

Supply Procedures1. RBE Supply Accountability and Responsibilitya. Accountability(1) General

(a) Accountable Officers are responsible for the IRBE and RBE in their charge by virtue of the fact that they were appointed and have accepted that position. Once IRBE and RBE is properly accounted for and transfer of custody performed, the accountability of these assets falls under the next unit to assume responsibility. The Responsible Officer (RO) will report accountability and responsibility for IRBE and RBE equipment to II MEF.

(b) The loyalty of the RO will not be divided, but rather the RO is responsible to and will account and report asset visibility to the Accountable Officer charged with the responsibility of the equipment and who has assumed control of the assets.

**(c) Forward Commanders will not give direction to rear element ROs regarding the pushing or movement of assets forward, after the IRBE account has changed custody to a rear Commander.** Under no circumstances will IRBE or RBE be shipped without the prior approval of II MEF G-4. II MEF will approve command shipments of IRBE or RBE prior to any movement of equipment.

(d) Upon commencement of unit deployment and until custody transfer, a unit commander will designate in writing a senior Marine as RO to take immediate custody of IRBE and RBE. Responsible Officers will be appointed in writing as required by current directives. MSCs will ensure that the guidelines in MCO P4400.150E and UM 4400-124 are strictly adhered to.

(e) The MSC Commanders retain responsibility and maintain positive control of MSC IRBE and RBE accountability and management until custody is transferred to another commander. Likewise, subordinate unit commanders retain responsibility for accountability and management of unit IRBE and RBE until custody is properly transferred.

(f) MSCs will identify the accountability of Principle End Items (PEIs) and provide total asset visibility to II MEF. MSCs will properly account for PEIs, obsolete equipment, and items submitted to Defense Reutilization Marketing Office (DRMO) that are considered IRBE and RBE in accordance with current supply directives.

(g) MSCs will ensure that subordinate units within their cognizance properly manage parts received or not applied to deployed units equipment. This is to avoid parts being shipped and no equipment to apply them to. During deployment support planning, II MEF will release a guidance message concerning the handling of requisitions. Guidance will cover requisition back-orders, cancellations, Force Activity Designator (FAD) changes and other pertinent IRBE and RBE issues.

(2) Individual Combat Clothing and Equipment (ICCE). MSCs will provide ICCE accountability and turn-ins in order to support CRCs and IRRs. ICCE/Specialty Equipment left behind or found adrift will be collected, inventoried, and turned into the local Consolidated Issue Facility (CIF).

(3) Custody. When a unit's deployment is so rapid and complete that its ability to effectively account for and manage IRBE and RBE is jeopardized, the deploying unit will turn over custody of its IRBE and RBE to the next higher command, which will assume responsibility per established supply and maintenance management procedures until the IRBE and RBE is properly transferred.

(4) Roll-Back. Deploying units will rollback any unneeded or excess supplies to the Intermediate Supply Support Activity (ISSA) or Direct Supply Stock Control (DSSC) appropriately.

2. Assignment of Reporting Unit Codes (RUCs)/Activity Address Codes (AACs). Supply sections will be provided two separate RUCs/AACs to account for equipment. A separate M9 RUC/AAC is provided to facilitate accounting for equipment. Although the parent RUC/AAC is usually used to account for equipment left behind and the M9 account is used to account for deployed equipment, in some cases the use of these accounts can be reversed (to reduce the number of equipment transfers required to support MPF operations, etc.). RBE accounts will be established for each MSC. MSCs will submit a request for a DODAAC change to the ISSA via the chain of command. Units that deploy as stand alone detachments will use a M9 RUC/ACC for each detachment to account for equipment during the deployment (example, if a unit has three detachments, then each detachment will have their own M9 ACC/RUC). Each detachment will submit a request for a DODACC change to the ISSA via the chain of command.

a. Scenarios for transferring of equipment to RUCs/AACs.

(1) Units deploying with current RUCs/AACs.

(a) Supply sections will retain their current RUC/AACs for deployment and be provided a separate M9 RUC/AAC to use to account for IRBE. Units will transfer using Document Identifier Code (DIC) Z2M transactions to the M9 account first.

