

COMMANDER'S SUPPLY MANAGEMENT HANDBOOK



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Critical to remaining our Nation's expeditionary crisis response force is improving our materiel readiness, accountability and fiscal responsibility. Over thirteen years of sustained combat operations have contributed to an erosion of equipment accountability and adherence to logistics policy and directives. Reversing these trends is a Marine Corps imperative.

During Operation Enduring Freedom (OEF) and Operation Iraqi Freedom (OIF), the Marine Corps' standard and non-standard ground equipment inventory grew exponentially. An infantry battalion T/E, which included 3,205 principal end items (PEIs) in 2001, now includes more than 8,400 PEIs -- an increase of 264%. Our overall ground equipment set grew to an inventory valued at over \$25B and has generated unsustainable maintenance costs. In light of the 'new normal' fiscal reality, the readiness, visibility, and accountability of our equipment set will be one of your greatest challenges as a commander.

This handbook is meant to guide you and remind all Marines of the importance of accountability and readiness. General Order #1 remains unchanged: To take charge of this post and all government property in view. This is necessary to ensure our Marine Corps expeditionary capability remains ready, responsive, and relevant.

This handbook will provide the "tips" and "key recommendations" to enable required actions to improve accountability across the Marine Corps and remain good stewards of the resources we are entrusted to maintain.

A handwritten signature in black ink that reads "W. M. Faulkner". The signature is fluid and cursive.

W. M. FAULKNER
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OVERVIEW

This Supply handbook is a tool for a Commander or Accountable Officer to establish a knowledge baseline, develop expectations and ensure Supply is adequately addressed to support the command's mission.

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SECTION I

INDICATOR QUESTIONS FOR THE COMMANDING OFFICER

01

- 1) How important is equipment accountability and readiness to me and the organization?
- 2) Have I assigned the Supply Officer in writing?
- 3) Does he work directly for me?
- 4) Are the accountable records accurate?
- 5) Have I appointed Responsible Officers (ROs) and conveyed my intent for equipment stewardship and technical proficiency?
- 6) Does the Supply Officer have a deliberate RO training program established?
- 7) Is a review of the Table of Equipment (T/E) conducted at least annually to ensure authorized equipment meets the needs of and does not create an equipment burden for the command?
- 8) Are there (T/E) deficiencies? How many are unfunded deficiencies?
- 9) Are there T/E excesses?
- 10) Do I and by way of my supply staff, periodically conduct inspections of accountability records?
- 11) Did I communicate my fiscal priorities to my commanders, staff, special staff and ROs?
- 12) What is our available balance?
- 13) Are there pending non-system commitments or obligations (contract award, credit card, TAD) that will have an impact on the command's accounts?
- 14) Do my Supply Officer, Maintenance Management Officer (MMO), maintenance commodity managers, ROs and Commanders communicate effectively?
- 15) Upon receipt, are high priority requisitions receipted for by the customer/ maintenance activity on the same day?



U.S. Marine Corps 1st Lt. Steven Henderson, an AH-1W Cobra pilot is the responsible officer of the S-4 section of Marine Light Attack Helicopter Squadron (HMLA) 167 at Al Taqaddum Air Base, Iraq, (U.S. Marine Corps photo by Lance Cpl. Victor F. Cano/Released)

SECTION I
INDICATOR QUESTIONS FOR THE COMMANDING OFFICER

- 16) Are reconciliations/validations being conducted by both my Supply Officer and MMO? Are they effective?
- 17) Do I occasionally attend reconciliations and validations to assign importance to the process?
- 18) Are subordinate commanders appointing Personal Effects Inventory Board (PEIB) personnel?
- 19) Is Supply training the appointed personnel on Personnel Effects (PE) requirements and inventory procedures?
- 20) Are subordinate commanders and leaders promptly identifying PE cases and requesting assistance from Supply to facilitate inventory, storage and disposition of PE?
- 21) Has Unit Issue Facility (UIF) equipment been returned upon completion of deployment or exercise?
- 22) Is Base Property accounted for?
- 23) Does the Supply Officer have a training program established to develop and sustain MOS proficiency?
- 24) Does the Supply section have a working relationship with the HHQ Supply Office?
- 25) Is the personnel staffing adequate within Supply to support the command?
- 26) Are effective check-in and check-out procedures in place to manage the addition and removal of user access from GCSS-MC in accordance with my signed User Role Appointment Letter?

SECTION II CERTIFICATIONS, ACCEPTANCES, APPOINTMENTS, AND ENDORSEMENT RESPONSIBILITIES

Certifications and Acceptances

Commanding Officer (CO) Relief

Congratulations, you're the new CO. Before the change of command there are some things that need to be accomplished by your Supply Officer and must be discussed in turn-over between the incoming and outgoing CO's.

