



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
PO BOX 462000  
SAN DIEGO CA 92145-2000

StaO 4400.1A  
G-4

19 JUL 2000

STATION ORDER 4400.1A

From: Commanding General  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR PROPERTY CONTROL

Ref: (a) MCO P4400.150E  
(b) MCO P10150.1  
(c) MCO 10110.40B  
(d) UM 4400.124

Encl: (1) LOCATOR SHEET

1. Purpose. To establish policy and procedures for the management and control of garrison property located at Marine Corps Air Station (MCAS) Miramar.
2. Cancellation. StaO 4400.1.
3. Information. This SOP is established based on the guidance set forth in the references above. The Assistant Chief of Staff (AC/S), G-4 Installation and Logistics (I&L) is directed to apply and enforce this SOP in the proper management of station property.
4. Recommendations. Recommendations concerning this SOP are invited and should be submitted to the AC/S, G-4 I&L.
5. Concurrence. The Commanding General, 3d Marine Aircraft Wing and the Commanding Officers of Marine Aircraft Group 46 and Intermediate Maintenance Activity (IMA) concur with the provisions of this Order.
6. Certification. Reviewed and approved this date.

  
T. A. CAUGHLAN  
Chief of Staff

DISTRIBUTION: A

StaO 4400.1A

**19 JUL 2000**

LOCATOR SHEET

Subj: STANDARD OPERATING PROCEDURES FOR STATION PROPERTY CONTROL

Location: \_\_\_\_\_

(Indicate the location(s) of the copy(ies) of this Manual)

ENCLOSURE (1)



**19 JUL 2000**

SOP FOR STATION PROPERTY CONTROL

TABLE CONTENTS

CHAPTER

- 1 GENERAL INFORMATION
- 2 INVENTORY CONTROL PROCEDURES
- 3 REQUISITIONING PROCEDURES
- 4 MISCELLANEOUS PROCEDURES
- 5 PERSONNAL EFFECTS AND BAGGAGE
- 6 INVENTORY PROCEDURES
- 7 POINTS OF CONTACTS

SOP FOR STATION PROPERTY CONTROL

CHAPTER 1

GENERAL INFORMATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
SCOPE -----	1000	1-3
MISSION -----	1001	1-3
STATION ORGANIZATIONS WITH CMC TABLES OF AUTHORIZED EQUIPMENT (T/E) -----	1002	1-3
STOCKAGE OF SUPPLIES -----	1003	1-3
PROCUREMENT OF GARRISON PROPERTY-----	1004	1-4
ALLOWANCES -----	1005	1-4

# SOP FOR STATION PROPERTY CONTROL

## CHAPTER 1

### GENERAL INFORMATION

#### 1000. SCOPE

1. This Manual provides procedures for the control and maintenance of all garrison property and equipment furnished to units, organizations, and commands aboard MCAS Miramar.

2. The essential features of these procedures are:

a. Acquisition, accountability, maintenance and disposition of station property will be accomplished by the Property Control Officer (PCO).

b. The Defense Property Accountability System (DPAS) will be used by the PCO to account for all nonexpendable garrison and station Table of Authorized Equipment (T/E) property.

1001. MISSION. The PCO is responsible for providing a quality of life standard to all Marines, sailors, and civilians aboard MCAS Miramar through the acquisition, issue, and management control of all Plant Property and Minor Property (to include Personnel Support Equipment).

1002. STATION ORGANIZATIONS WITH CMC TABLES OF AUTHORIZED EQUIPMENT (T/E). Static organizations with CMC authorized T/E are accounted for separately from garrison property. The PCO will maintain all accounting records as required by references (a) and (d).

#### 1003. STOCKAGE OF SUPPLIES

1. Units are not authorized to stock garrison property above authorized allowance, or property where allowances are in excess of requirements. Any items not in use should be considered excess and proper disposition actions initiated.

2. The PCO will maintain stocks of nonexpendable property based on usage data and authorized allowances. All valid requests will be filled from available stocks without charge to the requesting units. Supported units will submit written requests with justification to the PCO for issue or requisition of garrison

property. Requisitions will be properly routed by the PCO for all items not in stock. The PCO will not requisition material when like items in serviceable condition are available for issue.