(b) Once all known IRBE is transferred and verified, ATLASS II + units may be required to export the remaining data into ATLASS 1. Once this data is downloaded into ATLASS 1, the unit's will verify data to ensure accuracy. All vouchered transactions will be retained in accordance with Marine Corps Orders.

(2) Units/detachments that deploy with a M9 RUC/AAC. Supply sections will transfer equipment to the provided M9 RUC/AAC for the deploying unit/detachment. Units will transfer by Z2M to the gaining M9 RUC/AAC. If converting to ATLASS I, units will use the YAL transaction to build the allowance table for the ATLASS 1 Mechanized Allowance Listing (MAL) for the gaining M9 RUC/AAC before processing the D6T receipt transaction. The gaining M9 RUC/AAC will receipt for the equipment using a D6T transaction (i.e. either normal ATLASS 1 D6T transaction or by the freeform function) of all transferred equipment. (YRU) transactions will be processed to create Consolidation Memorandum Receipts (CMRs) for each Responsible Officer (RO) to account for this equipment. All voucher transactions will be retained in accordance with Marine Corps Orders.

(3) Equipment Transferred to Other Units. Supply Sections will induct Z2M transactions for equipment transferred to other Units. Transferring Units will retain signed copies of the DD 1348's for audit trail purposes.

### 3. Scenarios for Requisition Management

a. Units deploying with current RUC/AACs. Units will update their TAC-1, 2 addresses to reflect deployed location and request for a higher FAD based on the deployment status. Supply personnel will cancel documents (per II MEF guidance) except for requisitions with positive shipping status for the IRBE and RBE equipment that is transferred to any M9 RUC/AAC. Cancelled requisitions will be reordered under a new M9 account. The rationale being, the Document Control File (DCF) of the deployed unit will not be visible to and managed by remain behind personnel. Therefore, the demands in support of deployed equipment placed prior to deployment will remain on the current RUC/AAC. Remain behind supply personnel will monitor requisitions in receipt of positive supply shipping status. Upon receipt of these items, remain behind personnel will forward the received assets to the Marine Corps' logistics controlling agency or deployed unit in theater (i.e., Marine Logistics Command (MLC)). Receipt information will be forwarded to the deployed unit electronically. All voucher transactions will be retained in accordance with Marine Corps Orders. II MEF will provide additional guidance on the cancellation of requisitions.

b. Units that deploy with a new RUC/AAC. Supply Personnel will cancel documents (per II MEF guidance) except for requisitions with positive shipping status for the equipment transferred to the M9 deployed RUC/AAC. The rationale being, units will transfer equipment to other units with minor repairs. Once transfer has occurred, then deployed M9 ACC/RUC will reorder these parts with the upgraded FAD with correct TAC-1, 2 addresses and correct domain. Remain behind Supply Personnel will monitor requisitions in receipt of positive supply shipping status. Once these items are received, they will reconcile with deployed unit. If the items are still needed, remain behind personnel will forward the received assets to the Marine Corps' logistics controlling agency or deployed unit in theater (i.e., Marine Logistics Command (MLC)). Electronic reconciliation between units for requisition is a must to avoid duplicate requirements. All voucher transactions will be retained in accordance with Marine Corps Orders. II MEF will provide additional guidance on requisition management per separate correspondence.

c. Equipment Transferred to Other Units. Supply personnel will cancel all documents except for requisitions with positive shipping status for the equipment that is transferred to other units. The rationale being, units will transfer equipment to other units with minor repairs. Once transfer has occurred, then gaining unit will reorder these parts with the upgraded FAD and the correct domain. Remain behind supply personnel will monitor requisitions in receipt of positive supply shipping status, once the items are received, they will reconcile with deployed unit. If the items are still needed remain behind personnel will forward the received assets to the Marine Corps' logistics controlling agency or deployed unit in theater (i.e., Marine Logistics Command (MLC)). Electronic reconciliation between units for requisition is a must to avoid duplicate requirements. All voucher transactions will be retained in accordance with Marine Corps Orders.