Before you take Command, the outgoing CO will provide you a letter of certification. This letter will indicate the status of supply operations within the command. The relieving CO will ensure that the Supply Officer conducts all necessary supply inspections to determine the condition of materiel, records and operating procedures. After assuming Command, you have 60 days to review, inspect and report any discrepancies before you accept the account.

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The certificate of relief should include the following:

Accountability- The status of other unit held accounts, such as materiel signed out from the UIF, Base Property, historical weapons temporary loaned from the National Museum of the Marine Corps, equipment temporary loaned to the unit or away from the unit.

Fiscal- A status of funds report, budget execution and remaining fiscal year projection will also be helpful to assess the fiscal posture.

Investigations- Status of on-going property related investigations should also be included.

Although an inventory is not required, an inventory with spot checks by you is a good practice to document the status of equipment possessed by ROs and materiel maintained by the Supply Officer.

Accountable Officer (AO)

As the CO you are accountable. Per MCO 4400.150_ "The CO of a unit having a consumer-level supply account is accountable by virtue of the acceptance of command."

You have been appointed to Command by the Commandant of the Marine Corps to assume all fiduciary, accountability and policy requirements.

Although certain Commands may delegate AO responsibilities, you the Commander are ultimately responsible for the accountability of the supply account.



LtCol Michael Murchison (right), outgoing commanding officer for 1st Supply Battalion, CLR 1, 1st MLG, passes the battalion's organizational colors to Maj Michael Fitzgerald during a change-of-command ceremony, Camp Pendleton, CA. (U.S. Marine Corps photo by Cpl Jennifer Pirante/Released)

SECTION II CERTIFICATIONS, ACCEPTANCES, APPOINTMENTS, AND ENDORSEMENT RESPONSIBILITIES

Supply Officer Appointment/Certificate of Relief

You must appoint the Supply Officer in writing. The Supply Officer will serve as a special staff officer to the CO (reports directly to you). As a member of the CO's staff, the Supply Officer is responsible for ensuring that the CO is made fully aware of the unit's current supply and fiscal postures. In addition, the Supply Officer will perform the functions of a certifying official and resource manager.

The Supply Officer provides unbiased and non-filtered information directly to the CO on matters pertaining to money and accountability.

Prior to relief of the Supply Officer, the Supply Officer will furnish a letter of certification of relief to the relieving Supply Officer. This letter will indicate the status of supply within the Command. The Supply Officer will furnish the letter, dated the date of relief, to the relieving Supply Officer. Within 60 days of appointment, the newly assigned Supply Officer will, via endorsement to their appointment letter, inform the CO of an estimate on the condition of the supply account. To emphasize the importance of that special relationship, HQMC requires a complete unit inventory conducted in conjunction with the change of the Supply Officer.

Other key responsibilities are found in the Consumer Level Supply Policy Manual and MCOs addressing the Uniform Materiel Movement and Issue Priority System, Warehousing, PE and Small Arms management.

Responsible Officer (RO) Appointment

You must appoint ROs in writing. The new RO must receive training when appointed. The RO is responsible for inventorying and maintaining all assets assigned as well as employing them within the standards outlined in supporting technical directives. The RO coordinates and reports all equipment transfers with the Supply Officer. If a RO is separated from the account (TAD over 60 days or detaching), then a new RO will be appointed. The RO is the most critical billet holder in maintaining accountability of your unit's equipment. You must ensure they understand their role and know what is expected from you.

Upon change of ROs, the relieving RO will inventory and carefully inspect all items on the supply records for that account. The relieving RO will report all overages and shortages on the CMR to the Supply Officer before transferring the responsibility for the property.

Robert Butler, Responsible Officer, Combat Camera, Headquarters and Service Company, Marine Corps Combat Service Support Schools, inventories and signs for his Consolidated Memorandum Receipt (CMR) aboard Camp Johnson, NC. (U.S. Marine Corps Combat Camera photo by Sharon L. McPeak/Released)



SECTION II

CERTIFICATIONS, ACCEPTANCES, APPOINTMENTS, AND ENDORSEMENT RESPONSIBILITIES

ROs have 15 days to reconcile their CMR and report all discrepancies to you via the Supply Officer. If the RO needs additional time they can request an extension (this is a one time, 15 calendar day extension intended for first time ROs or unusually difficult inventories only).

Best practices: You must determine the frequency of CMR reconciliation, either quarterly or semi-annually. A joint inventory that validates the quantity, National Stock Number and serial number yields the best results. Each RO should physically “touch” each item on their CMR. Additionally, ROs that use the equipment’s SL-3/Technical Manual to identify the Supply System and Using Unit Responsibility Items maintain better Inventory Control records, which ensures that the equipment consists of all components necessary for its mission. ROs should view and validate changes to their CMR using Global Combat Support System – Marine Corps (GCSS-MC). In addition, training for the ROs should happen at least twice a year and upon changing of ROs.