1004. PROCUREMENT OF GARRISON PROPERTY

1. The primary source of supply for garrison property for supported units will be Station Property.
2. Alternate sources of garrison equipment and supplies may be used when authorized by the PCO and beneficial to the command, e.g.:
  - a. Excess property that becomes available through redistribution from other units.
  - b. Excess property available through the Defense Reutilization and Marketing Office (DRMO). See paragraph 4004 for DRMO procedures.

1005. ALLOWANCES

1. T/E Allowances - Authorized by an established CMC T/E allowance. T/E allowances are normally funded by the PCO (SAC 1) or by CMC (SAC 3). All accounting files are maintained by the unit.
2. Non-FMF Allowance List - Special tools, tool boxes, and mission peculiar items are appropriate for the Non-FMF Allowance List. Reference (b) provides guidelines for the control of these assets. All accounting records are maintained by the unit. Funding is the responsibility of the using unit.

SOP FOR STATION PROPERTY CONTROL

CHAPTER 2

INVENTORY CONTROL PROCEDURES FOR GARRISON PROPERTY

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION -----	2000	2-3
NON-FMF ALLOWANCE LIST -----	2001	2-3
HAND RECEIPT (HR)-----	2002	2-3

FIGURES

2-1	SAMPLE LETTER OF DISCREPANCY	2-4
-----	------------------------------	-----

## SOP FOR STATION PROPERTY CONTROL

### CHAPTER 2

#### INVENTORY CONTROL PROCEDURES FOR GARRISON PROPERTY

##### 2000. GENERAL INFORMATION

1. Per references (a) and (c), the PCO and appointed Responsible Officers will conduct quarterly reconciliation of all accountable property. The purpose of the reconciliation is to conduct a physical inventory of on hand assets. Inventories are a management tool used to survey the condition of the on hand assets, to verify serial numbers, and to reduce pilferage and abuse to issued property.

2. Using units have direct access to the appropriate Station Property representative for matters involving inventory, data input assistance, inquiries and report requests.

2001. NON-FMF ALLOWANCE LIST. The Non-FMF Allowance List is a yearly report and will be the official accounting record for garrison and plant property (classes 3 and 4). The Non-FMF Allowance List contains all allowances and on hand quantities of station property aboard MCAS Miramar. The Non-FMF Allowance List will be maintained by the PCO. As changes occur, the Non-FMF Allowance List will be updated in pencil by Station Property. It is the responsibility of the PCO to review the Non-FMF Allowance List and initial any pencil changes for incorporation into the next update.

##### 2002. HAND RECEIPT (HR)

1. The Hand Receipt (HR) is the custodial record by which the PCO controls property sub-custodied to Hand Receipt Holder's (HRH). Each HRH will have a HR produced quarterly, upon change of the HRH, or as requested by the HRH. It is the HRHs prerogative to subcustody assets on their HR to other responsible individuals.

2. When the HR is produced, the HRH will verify that on hand quantities and serial numbers listed are correct. The HRH will use the current HR for quarterly reconciliation. Upon completion of the quarterly reconciliation, each HRH will initial each line item on every page of the HR and sign on the bottom of the last page of the HR. There will be no pen/pencil changes to the HR. All discrepancies will be reported on a separate Letter of Discrepancy document (figure 2-1). The signed copy of the HR must be submitted to the PCO by the last day of that quarter (Dec. 31, March 31, June 30, Sept. 30).

SOP FOR STATION PROPERTY CONTROL

UNITED STATES MARINE CORPS  
UNIT HEADING

SSIC  
ORIG CODE  
DATE

From: Responsible Officer, Acct \_\_\_\_\_  
To: Property Control Officer, Station Property, MCAS Miramar

Subj: LETTER OF DISCREPANCY

Ref: (a) StaO 4400.1A

1. Per the reference, the following is provided to note discrepancies on my HR:

<u>TAMCN</u>	<u>NSN</u>	<u>QTY O/H</u>	<u>QTY AUTH</u>	<u>SER#</u>
--------------	------------	----------------	-----------------	-------------

DISCREPANCY:

2. Point of contact is \_\_\_\_\_ at ext \_\_\_\_\_.

I. M. RESPONSIBLE

Figure 2-1. Sample Letter of Discrepancy

SOP FOR STATION PROPERTY CONTROL

CHAPTER 3

REQUISITIONING PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INSTRUCTIONS -----	3000	3-3
PREPARATION OF REQUISITIONS -----	3001	3-3
EXECUTIVE FURNITURE/FURNISHINGS -----	3002	3-3
CANCELLATION OF REQUISITIONS -----	3003	3-4
BACKORDER VALIDATION (BOV) -----	3004	3-4

## SOP FOR STATION PROPERTY CONTROL

### CHAPTER 3

#### REQUISITIONING PROCEDURES

3000. GENERAL INSTRUCTIONS. This chapter establishes procedures for using units to submit requisitions to Station Property. It is the RO's responsibility to ensure that all garrison property and PSE requirements are identified to the PCO.