### 4. Remain Behind Personnel

a. Given likely shortages of qualified supply, maintenance and logistics specialists, explicit guidance must be provided to the designated RO regarding standing policies, procedures, and available resources to ensure maximum effectiveness of RBE management. Commanders will ensure that all units identify RBP. Upon deployment of the parent unit, it would be their mission to identify

and account for IRBE and RBE assets, until directed by higher headquarters to relinquish control. MSC remain behind personnel must be staffed with MOS qualified personnel to handle maintenance and supply functions until equipment is consolidated or pushed forward as sustainment. All commanders must designate appropriately qualified deployable personnel to remain and maintain desired control over IRBE/RBE, conduct supply operations, or provide training to incoming personnel.

b. MSCs will also ensure that commanders perform training requirements and make certain that MOS credible personnel are available to supervise the management of IRBE and RBE assets. Personnel will be able to track and locate assets by TAMCN, nomenclature, unit of issue, National Stock Number (NSN), and other supply related information necessary to have equipment visibility and manageability. Commands will leave sufficient numbers of qualified personnel from Supply and Maintenance Management Office Sections to perform the above duties.

#### 5. Disposition and Turnover

a. Procedures for disposition and turnover of IRBE and RBE are not to interfere with unit deployment timeframes, but will in all cases follow the supply and maintenance procedures provided in references (d), (e), (f) and other current directives. Turnover of IRBE and RBE between unit ROs/custodians must include receipt documentation, current applicable Operating Systems record keeping and other accountability and control requirements provided in references (d) and (e).

b. As generally described in the basic order, and in conformity with references (b) and (i), the disposition procedures for IRBE and RBE are as follows:

(1) MAGTF units are notified to deploy.

(2) Deploying units identify IRBE through the chain-of-command to the MSC Commander.

(3) The MSC Commander directs internal redistribution of IRBE to fill any of the following requirements:

(a) Materiel deficiencies within the MSC to ensure all units (including gained SMCR units with deficiencies caused by T/E and Training Allowance differences) are fully equipped to support mission accomplishment.

(b) One-for-one exchanges of deadlined equipment with operational equipment to improve materiel readiness.

(c) Sustainment as approved by CMC to ensure sufficient accompanying equipment/supplies for the MAGTF.

(4) IRBE redistribution is accomplished per the MSC Commander's directive and SOP, using one of the following methods:

(a) Unit-to-unit turnover between commanders or designated ROs.

(b) When a deploying unit is unable to effectively manage its IRBE and RBE, the unit's next higher command takes custody and effects turnover with the receiving unit.

(c) As required, the designated MSC executive agent takes custody of and redistributes IRBE and RBE to receiving units.

(5) Upon completion of MSC internal redistributions, but not later than C+15, undistributed IRBE is reported to II MEF (G-4).

(6) II MEF directs additional IRBE redistributions if required.

(7) II MEF reports non-redistributed IRBE as RBE to MARFORLANT and directs the MSC Commander or his executive agent to physically centralize its storage to the extent possible aboard bases/stations.

6. Centralized Storage. To ensure accurate accountability, assets will normally be "frozen in place" at the battalion/squadron level. Freezing assets in place will promote proper accountability and minimize physical movement of gear until redistribution/disposition instructions can be provided.

#### 7. Accounting for Small Arms and Ammunition

a. MSCs will provide a consolidated armory, issuing of small arms to CRCs. All reports submitted to Naval Weapons Support Center (NWSC), Crane, will be forwarded on an "as occurring/daily basis." Batch submission of documents, which precludes timely reporting, is not authorized. When units transfer from one AAC to another AAC, Accountable Officers will report the AAC/RUC that will be involved, citing type I address (designation) changes, in "from"/"to" format, to the Commanding Officer, NWSC, Crane, Indiana, 30 days prior to the effective date. A copy of this report will be furnished the Commanding General (Code 824/SCS), Marine Corps Logistics Base (MCLB), Albany, Georgia 31704. **These requirements will not be ignored.** Accountable Officers will ensure that timely reporting of small arms assets are being conducted to NWSC, Crane, IN, in accordance with current directives. If II MEF units and the magnitude of their work that using unit supply sections are responsible for prior to deployment becomes a severe impediment to a unit reporting the movement of small arms to the NWSC, then the unit may request personnel augmentation from the agencies aforementioned in this order.

b. MSCs should ensure that Commanders provide more definitive guidance concerning the control and accountability of small arms in published IRBE and RBE guidance. Commanders should further coordinate an adequate number of technically proficient, knowledgeable armory and supply personnel are available to control and account for small arms and accomplish the required reporting to NWSC. A weapons custodian and dedicated supply personnel should be appointed in order to provide the necessary supervision to account, monitor, and control the movement of small arms. Dedicated supervision (Officer or SNCO) for skill level personnel should be assigned to the consolidated armory, so as not to overwhelm E-5 and below.