02

Other key appointments to conduct supply operations

Unit User Account Manager (UUAM)

The Supply Officer should advise the CO on the assignment of the UUAMs. The UUAM is a critical billet in the functioning of GCSS-MC. The UUAMs assigns, revoke and manage the GCSS-MC system roles and responsibilities to users within their command and/or assigned units. The UUAM cannot be a RO, which prevents conflicts of interest. This billet is critical to the work flow of your unit. When proper roles are assigned to personnel, unauthorized obligations of funds and maintenance will be prevented.

Financial Approver

You will need to appoint someone as the Financial Approver. They will have the authority to obligate and expense funds within GCSS-MC on behalf of the unit.

Personal Effects Inventory Board

You must ensure that a PEIB is assigned to at least the Company, Battery, or Detachment level.



1st Lt. Darrell Brown, Financial Approver, 2nd Battalion, 2nd Marines, Regimental Combat Team 5, presents equations on a dry erase board at Camp Al Qa'im, Iraq. (U.S. Marine Corps Combat Camera photo by Cpl. Joshua Murray/Released)

SECTION II CERTIFICATIONS, ACCEPTANCES, APPOINTMENTS, AND ENDORSEMENT RESPONSIBILITIES

Endorsement Requirements

What do I have to sign?

Vouchering Gain and Loss Transactions

The following adjustments require authorization from you in writing prior to induction:

- 1) Controlled items (both locally and Marine Corps).
- 2) Non-serialized items with an extended dollar value of \$2,500 or more.
- 3) Serialized items with an extended dollar value of \$800 or more, to include serial number changes.

Best practices: Compare the approved vouchers or approved RO Request for Investigation with the adjustments listed on the MVGL. There may be additional adjustment transactions that do not require your approval; ask the Supply Officer to explain these adjustments.

Money Value Gain Loss Notice (MVGL)

MVGL is a listing of all gains/losses processed in GCSS-MC. The MVGL will be signed by the CO or acting CO. The following certifying statement will be added to the MVGL prior to signature:

"I have reviewed the documents on this notice and verify that all required documentation has been properly certified."

Best practices: Monitoring this report is an indicator to the CO on how well the command's assets are being controlled.

Request for Investigation (RFI)

The RFI is the vehicle by which you determine if a formal investigation is warranted. Based on causative research or upon review of the results of an investigation, you may direct changes to the CMR or supply inventory.

Operations Officer, Headquarters and Service Company, Marine Corps Combat Service Support Schools, signs a request for investigation of property records form aboard Camp Johnson, NC. (U.S. Marine Corps Combat Camera photo by Sergeant Mark E. Morrow/Released)



SECTION II

CERTIFICATIONS, ACCEPTANCES, APPOINTMENTS, AND ENDORSEMENT RESPONSIBILITIES

Amplification:

- 1) Certain circumstances/adjustments require a Missing Lost Stolen or Recovered (MLSR) report and therefore require an investigation to be convened.
- 2) When the AO is not the CO he/she cannot convene an investigation and must refer the RFIs to the CO or Commanding General that appointed him.
- 3) A RFI/Discrepancy Letter is required when there is a discrepancy (variances in NSN, serial numbers or quantity) noted between the physical inventory and the property records that cannot be rectified with supporting documentation.
- 4) The RFI/Discrepancy Letter will include identification of the discrepant item and remarks from the RO on what is believed to have caused the discrepancy.
- 5) The Supply Officer has 5 calendar days upon receipt of the RFI to conduct causative research, adjust the record within his authorization, make his recommendations and forward it to you for resolution.
- 6) Upon receipt of an endorsed RFI, you have 5 calendar days to return the RFI to the Supply Officer and/or appoint an Investigating Officer.
- 7) If you decide that an investigation has little or no chance of resolving the discrepancies, you may direct the Supply Officer (in writing) to adjust the records accordingly.

02

Naval Surface Warfare Center (NSWC), Crane Small Arms Inventory

This is a critical inventory and is the means by which the Marine Corps keeps track of weapons. Changes in weapons inventories, drops and of weapons must be reported to CRANE as they occur. You will certify the NSWC Crane Annual Verification Report (Crane report). The Crane report is required to be returned to the Marine Corps Registry within 45 days of the date on the listing.

Monthly Serialized Inventory (MSI) of Small Arms and Ammunition and Explosives

Each month you will appoint a disinterested third party to inventory all Small Arms and Ammunition held by your unit. The appointed Inventory Officer will sign the MSI and



1st Lt. Chris Brock, right, conducts a serialized gear inventory with Cpl. Eric McEntire, an armorer. Both Marines are with Headquarters Company, BLT 3/8, RCT-8, near Nahr-e Saraj, Afghanistan. (U.S. Marine Corps photo by Gunnery Sgt. Bryce Piper/Released)

SECTION II

CERTIFICATIONS, ACCEPTANCES, APPOINTMENTS, AND ENDORSEMENT RESPONSIBILITIES

submit results to you via the Supply Officer. Upon receipt of the completed MSI, the Supply Officer has 5 days to complete causative research and make recommendations to you. When you receive the MSI you must provide an endorsement containing instructions for resolution of discrepancies or initiate an investigation within 5 working days.

