipment or only selected (MCGERR-reportable) items of equipment provided to deploying units, it has been determined that the policy contained in MarAdmin 188/00 is best for the Marine Corps. While this approach does require more work (i.e., keypunching) at the operator level, it also facilitates better and more accurate asset visibility, accountability, and equipment maintenance.

Clarification: MarAdmin 271/00 will be rescinded. The command adjustment policy and procedures contained in MarAdmin 188/00 will be used effective immediately.

Reference: Email between CWO5 Brletich (LPC-3) and Major Isner (MCLCAT-E) dated 11December 2002.

MCLCAT CLARIFICATION NOTICE 05-03

MCO P4400.150E. Consumer-Level Supply Policy Manual. Policy waiver for A2P.

Background: The following request for clarification was received:

“The FSMAO 1 letter dated 25 May 01, on the Vouchering and POD Policy Waiver for ATP Users, authorizing electronic certification and retention of vouchers and PODs within ATCLASS II+ vice paper, there is an issue requiring some clarification. Enclosure (1), paragraph b (1)(b), states that "The CO then signs the pending MVGL with justifications". Please clarify exactly what the CO is required to sign. Is the requirement only the printed MVGL notice or is it the notice with supporting justification attached, or must each individual MVGL transaction be printed and signed?

Clarification: The intent of the policy waiver was to provide supply officers and commanders the means to electronically approve adjustments (gains and losses) made to the supply account. Such approval must be obtained prior to actually processing the adjustment transactions and can occur in several ways:

- a. Electronically via A2P mailbox (most commanders do not use this method due to unfamiliarity with the system);
- b. A "pending" MVG/LN may be printed and signed indicating pre-approval (most common method); or 3- NAVMC 10694 hard cards may be prepared and signed for each required adjustment (least preferred option). Once pre-approval of the required adjustment transactions is obtained, the hard-copy MVG/LN must be printed (at least monthly) and signed by the commanding officer or acting commanding officer. Supporting documentation is the aforementioned preapproval and may be attached for the commander's awareness. Signed MVG/LN's, together with supporting documentation, are maintained in the unit voucher file for two years.

Reference: FSMAO 1 letter dated 25 May 01 on the Vouchering and POD Policy Waiver for ATP Users, MCO P4400.150E, and email from CWO5 Brletich (LPC-3) dated 25 July 2002.

MCLCAT CLARIFICATION NOTICE 06-03

MarAdmin 199/01. Purchasing Unit-Specific PT Gear.

Background: A question was asked as to whether a unit commander could use appropriated or non-appropriated funds to purchase unit-specific PT gear for permanent issue to Marines. The following clarification is provided to the information contained in para 2.D(2) of MarAdmin 199/01.

Clarification: A unit commander cannot use either appropriated or non-appropriated funds to purchase unit-specific PT gear for permanent issue to Marines. There are two options:

a. Unit commanders can purchase and account for the PT shirts as "organizational property," meaning the shirts would have to be turned in and disposed of when the Marine rotates from the unit.

b. Marines can pay for the PT shirts with their personal funds, as long as they're not coerced to do so, in which case they own the shirt.

LPC-3's position on this matter is in agreement with the guidance provided by Mr. Callaway. It is highly discouraged to use local funding to purchase unit-specific PT shirts as organizational property. Very simply, it's not cost-effective use of our very limited funding resources.

Reference: Phoncon between Mr. Don Callaway (Head of the Audit and Review Branch of the Fiscal Division (RFR) at HQMC) and CWO5 Brletich (LPC-3) of 16 Dec 02.

MCLCAT CLARIFICATION NOTICE 07-03

MCO P4400.150E. Missing Gear Statements

Background: With the advent of the Consolidated Issue Facilities, there have been recurring questions concerning the Missing Gear Statements. The following is an example of the most common question: Does a Company or Squadron CO have the authority to sign a missing gear statement?

a. Paragraph 6001.1a of MCO P4400.150 states "As a matter of policy, all missing, destroyed, or damaged government property belonging to the Marine corps (including ammunition), on charge to the Marine Corps, and belonging to other government departments in the custody of the Marine Corps will be made the subject of investigation as prescribed in the JAG Manual. An investigation will be initiated when the cause of such condition is unknown, individual of responsibility is relieved, or to determine responsibility for the loss, damage, or destruction of the property." The JAG Manual, chapter 2, specifically states that loss of government property will be investigated in accordance with JAG Manual.

b. The Missing Gear Statement is the Marine Corps means to conduct a "Preliminary Inquiry". A preliminary inquiry is conducted in order to provide the convening authority the facts surrounding the loss, damage, destruction of property. This is accomplished so that the convening authority can make the determination if investigation is warranted or not, should individual be held responsible or not etc. Only the convening authority can make this determination, and it cannot be delegated to Company Commanders. Only those officers which have convening authority are authorized to adjudicate a missing gear statement (preliminary inquiry) and that this authority can not be delegated.