c. Ammunition and security ammunition will be identified, stored, turned over, and accounted for in compliance with current supply and ammunition directives, (BO P8020.1A and MCO 8020.10, MCO P4400.150E Chapter 7). The accountability of security ammunition **will not** be disregarded. The various amounts of ammunition, both security and ammunition that had been used for

training, will be properly turned (to include expenditure reports) into the Ammunition Supply Point.

8. Temporary Loans. The accountability of principle end items, which are temporarily loaned, will be reported to a higher command element, in order to prevent the loss of visibility when the owning unit deploys. Prior to deployment each element needs to recover their assets, report them to their MSC, or submit command adjustments to the unit physically possessing the equipment. Temporary loan documents, and Equipment Custody Receipts (ECRs) will contain a minimum of the following information: Item TAMCN, nomenclature, quantity issued or loaned, unit of issue, appropriate Marine Corps serial number, information on the supporting and supported unit, pertinent RO information outlined in MCO P4400.150E and UM 4400-124.

9. Obsolete Equipment. In the past many of the items of equipment collected during the IRBE and RBE consolidation effort were obsolete. This evolution served to be a long over due field day for the logistics community. Many of the warehouses contained equipment (serviceable and unserviceable) that was obsolete. Commanders will ensure that their warehouses are periodically inspected to ensure obsolete and unserviceable equipment is being purged. Upon return of the parent organization a review of this situation should be conducted.

10. Publications. Commands will ensure that publications, both supply and maintenance manuals, will be available in sufficient quantities to support IRBE and RBE assets. Provisions should be made by the deploying element to leave sufficient technical publications behind to support their maintenance effort on assets that will not be deployed.

11. SL-3 Components

a. Items of equipment designated, as IRBE and RBE will be SL-3 complete. When units turnover equipment to the RBP such as rifles, pistols, machine guns, tents, tool boxes, or any end item or item that SL-3 accompanies will have pertinent documentation such as inventory control forms reflecting that the item and its SL-3 components have been inventoried and are SL-3 complete.

b. If equipment is to be turned in minus or short SL-3 accessories, these items need to be identified by the unit, to assist the RBP to identify and rebuild necessary stocks and requisition deficiencies. All equipment turned in should have SL-3 inventories included and annotated on shipping documents.

12. Mount Out Files/Records Retention. Command files and records need to be treated with care for retention for future use. Command files should be very carefully and properly packed and stored. An approved container should be procured to store the deploying commands historical files and records for Marine Corps wide use to protect these files while in storage.

13. Communication Security (CommSec) Equipment. Guidance and direction contained in CMS-4 (the Communications Security Material System (CMS) Manual), CMS-1 (CMS Policy and procedures) and CMS-5 (CMS Cryptographic Information and Guidance Manual) will be used concurrently with supply procedures for security accountability, transfer authority, and redistribution approval when processing IRBE and RBE or excess CommSec equipment, both classified equipment and unclassified Cryptographic controlled items (CCI).

14. Automated Information Technology. Commands will ensure that the appropriate automated equipment and software are left behind in order to allow the RBP to input transactions and update files.

15. Remain Behind Personnel/Equipment Consolidation. MSCs should at the earliest possible time, after the deploying unit leaves, consolidate RBP into MSC RBE Management Teams. At the same time, MSC SOPs should describe the details of consolidating equipment into centrally located facilities within the MSC.