Best practice: Conduct MSIs and make all corrections within the same calendar month. It is a critical element in maintaining accountability of your unit's weapons. Ensure the S-4 Officer briefs you on opening and closing procedures for site counts of weapons and other serialized gear held in the armory.

Missing Lost Stolen or Recovered Government Property (MLSR)

If you discover missing, lost, stolen or recovered property that meets the MLSR requirements, you have 48 hours to initiate an MLSR.

Amplification: MLSR reporting is not required for all gain and loss transactions. There must be a physical gain or loss of property which cannot be explained through causative research (i.e., subsequent recovery of supporting documentation).

Annual Inventory ("Wall to Wall inventory")

An inventory of all Marine Corps property is required annually (not required if a "wall to wall" inventory was conducted incident to a change of Supply Officer or Commanding Officer). The Supply Officer will provide a report to you in the specified format per the Ground Supply Policy Manual.

Best practices: The Supply Officer should coordinate with the Operations Officer and ROs to determine the best timeframe to conduct the unit wide inventory; each RO and the Supply Officer conducts a physical inventory. Combine the CMR reconciliation with the annual inventory.

2nd Lt. Justin Higgins, Combat Logistics
Regiment 17, 1st Marine Division, inventories
communication gear. (U.S. Marine Corps
Combat Camera photo by Lance Cpl. Holly A.



SECTION III FISCAL

How does my Supply Officer build the budget?

You are responsible for determining operational objectives and formulating financial plans and budgets. Your Supply Officer must determine the command's financial requirements, based on guidance received from the next higher echelon of command and historical records. There are several contributing elements that must be considered when building the unit's budget. First is the previous Fiscal Year(s)(FY) financial performance data. Your Supply Officer uses the past FY's fiscal performance for reference on how funds were spent (e.g. corrective maintenance requirements, TAD) and the category for which it was spent. Secondly, anticipated needs during the next FY such as Formal School TAD costs, training (on/off base), scheduled preventive maintenance requirements, Stock List (SL-3) deficiencies, and equipment shortages. All staff sections, ROs, and maintenance commodities should participate in the budget process. Timelines for budget submissions will be pushed down from the HHQ Comptroller.

What are the key considerations when building my unit's budget?

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Essentially, there are three basic tasks involved in formulating the budget:

- 1) Identify operational requirements to meet command goals and the directives from HHQ.
- 2) Prioritize requirements.
- 3) Identify and prioritize unfunded deficiencies. Explain your shortfalls and identify related impacts.

What are unfunded deficiencies?

ROs, maintenance sections and the Supply Officer should know their unfunded deficiencies. These typically consist of SL-3, Table of Organization & Equipment (T/O&E) and Pre-Expended Bin (PEB) deficiencies as well as any forecast supply support items for training or garrison use. Additionally, forecasts for TAD requirements should be included to identify deficiencies.

The Mid-Year-Review typically starts in January and affords Commanders an opportunity to reassess their requirements during the current year of execution. At this time,



Sample of a quarterly breakout budget worksheet.

SECTION III FISCAL

Commanders should reassess mission priorities and submit any shortfalls via the chain of command to the supporting Comptroller as a request for additional funds.

Best practices: You should issue budget execution guidance specifying the hierarchy of expenditures (e.g. Corrective and preventive maintenance expenditures first, then SL-3 deficiencies, etc). Create quarterly budgets to the RO/Section level with sufficient detail to organize and track requirements to the section level in lieu of

tracking at the unit level. In this manner, budget and execution and deficiencies can be reported to the Supply Officer throughout the quarter as requirements are identified. The Supply Officer should in turn consolidate those deficiencies and submit them to the Commander for prioritization on how any extra money could be spent.

What is an unauthorized commitment?

An “unauthorized commitment” is defined as “an agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government.” **The only individuals who can bind the Government are warranted Contracting Officers and purchase cardholders acting within the limits of their delegated authority.** Unauthorized commitments violate federal law, federal regulation, and the Government-wide Standards of Conduct for Federal Employees.

Examples of unauthorized commitments include:

- 1) Supplies or services ordered by someone not named on a purchase card, identified in a contract or blanket purchase agreement. Note: A funding document is not a contractual document.
- 2) A contractor starts work before the contractual document is issued or awarded by a Contracting Officer.
- 3) An invoice is received from a contractor, but no purchase order or contract exists for the items or work described in the invoice.
- 4) A purchase cardholder exceeds single purchase limitation without proper authorization/delegation of authority.
- 5) A purchase that can be obtained either from the UIF or Initial Issue Facility (IIF).