#### 3001. PREPARATION OF REQUISITIONS

1. The primary means of identifying garrison property requirements will be via annual budget call. Once every year, normally in July, all HRH's will be required to submit to the PCO a budget call identifying garrison property shortfalls. The PCO will forward these budget calls to Director, Resource Management for funding and procurement.

2. Shortfalls that come up on an "as needed" basis that were not submitted on the budget call will be forwarded to Station Property on a DD 1348-6 utilizing the following Document Identifier Codes (DIC):

a. DIC A0A - Requests submitted to Station Property for system National Stock Numbers and Local Stock Numbers resident on the HR or in the Defense Property Accountability System (DPAS) catalog.

b. DIC AOE - Requests submitted to Station Property for Non-NSN items not resident on the HR or in the DPAS catalog.

3. The request must be submitted from the HRH to the PCO. If the requested item(s) or like item(s) is on-hand at Station Property, it will be issued from stock. Transportation is normally the responsibility of the using unit, however Station Property can assist with prior arrangement. The HRH or person designated in writing by the HRH to sign for property is the only person authorized to receive property from PCO (See para 4002). Issued items will be placed on the HRH's HR when applicable. If the requested item is not available for issue, Station Property will forward the request to Resource Management for procurement. Once the item has been placed on order, Station Property is the units point of contact for status and tracking.

3002. EXECUTIVE FURNITURE/FURNISHINGS. Executive type office furniture and furnishings are:

a. Items covered by federal Supply Schedules of executive type office furniture, or by federal standards and specifications which have an "executive line" of office furniture and furnishings.

b. Items generally known, or considered by the trade, as "executive line" of office furniture and furnishings. These included, but are not limited to, executive (style desks, tables, telephone stands, cabinets, bookcases and chairs. Executive type furniture is specifically authorized for certain individuals based on rank. (Colonel/Captain (O6) and above or civilian equivalent) or billet assignment. These items will be requisitioned and issued per the current edition of reference (b).

3003. CANCELLATION OF REQUISITIONS. Cancellations of requisitions will be accomplished when back order requirements are no longer needed or have been filled through other sources (DRMO, transfer, etc.). A DD 1348-6 with a Document Identifier Code (DIC) "AC1" and a "B" in cc 7 will be submitted to cancel back orders. The rest of the information will be the same as the original requisition.

3004. BACK ORDER VALIDATION (BOV). BOVs will be conducted at a minimum during each quarterly HR reconciliation.

SOP FOR STATION PROPERTY CONTROL

CHAPTER 4

MISCELLANEOUS PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
RELIEF OF COMMANDING OFFICERS -----	4000	4-3
RELIEF OF HAND RECEIPT HOLDER'S (HRH)-----	4001	4-3
PICK UP OF MATERIAL AT STATION PROPERTY -----	4002	4-4
TRANSFER OF MATERIAL BETWEEN USING UNITS -----	4003	4-4
DRMO (DISPOSAL) PROCEDURES -----	4004	4-4
ADJUSTMENT TRANSACTIONS -----	4005	4-5
INVESTIGATIONS -----	4006	4-5
TEMPORARY LOANS/CEREMONIAL GEAR TO USING UNITS -	4007	4-6
ADPE/COPIERS -----	4008	4-6
PACKAGED OPERATIONAL RATIONS -----	4009	4-6
ACCOUNTS IN "FROZEN" STATUS-----	4010	4-7

FIGURES

4-1	SAMPLE RECOMMENDATION LETTER FOR APPOINTMENT OF HAND RECEIPT HOLDER (HRH)	4-8
4-2	SAMPLE LETTER OF ACCEPTENCE	4-9
4-3	SAMPLE LETTER OF AUTHORIZATION	4-10
4-4	SAMPLE REQUEST FOR INVESTIGATION	4-11
4-5	SAMPLE REQUEST FOR INVESTIGATION ENDORSEMENT LETTER	4-12

