



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
P O Box 452000
SAN DIEGO CA 92145-2000

StaO 4050.5

5KE1

17 JUN 1998

STATION ORDER 4050.5

From: Commanding Officer

To: Distribution List

Subj: DISPOSITION OF PERSONAL EFFECTS AND BAGGAGE

Ref: (a) DoD 4160.21M
(b) MCO P4050.38B

1. Purpose. To provide guidance regarding the disposition and inventory of personal effects and baggage of personnel who become separated from or cannot care for their gear.

2. Information

a. Commanding officers are responsible for collecting and inventorying personal effects and baggage belonging to personnel assigned to their respective units. The Director, Marine Corps Supply Group (MCSG) is responsible for the record keeping, storing and disposition of inventoried personal effects.

b. Abandoned and Unclaimed Personal Property. All personal property including personal effects, household goods, privately owned vehicles, etc., for which ownership cannot be determined or which is abandoned aboard the confines of this station will be processed for disposal per reference (a).

3. Action. Commanding officers and the Director, MCSG will be guided by the policies contained in reference (b).

a. Commanding officers will:

(1) Follow the inventory requirements, procedures and time frames outlined in reference (b).

(2) Appoint an inventory board in writing, to conduct personal effects inventories, with a copy to Director, MCSG (Code 5KE1).

(3) Provide to MCSG a daily morning report of personnel who are in or removed from the categories of:

- (a) Unauthorized Absence (UA)
- (b) Missing
- (c) Hospitalized
- (d) Incarcerated

(4) Prepare and turn in to MCSG a Personal Effects Inventory Form (NAVMC 10154) or an "attempted inventory" letter for all articles as requested by MSCG.

(5) Process personal effects for deceased members within 24 hours of notification of death.

b. Director, Marine Corps Supply Group will:

(1) Maintain copies of inventory board appointment letters.

(2) Notify the senior or other designated representative of the inventory board of the inventory requirement.

(3) Store, maintain case files and logbooks for, and complete disposition of personal effects per reference (b).

(4) Prepare and distribute Inventory Forms (NAVMC 10154).

(5) Provides boxes and inventory forms to Inventory Board.


P. A. GAUGHLAN

Distribution: A

Copy to: 3d MAW: A
MAG 46: A



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 482000
SAN DIEGO CA 92145-2000

StaO 4050.5 Ch 1
Supply

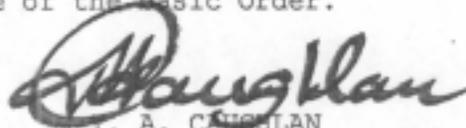
22 SEP 1999

STATION ORDER 4050.5 CH 1

From: Commanding General
To: Distribution List

Subj: DISPOSITION OF PERSONAL EFFECTS AND BAGGAGE

1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. On the letterhead page, change "From: Commanding Officer" to read "From: Commanding General".
 - b. On page 2, paragraph 3a(5) change "24 hours" to read "48 hours".
 - c. On page 2, delete paragraph 3b(4) and renumber the following paragraph.
3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.


J. A. CASHLAN
Chief of Staff

DISTRIBUTION: A