Challenge coins collected from active and retired service members on Marine Corps Logistics Base Barstow, Calif. The challenge coin has represented esprit de corps military



SECTION III FISCAL

Can I buy command medallions (“coins”)?

It depends. Medallions may be purchased with locally available appropriated funds and presented as awards for significant accomplishments. In certain commands, the General Officer in command must authorize any purchase and use of these medallions (“coins”) to recognize accomplishments as part of an official awards program, as spelled out in a Command Awards Order. There are limitations that apply to the giving of government funded coins:

- 1) Do not use coins as a personal gift.
- 2) Do ensure the command's name is on the coin.
- 3) Do not allow the coin to have the name of an individual Commander.
- 4) Do ensure the coin clearly states “For Excellence” or other verbiage making it clear the coin is an award and not a “remember me” memento.
- 5) You must ensure they can track each coin's funding source.



03

SECTION IV ALLOWANCE MANAGEMENT AND ACCOUNTABILITY

How do I know what equipment and personnel my unit rates?

The T/O&E is published within the Total Force Structure Management System (TFSMS). It contains the unit mission and logistics statement, personnel and equipment rated. It is listed by Unit Identification Code.

This information is automatically fed into GCSS-MC, but requires periodic validation to identify any problems with the feed from TFSMS to GCSS-MC.

At minimum the Supply Officer, Supply Chief, Maintenance Management Officer, Maintenance Management Chief, as well as S-1, S-3, and S-4 need TFSMS accounts.

TFSMS can be accessed by logging into the TFSMS website:

<https://tfsms.mccdc.usmc.mil>

TFSMS is also the system within which to submit allowance change requests.

Allowances are broken up into three categories: Type I (HQMC directed allowances), Type II (Command influenced allowances), and Type III (Special allowance items).

Annually, the Supply Officer leads a Type II allowance review for the command and all Type II allowances must be authorized by the Major Command annually.

I&Is and COs within COMMARFORRES are recommended to reduce their Type I allowances to a "Training Allowance" (T/A) in order to reduce the operator/mechanic to equipment ratio. COMMARFORRES manages this requirement, but your unit will input negative command adjustment quantities within GCSS-MC.

04

What is the Accountable Program System of Record (APSR) for assets issued to my unit?

- 1) HQMC assigned T/O&E TAMCN items that are not managed by the IIF, UIF, and CBRN issue programs: GCSS-MC.
- 2) Small Arms are dual accounted: NSWC, Crane and GCSS-MC.
- 3) Controlled Cryptographic Items (CCI) hardware is dual accounted: EKMS and GCSS-MC as a TAMCN item or as a child item.



U.S. Marine Cpl. Didivalis Cruz, maintenance management clerk with 13th Marine Expeditionary Unit, analyses task and transaction records kept using the Global Combat Support System-Marine Corps aboard the USS Boxer. (Marine Corps Photos by Sgt. Jennifer Pirante/RELEASED)

SECTION IV ALLOWANCE MANAGEMENT AND ACCOUNTABILITY

- 4) Historical weapons and designated base property: Defense Property Accounting System (DPAS) -most units are CMR holders.
- 5) Ammunition: manually with NAVMC 10774 (unit) and TAMIS (managed by the ASP for ammunition issued to your unit).
- 6) SL-3 that is a SSRI TAMCN item: GCSS-MC as a child item.
- 7) Tools/SL-3 components: manually with Inventory Control records (also includes a manual accounting of SSRI TAMCN items).
- 8) Repair parts held in layettes awaiting application: GCSS-MC.
- 9) PEB items: GCSS-MC.

What is my unit required to possess?

Units are required to have on hand all Stores Account Code (SAC) 3 items (radios, generators, trucks, small arms); these are free issue and force fed to units from COMMARCORLOGCOM when they are not

SSRI. SAC 3 items are paid for by HQMC. If there are deficiencies your Supply Officer must work through the chain of command to resolve.

Units are directed to have on hand, or on order all SAC 1 deficiencies (tool kits, gas cans, water cans) which includes SL-3 components unless specifically designated as an unfunded deficiency.

How often should I direct a review of equipment allowances?

It is recommended that an annual review of equipment allowances be conducted in conjunction with the personnel authorization review conducted by the Maintenance Management Officer. Subordinate commanders, ROs, maintenance commodity sections, and the Supply Officer assist in this allowance review to validate that the equipment necessary to accomplish the mission and tasks of the unit is sufficient and not excess to requirements or personnel authorized to care for it.

LCpl Brandon Current, CLR 15 (Fwd), 1st MLG (Fwd), carries a truck part at a storage lot Camp Leatherneck, Afghanistan. Marines are responsible for filling orders to provide supplies including personal gear, truck parts and building materials to Marines operating in Nimruz and Helmand provinces. (U.S. Marine Corps photo by Cpl Kenneth Jasik/Released)



SECTION V ARMS, AMMUNITION AND EXPLOSIVE (AA&E)

Is there a separate tracking system for Small Arms?