**RBE Maintenance Procedures**

1. General. It is imperative that commanders coordinate the overall maintenance management effort, making sure that data relative to IRBE and RBE funnels through their S-4 to the II MEF G-4, Maintenance Management Officer. They must discourage the practice of an "anything goes" environment where equipment is cannibalized, or is the subject of extensive selective interchange prior to deployment, or stripped of all SL-3 components.
2. Standard Operating Procedures (SOP). MSCs will implement a Maintenance Management SOP in accordance to current supply directives for the proper initiation of Limited Technical Inspections (LTIs), discouragement of cannibalization and selective interchange, storage of excess SL-3, Work Order Number (WON) matrix, proper management of records, and proper reporting of condition codes. The SOP will also discuss the necessity for scheduled preventative and corrective maintenance checks.
3. Identification. Once items are designated as IRBE and RBE, ensure that the following actions are performed.
  - a. A joint LTI, as outlined in reference (f) and applicable technical manuals, be conducted to determine the items condition code. Ensure that a copy of the LTI is attached to the equipment.
  - b. That all assets have a placard placed in the window or attached to the item identifying it as RBE (this applies to both rolling and non-rolling stock). The placard must list the items TAMCN, Nomenclature, Equipment ID#, Serial number, and original Owning Unit AAC.
  - c. That a complete SL-3/Basic Issue Item (BII) inventory is conducted and a copy of the inventory is attached to the item(s). Ensure that SL-3/BII are tagged with the TAMCN, ID#, Nomenclature, and Serial number of the tool set, chest, kit, or PEI they belong to. Multiple components belonging to the same end item should be packaged together when possible.
  - d. Supply and maintenance personnel are made aware of equipment currently evacuated to a higher echelon of maintenance.
4. Readiness. Given its importance for equipping follow-on forces or as sustainment, IRBE and RBE must be maintained at the highest possible level of readiness. IRBE and RBE requiring maintenance should be inducted into the maintenance cycle as soon as possible, at the appropriate echelon, and using the highest appropriate priority. Readiness reporting must be in compliance with the current version of II MEF P4790.8\_ (II MEF MMSOP) and other applicable directives to provide visibility of RBE assets.
5. Preventive Maintenance (PM). Commanders will ensure that all preventive maintenance, to include first echelon operator maintenance, is performed per applicable technical manuals.
6. Test Measurement and Diagnostic Equipment (TMDE). Ensure that calibration equipment is tagged to identify it's "Due Date" and current calibration status (i.e., Full, CNR, Special, or Inactive). If the item is a component to a tool set, chest, or kit; list the serial number of that tool set, chest, or kit it belongs to.

7. Cannibalization/Selective Interchange. Cannibalization or stripping of parts from IRBE and RBE is strictly prohibited. Selective interchange of parts between IRBE and RBE is prohibited except where explicitly authorized in advance in accordance with reference (f). When approval to cannibalize/selectively interchange repair parts is granted, commanders will ensure that defective repair parts are placed on requisition under the Work Order Number (WON) of the IRBE or RBE. Commands should review the procedures for obtaining Class IX repair parts. If, the supply system is not able to respond in a timely manner, then possibly the need for cannibalization could be justified. Authorization must be obtained from the Commanding General prior to the act of cannibalization or selective interchange.

8. Tools and Publications. Commanders need to ensure that appropriate tools and publications are identified and left behind for maintenance personnel to perform Corrective and Preventive Maintenance (CM/PM) actions.

9. Temporary Equipment Record Jackets. The creation of manual equipment records (i.e., NAVMC 696D, NAVMC 10561, NAVMC 11053/11054, etc.) is not required unless the PEI has been designated for transfer to a unit not utilizing the ATCLASS II Plus (A2P) operating system. Upon notification that an item has been designated for transfer out of the A2P environment, commanders will create a temporary equipment record jacket consisting of:

a. A copy of the last Corrective Maintenance (CM) WON (Print Screen in A2P).

b. A copy of the last Preventive Maintenance (PM) WON (Print Screen in A2P).

c. A copy of the last load lift certification WON when required (Print Screen in A2P).

d. Copy of the Limited Technical Inspection (LTI) sheet.

e. A completed Commodity Managers Modification Control Record.

f. The current SL-3/BII inventory extract.

10. Remain Behind Personnel. Commanders need to ensure that remain behind maintenance personnel are identified as soon as possible. Strenuous efforts should be made to ensure that those identified have a significant degree of proficiency in managing maintenance functions. Coordination with the units Functional Systems Administrator (FSA) in ATCLASS II+ should be conducted to ensure remain behind personnel have valid user accounts, to include the proper securities to perform work in the application (i.e., open WONs, Evac Tasks, transfer equipment, etc.).

11. Hazardous Material (HazMat). HazMat of any kind will be handled in accordance with current II MEF orders and pertinent local HazMat directives.

ForO 4400.19

Enclosure (2)