## SOP FOR STATION PROPERTY CONTROL

### CHAPTER 4

#### MISCELLANEOUS PROCEDURES

4000. RELIEF OF COMMANDING OFFICERS. The CO being relieved is required by reference (a) to furnish a certificate to the relieving officer, indicating the status of supply operations within the command. The status of the garrison property will be included in this certificate. Relieving CO's will conduct necessary supply/garrison property inspections to assure themselves of the condition of material, records and operating procedures. These inspections will be sufficiently detailed to provide an evaluation of the accuracy of the records and supply/garrison property operations.

#### 4001. RELIEF OF HAND RECEIPT HOLDER (HRH)

1. When the relief of an HRH is required, the unit commanding officer will submit a recommendation for the appointment of a new HRH to the Assistant Chief of Staff, G-4 Installation and Logistics via the PCO. Individuals recommended for appointment as the HRH will be officers, Staff NCOs or civilians of comparable grade. The individual should be readily available within the command/department and not scheduled for deployment or PCS within twelve (12) months. Upon arrival of the recommended appointment, a letter of appointment will be forwarded from the AC/S G-4, I&L (or a designated representative) to the individual appointed. A sample nomination letter is contained in figure 4-1.

2. In the event that an HRH is separated from the unit without proper relief and turnover of the garrison property account, the accountable individual (Unit Commander, Director) will be held responsible for losses and damages to property that are subsequently discovered in accordance with reference (a).

3. At the time of the appointment, a new HR will be provided to the relieving HRH. The new HRH has fifteen (15) days from the date of the HR to conduct an inventory surveying the condition of the property and verifying that quantities and serial numbers match the current HR. Upon completion of the inventory the new HRH will reconcile the HR with Station Property and submit a letter of acceptance (figure 4-3). During the reconciliation, the HRH will sign the current HR as being correct. All discrepancies discovered during the inventory will be noted separately on a Letter of Discrepancy provided as an enclosure to the new HRH's Acceptance Letter (figure 2-3).

4. If the HRH is separated from the property account in excess of 60 days, a new or interim HRH will be recommended for appointment.

#### 4002. PICK UP OF MATERIAL AT STATION PROPERTY

1. Each HRH will submit a Letter of Authorization to Station Property authorizing individuals to receipt for material (figure 4-4). No individual will be allowed to receipt for material at Station Property unless the individual's name appears on a current Letter of Authorization and has a valid military or civilian ID. The Letter of Authorization will be submitted regardless if no other individual is authorized to receipt material on behalf of the RO.

2. Upon notification from Station Property, the supported unit must establish an appointment with the Warehouse Chief to pick up requested material. Material not picked up on the appointment date will be restocked for general issue. Exceptions will be coordinated with the Station Property.

#### 4003. TRANSFER OF MATERIAL BETWEEN USING UNITS

1. Transfer of garrison property from one using unit to another will be coordinated/approved by the PCO.

2. Upon approval for transfer, the unit transferring the material will document the transfer using a DIC "Z2M" on a DD-1348-1 receipt as outlined in reference (d). Both the RO, or designated person, of the receiving unit and the unit transferring the property must sign the receipt. The losing and gaining units must maintain a copy of the receipt so that adjustments can be indicated on the respective HRs.

#### 4004. DRMO PROCEDURES (DISPOSAL)

1. Station Property is the only office authorized to establish appointments for turn in and pick up of garrison property at the Defense Reutilization and Marketing Office (DRMO). HRHs who desire disposal of garrison property will turn in material to Station Property. Station Property will provide a receipt of turn in to the HRH for record purposes. The HRH should maintain a copy of the receipt to show proof of turn in for the next HR reconciliation. Station Property will determine the serviceability of the material. If the material turned in is determined to be serviceable, it will be reshelved for general issue. Unserviceable material will be transferred to the MCAS Miramar Recycling Center or be prepared for DRMO.

2. Large quantities of property that requires disposal will be inspected at the owning units location. Station Property will review all materials requiring disposal and will make the determination for proper disposition.