Yes. Small Arms are accounted for on multiple accounting systems:

- 1) Naval Surface Warfare Center (NSWC), Crane (all Small Arms including historical/trophy/training weapons)
- 2) GCSS-MC (Small Arms with a TAMCN)
- 3) Base Property (historical/trophy/training weapons without a TAMCN – using DPAS)
- 4) Weapons sub-custody from NMMC

Who should be assigned to the NSWC portal?

The Supply Officer is the HQMC preferred sole approver; the Supply Officer is appointed in writing and the authorization is forwarded to NSWC Crane. Other personnel within the Supply office require access to the Crane Registry website to record requested changes to your unit's Small Arms records but this may be submitted "by direction" from the Supply Officer.

How frequently does the NSWC Small Arms portal have to be updated when a weapon is transferred?

05

Units are required to report transfer, receipt, gain and loss within 48 hours.

How are security ammunition and ammunition and explosives retained by the unit accounted for?

Ammunition, to include blank, inert, security, training and dummy ammunition stored in the armory(ies) or locally controlled magazines, ready service lockers or armories are accounted for using Ammunition NSN/Lot Number Record (NAVMC 10774). Additionally, units involved with field exercises in excess of 24 hours will establish formal accounting records on NAVMC Form 10774. All supporting documentation, receipts and issues, will be maintained.



LCpl Stephanie Scarcelli, ammunition technician, CLR 15 (Fwd), 1st MLG (Fwd), picks up a crate of ammunition at the Field Ammunition Supply Point at Camp Bastion, Afghanistan. Marines who work at the FASP provide ammunition and explosives to coalition forces in southwestern Afghanistan. (Marine Corps Photos by Cpl Kenneth Jasik/RELEASED)

SECTION V ARMS, AMMUNITION AND EXPLOSIVE (AA&E)

Are there special inventory requirements for AA&E?

Yes. See the paragraph titled, "Monthly Serialized Inventory of Small Arms and Ammunition and Explosives" in Section II.

Who is my watchdog for AA&E?

There are two people in the Command appointed by the CO with related duties for AA&E.

The AA&E Officer is responsible for all matters pertaining to AA&E, such as physical security, annual screening, monthly inventories, expenditure reporting, reviewing ammunition reclassification messages, and quarterly reviews.

The A&E Audit and Verification Officer/SNCO is a disinterested Marine who has no responsibilities concerning ammunition security or accountability but audits the expenditure reports to validate completeness of the form, and more importantly the accurate accounting of all A&E expended.

Cpl Jonathan Mezzancello, 3rd Battalion, 6th Marine Regiment, optics technician, inventories serialized gear in Marjah, Helmand province, Afghanistan. (U.S. Marine Corps photo by Cpl Tommy Bellegarde/Released)



SECTION VI PERSONAL EFFECTS

What is my command responsibility for Personal Effects?

You are charged with the responsibility of collecting, inventorying, safekeeping, and appropriate disposition of the personal effects and baggage of all service members who cannot or who do not care for their own property.

PE is a command responsibility and requires certain actions and responsibilities from all echelons of command and supervision. The Supply Officer is responsible to securely store personal effects and manage the overall process.

How quickly does PE have to be collected, inventoried and placed in secure storage?

PE inventories are to be conducted within 48 hours or 72 hours if the time frame involves a holiday weekend.

What are the occasions that require a PE inventory?

The occasions that require a PE inventory are: unit deployment, unauthorized absence, incarceration, deceased, and combat caused separation (injury/etc).

The occasions that may require a PE inventory or a waiver letter in lieu of conducting the PE inventory are: hospitalization, leave, liberty and TAD.

Are there other requirements related to PE that my subordinate leaders need to take action on?

Yes. Individual uniform clothing items must be recovered, and appropriately disposed of, for personnel discharged under other than honorable conditions or granted Appellate Leave.

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Staff Sergeant Tanner Iskra, SNOIC, Combat Camera, Headquarters and Service Company, Marine Corps Combat Service Support Schools, conducts a personal effects inventory aboard Camp Johnson, NC. (U.S. Marine Corps Combat Camera photo by Sergeant Mark E. Morrow/Released)

SECTION VII SUPPLY AND MAINTENANCE INTERFACE

How are outstanding maintenance and replenishment requisitions validated and reconciled?

Supply Officers, Maintenance Management Officers and Commodity Managers are all responsible for the validation and reconciliation process of repair parts and other requirements on order.

Validation occurs by the RO, supporting maintenance sections and the Maintenance Management Officer to ensure the requirement is still valid and that the equipment status and priority are correct. This is done at least bi-weekly.