Reference: MCO P4400.150E, JAG Manual, email between CWO5 Ron Cookson (formerly of LPC) and CWO5 Brletich (current LPC-3).

MCLCAT CLARIFICATION NOTICE 08-03

MCO P4400.150E. Cash Collection

Background: Clarification was requested by a unit regarding cash collections. The following clarification is provided.

a. Cash or checkage sales for missing or damaged government property should always be the last resort. In-kind replacement is desired whenever possible. Same cost to the Marine, no loss of unit funding, no paperwork required, and a new piece of gear is back on the shelf.

b. When funds are collected for missing or damaged government property (or anything else for that matter, e.g., money to pay for a lost BEQ room key), the money must be properly handled, securely stored, remitted to disbursing, and properly vouchered.

c. Proper handling, storage, remittance, and vouchering means exactly that. The policies and procedures outlined in the DoD FMR, MCO P4400.150E, and UM 4400-124 apply, i.e., appointed custodian, use of a safe, proper forms, periodic audits, historical files, etc. Whether the funds collected are maintained for five minutes or five days, the rules apply.

d. Finally, the commander has the prerogative to not appoint a unit authorized custodian. Direct remittance of funding to disbursing is certainly permissible and encouraged when possible. In this instance, two requirements must still be met:

(1) The Marine must be counseled about voluntary reimbursement and his right to consult an SJA in accordance with para 6.2.a of UM 4400-124.

(2) A copy of the collection voucher (provided by disbursing in this instance) must be vouchered to support any subsequent property record adjustment that occurs as a result of the missing or damaged property.

Reference: DoD FMR, MCO P4400.150E, and UM 4400-124, and email between CWO5 Brletich (LPC-3) and GySgt Shuck (MCLCAT-E) dated 30 July 2003.

MCLCAT CLARIFICATION NOTICE 09-03

MCO P11262.2A.REMOTE CONTROL LOAD TEST REQUIREMENTS FOR THE
MK-15/17

Background: Email from MGySgt Whalen (MCLCAT-WestPAC) provided the following background information for the remote control load test requirements for the MK-15-15/17.

Presently, there is a conflict between the TM 23-10/7 and MCO P11262.2A. The TM 23-10/7 states on page 2-96, if the remote control for the Material Handling Crane does not operate it does NOT render the vehicle NOT MISSION CAPABLE. The mission of this crane is to lift 9000lbs and rotate it 350 degrees with a 10 degree dead spot over the operator and the manual controls. Also on page 2-147 of the TM it states:

NOTE:

Any failure of the remote control Pre-Operation check will not prevent the use of the crane, this, however prevents any use of any remote operations until repairs have been made.

The problem occurs when the vehicle requires a load test. MCO P11262.2A Page 5-5, paragraph 5005.1 requires the remote control to pass a load test of its own, and if it does fail, the vehicle crane is considered DEADLINED.

Common sense would seem to dictate that the crane could still fulfill its intended mission using the manual controls. There is concern among many units that these remotes are a problem when it comes to calibration with the crane and if the cal is off, the vehicle is deadlined. Upon review of the NSN for the remote, it is noted that the Combat Essentiality Code (CEC) assigned is a 2; Non-Critical repair. The MK15/17 makes up a large portion of the Marine Corps ability to support deploying units. If it is found that there is a valid reason to include the remote in the load test, recommend it not be a determining factor as to whether or not the crane itself is mission capable. Include the test, and if the remote fails, have the vehicle stenciled and recorded as "REMOTE NOT TESTED" or "REMOTE FAILED", but pass the crane, and do not degrade the intended use of this extensively required piece of support equipment.

Clarification: Since there is a conflict, since the remote does not render the vehicle Not Mission Capable (NMC), and given the fact the remote is NOT, and does not constitute a load lifting portion of the machine (i.e., a cylinder, outrigger, and so on), changes to the Load Test order to reflect the change will be made during fiscal year 2004.

Reference: Email between CWO4 J. A. Batton (MARCORSYSCOM) and CWO4 W. Jacobs (MCLCAT-E) dated 10 December 2003.