#### 4005. ADJUSTMENT TRANSACTIONS

1. Requests for adjustment transactions will be reported to the AC/S, G-4 I&L via the unit commander and the PCO in accordance with reference (a).

2. Garrison property aboard MCAS Miramar is the responsibility of the Commanding General, MCAS Miramar, who through the PCO maintains the allowances and accountability data for the station.

3. Adjustment Requests for serialized items with a dollar value of \$800 or more, nonexpendable items with an extended dollar value of \$2,500 or any item determined to be sensitive or pilferable (as defined in MCO 4400.150E) must be signed by the Unit Commander, but can be approved by the PCO, if no fault or negligence is apparent in the adjustment.

#### 4006. INVESTIGATIONS

1. When a non-expendable item of garrison property in the possession of a using unit become missing, destroyed, or damaged, the circumstances surrounding such cases will be reported to the HRH. The HRH will initiate a Request for Investigation to the AC/S, G-4 I&L via their Unit Commander and the PCO (figure 4-4). The unit commander will review the circumstances surrounding the incident, state whether fault or negligence can be determined and make a recommendation to the A C/S G-4, I&L, MCAS Miramar as to whether an investigation is warranted.

2. The AC/S G-4, I&L MCAS Miramar is designated as the CG, MCAS Miramar's representative in matters concerning the appointment of investigating officers for garrison property. The unit commander will nominate an investigating officer (Figure 4-5).

3. Once an investigating officer is appointed, the requesting unit commander is responsible for monitoring the timely completion of the investigation. Request for extension will require approval by the AC/S G-4, I&L MCAS Miramar.

4. Completed investigations will be forwarded for final disposition to the PCO. When required, route respective investigations through the Staff Judge Advocate, MCAS Miramar.

5. Upon receipt of the report of investigation, the PCO will notify the using unit concerned of the action to be taken by letter. The PCO will certify at the bottom of the A C/S G-4, I&Ls disposition endorsement that the property involved has been disposed of as directed, and will assign the report a voucher number. The approved investigation report will be the voucher document to support adjustments. When all required action has been completed, the signed original copy of the approved report of investigation will be retained in the PCOs voucher file.

4007. TEMPORARY LOANS/CEREMONIAL GEAR TO USING UNITS

1. Station Property maintains ceremonial gear and various material not required on a continual basis. This material is available for temporary issue. These items will not be loaded to an HRHs HR. A separate Temporary Loan Card will be kept on file. Request for this material will be submitted to Station Property at least five (5) working days in advance. Approval of temporary loans will be depend on availability of the item(s) requested.

2. Approved temporary loans will be made for seven (7) days. Temporary loans in excess of seven (7) days will be approved on a case by case basis.

4008. COPY MACHINES/ADPE. Station Property does not provide copy machines or ADPE. Using units must request these assets via their respective Communication departments to their Marine Corps Property offices. All ADPE gear, regardless of dollar value, must be accounted for by the using units supporting Marine Corps Property office.

4009. PACKAGED OPERATIONAL RATIONS

1. Station Property is not authorized to maintain Packaged Operational Rations in stock for more than 30 days. Station units requiring Packaged Operational Rations (POR) will submit an unfunded 1348-1 document (DIC AOA) to Station Property 2 weeks prior to the time they are needed.

2. The sale of PORs will be accomplished per the instructions promulgated by Marine Corps Bulletins detailing meal rates and surcharges. In most cases Marines will have their pay checked by H&HS S-1. When PORs are issued to enlisted personnel authorized to subsist at government expense, the instructions contained in reference (c) will be followed. At a minimum, the NAVMC 10789 will be used to record the receipt of PORs by various categories of personnel entitled to Subsist in Kind (SIK).

3. POR support for Marine Corps Reserve units training aboard MCAS Miramar must be forwarded to the AC/S, G-4 I&L via the Commanding Officer, Reserve Support Unit.

4010. ACCOUNTS IN "FROZEN" STATUS

1. It may be necessary to place unit accounts in a "frozen" status for on response to the requirements of this order or repeated requests from PCO.
2. Failure to respond to a request by the stated deadline, without an approved extension, is the primary reason for placing an account in a "frozen" status.
3. When an account is placed in this status, a letter will be forwarded to the Commanding Officer of the affected account stating the reason the action has been taken.
4. Units in a "frozen" status will not be allowed to submit requisitions or to receive issues until the required action(s) has been taken.