Requisition reconciliation occurs between the requisitioning section, the Maintenance Management Officer and the Supply Officer at least bi-weekly.

GCSS-MC is used to document the reconciliation process to ensure that what is required is on order (e.g. interpretation of a status code or challenging the estimated ship date) and to ensure that what's on order is required (ensure the part/requirement is still valid).

What are my sources of supply?

There are two types, internal, and external.

An internal source of supply is a Pre-expended Bin (PEB). The primary reason for maintaining a PEB is to enhance readiness, maintenance operations, and economical management of low cost fast moving expendable repair parts. The CO must annually review and approve in writing all PEB items. The CO authorizes a PEB based on the unit's maintenance history and requirements.

Best practice: Use GCSS-MC transaction history reports to identify requirements; many units invest thousands of dollars in PEB that goes unused.

External sources of supply are any source not resident in the unit; these include

- 1) A Supply Management Unit (for a MEF unit)
- 2) Main or Sub Reparable Issue Point for Secondary Reparable exchanges
- 3) Direct Support Stock Control (tools, fuel, housekeeping supplies)

07



LCpl Andrea Bernai, Supply Company, CLR 15 (Fwd), 1st MLG (Fwd), enters information into a symbol scanner, a device used to help log and track supplies on the storage lot at Camp Leatherneck, Afghanistan. The supply lot on Camp Leatherneck is the largest supply lot in the Marine Corps. (U.S. Marine Corps photo by Cpl Kenneth Jasik/Released)

SECTION VII SUPPLY AND MAINTENANCE INTERFACE

- 4) Wholesale sources of supply (Defense Logistics Agency or Defense Reutilization Marketing System)
- 5) Ammunition Supply Point
- 6) Contracted services and supplies
- 7) Temporary issue items at the Consolidated Storage Program (IIF, UIF, CBRN)

Equipment operators and mechanics create a GCSS-MC Service Request (SR) to identify maintenance tasks, labor, and needed repair parts. Once the maintenance requirement is validated the SR is forwarded to the unit Supply (Financial Approver) if the item is not on hand within the PEB. Supply assigns funding data and approves the requisition. The requisition is then forwarded to the appropriate source of supply. Supply then performs follow-up, update, or cancellation procedures until receipt, or performs aged shipment or discrepant shipment Materiel Receipt Acknowledgement (MRA) procedures.

Sergeant Mark E Morrow, Headquarters and Service Company, Marine Corps Combat Service Support Schools, makes a purchase at Servmart aboard Camp Lejeune, NC. (U.S. Marine Corps Combat Camera photo by Robert Butler/Released)



SECTION VIII GCSS-MC

Why did the Marine Corps switch to GCSS-MC?

We needed something new. The Marine Corps has been using the same Supply and Maintenance system for over 40 years (SASSY was developed by Sears and Roebuck in the 70's).

GCSS-MC provides near-real time information that has improved asset visibility and accurate data. It enables us to make faster, better decisions improving our ability to increase the combat effectiveness of the MAGTF.

What is the Installed Base (IB)?

The Installed Base is the central repository of information regarding all T/O&E, SSRI, and Secondary Reparable items possessed by the unit. Equipment is assigned in GCSS-MC to both the Unit Commander and the RO, identifying to HQMC which commanders own certain equipment. The Installed Base tracks controlled items based on TAMCN and serial number. Other information such as Modification Instructions for equipment, contracts & warranty info, property records (such as the MAL and CMR), and location of equipment can be viewed in the Installed Base as well. It is within the Installed Base that Total Life Cycle Management and service history of equipment is captured.

What is the Perpetual Inventory?

The Perpetual Inventory is the location for incoming and outgoing repair parts (to include secondary reparable items) and TAMCN items. It includes the sub-inventories, layettes, and PEBs. It is also the location for adjustment transactions and items going to disposal.

Best practice: Review the on hand quantity of the Perpetual Inventory and its sub-inventories; many personnel are not de-briefing parts and therefore the on-hand quantity grows and maintenance history and parts usage is not properly captured.

Has HQMC published policy and procedural guidance because of GCSS-MC?

Yes. There are four standard means to provide policy and procedural changes:

- 1) GCSS-MC Procedural Notice (GPN)
- 2) GCSS-MC Information Notice (GIN)

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The Marine Corps item number is pointed out directly under the green bar code also known as the TAMCN number aboard Camp Johnson, NC. (U.S. Marine Corps Combat Camera photo by Sergeant Mark E. Morrow/Released)

SECTION VIII GCSS-MC

- 3) GCSS-MC User's Guide
- 4) Naval message

Should I have a GCSS-MC account?

Yes. The CO/AO must register for certain features to work. Learning certain functions and navigation will enable on line briefings from the Supply Officer and others by showing the CO/AO in the system. Although it is not recommended that the CO be in every resource group, it is an option. The UUAM will provide the appropriate rights, roles, and responsibilities to the CO/AO. Commander/Supervisory training can be obtained at the MRTC at each MEF.

U.S. Marines Sgt Christopher Quinlan, supply administration chief with 13th Marine Expeditionary Unit, analyses task and transaction records kept using the Global Combat Support System-Marine Corps aboard the USS Boxer. (Marine Corps Photos by Sgt. Jennifer Pirante/RELEASED)



SECTION IX
LIST OF ACRONYMS

AAC	Activity Address Code
AA&E	Arms, Ammunition and Explosives
A&E	Ammunition and Explosives
AIS.....	Automated Information System
AO	Accountable Officer
CBRN	Chemical, Biological, Radiological, Nuclear
CCI	Controlled Cryptographic Items
CO	Commanding Officer (includes Commander, and Inspector and Instructor)
COMMARCORLOGCOM	Commander, Marine Corps Logistics Command
CMR	Consolidated Memorandum Receipt
CRANE	Naval Surface Warfare Center, Crane, In (Serialized Small Arms Registry)
DDS.....	Defense Logistics Agency Disposition Services (formerly DRMO)
DPAS.....	Defense Property Accounting System
EKMS	Electronic Key Management System
FY	Fiscal Year
GCSS-MC.....	Global Combat Support System – Marine Corps
GIN	GCSS-MC Information Notice
GPN.....	GCSS-MC Procedural Notice
HHQ	Higher Headquarters

SECTION IX
LIST OF ACRONYMS

HQMC.....	Headquarters Marine Corps
I&I	Inspector and Instructor
IIF	Individual Issue Facility
MAGTF	Marine Air Ground Task Force
MAL	Mechanized Allowance List
MEF	Marine Expeditionary Unit
MLSR.....	Missing, Lost, Stolen, or Recovered
MMO	Maintenance Management Officer
MRA.....	Materiel Receipt Acknowledgement
MRTC	Material Readiness Training Center
MSI	Monthly Serialized Inventory
MVGL	Money Value Gain/Loss
NMMC	National Museum of the Marine Corps
NSN	National Stock Number
NSWC.....	Naval Surface Warfare Center
ORF	Official Representation Fund
PE	Personal Effects
PEB	Pre-Expended Bin
PEIB	Personal Effects Inventory Board
RFI.....	Request For Investigation
RO	Responsible Officer

SECTION IX
LIST OF ACRONYMS

SAC	Stores Account Code
SL	Stock List
SR	Service Request
SSRI	Supply System Responsibility Item (not accounted for on CMR)
T/A	Training Allowance
TAD	Temporary Additional Duty
TAMCN	Table of Authorized Material Control Number
TAMIS	Total Ammunition Management Information System
TFSMS	Total Force Structure Management System
T/O&E	Table of Organization and Equipment
T/E	Table of Equipment (subset of T/O&E)
UIC	Unit Identification Code
UIF	Unit Issue Facility
UUAM	Unit User Account Manager
UURI	Using Unit Responsibility Items
WIR	Request for Disposition Instructions

SECTION X
LIST OF REFERENCES

- MCO 4400.160 FIELD SUPPLY AND MAINTENANCE ANALYSIS OFFICE (FSMAO) PROGRAM
- MCO P4400.150E CONSUMER-LEVEL SUPPLY POLICY MANUAL
- MCO 4050.38D..... PERSONAL EFFECTS AND BAGGAGE MANUAL
- UM 4400-125..... GLOBAL COMBAT SUPPORT SYSTEM –MARINE CORPS (GCSS-MC) USER MANUAL VERSION 1.0
- NAVMC 2664..... USMC FINANCIAL GUIDEBOOK FOR COMMANDERS
- MCO 5530.14A..... MARINE CORPS PHYSICAL SECURITY PROGRAM MANUAL
- MCO P8020.10B MARINE CORPS AMMUNITION AND EXPLOSIVES SAFETY PROGRAM
- MCO 4030.16F MARINE CORPS PACKAGING AND PACKAGING MAINTENANCE OF SMALL ARMS WEAPONS USING VOLATILE CORROSION INHIBITOR (VCI) TREATED MATERIALS
- UM 4400-124..... MARINE CORPS USER MANUAL FMF SASSY USING UNIT PROCEDURES
- MCO P4790.2C MIMMS FIELD PROCEDURES MANUAL
- MCO 8300.1D..... MARINE CORPS SERIALIZED SMALL ARMS/LIGHT WEAPONS ACCOUNTABILITY PROGRAM (MCSSAAP)
- NAVMC 3500.64A MARINE CORPS GROUND SUPPLY (GRND SUP) TRAINING AND READINESS (T&R) MANUAL
- FSMAO..... CALENDAR YEAR 2013 CLARIFICATION TO MAINTENANCE AND SUPPLY POLICY

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