SOP FOR STATION PROPERTY CONTROL

UNITED STATES MARINE CORPS  
UNIT HEADING

SSIC  
ORIG CODE  
DATE

From: Commanding Officer  
To: Assistant Chief of Staff G-4, I&L  
Via: Property Control Officer, MCAS Miramar

Subj: RECOMMENDATION FOR APPOINTMENT OF RESPONSIBLE OFFICER (RO)

Ref: (a) StaO 4400.1A

1. Per the reference, recommend the following individual be appointed as the HRH for this command/department/unit (Account No. \_\_\_\_\_) :

NAME	RANK	SSN	PHONE	BLDG
------	------	-----	-------	------

2. This recommendation is to release the current HRH (if applicable).

NAME	RANK	SSN
------	------	-----

3. Request this appointment be effective as of \_\_\_\_\_.

(Signature)

Figure 4-1. Sample Recommendation Letter for Appt of HRH

SOP FOR STATION PROPERTY CONTROL

UNITED STATES MARINE CORPS  
UNIT HEADING

SSIC  
ORIG CODE  
DATE

From: Hand Receipt Holder, Account \_\_\_\_\_  
To: Property Control Officer, MCAS Miramar

Subj: LETTER OF ACCEPTANCE FOR ACCOUNT \_\_\_\_\_

Ref: (a) Hand Receipt Holder Appointment Letter

Encl: (1) Letter of discrepancy

1. As per the reference, I (full name, rank, ssn, mos), have assumed the responsibility for account \_\_\_\_\_.
2. I have conducted a physical inventory of this account.
3. A letter of discrepancy, enclosure (1), identifies any disparities between this account and my inventory.
4. The point of contact is name, telephone #, for any matter relating to this request.

I. M. RESPONSIBLE

Figure 4-2. Sample Letter of Acceptance

SOP FOR STATION PROPERTY CONTROL

UNITED STATES MARINE CORPS  
UNIT HEADING

SSIC  
ORIG CODE  
DATE

From: Responsible Officer, Acct \_\_\_\_\_  
To: Property Control Officer, MCAS Miramar

Subj: LETTER OF AUTHORIZATION

Ref: (a) StaO 4400.1A

1. Per the reference, the below listed personnel are authorized to receipt for material at Station Property for Account \_\_\_\_\_:

NAME	RANK	SSN	SIGNATURE
------	------	-----	-----------

2. The point of contact information is name, telephone #, for any matter relating to this request.

I.M. RESPONSIBLE

Figure 4-3. Sample Letter of Authorization

SOP FOR STATION PROPERTY CONTROL

UNITED STATES MARINE CORPS  
UNIT HEADING

SSIC  
ORIG CODE  
DATE

From: Responsible Officer, Account \_\_\_\_\_  
To: Assistant Chief of Staff, G-4, INSTALLIONS & LOGISTICS  
Via: Commanding Officer (HRH's unit)  
Property Control Officer, MCAS Miramar

Subj: REQUEST FOR INVESTIGATION

Ref: (a) JAGMAN  
(b) MCO P4400.150E  
(c) StaO 4400.1A

1. Property on charge to me has turned up missing. Accordingly, I am providing information to determine whether an investigation should be conducted, in accordance with references (a) through (c).

2. The following property may be subject to investigation:

TAMCN	NSN	NOMENCLATURE	QTY	STATUS (LOST, DAMAGED)
-------	-----	--------------	-----	------------------------

3. I do not accept responsibility for its condition/disappearance. I do not want to voluntarily reimburse the government.

4. The following information is provided concerning the property's condition/disappearance:

*(Detailed explanation as the circumstances surrounding the loss or damage of property).*

5. I may be reached at, telephone #, for any additional information.

(Signature)

Figure 4-4. Sample Request for Investigation Letter

SOP FOR STATION PROPERTY CONTROL

UNITED STATES MARINE CORPS  
UNIT HEADING

SSIC  
Orig Code  
Date

SECOND ENDORSEMENT on Responsible Officer, Account YM\_\_\_ ltr SSIC  
Orig Code of Date

From: Commanding Officer  
To: Assistant Chief of Staff, G-4, INSTALLIONS & LOGISTICS

Subj: REQUEST FOR INVESTIGATION

Ref: (a) MCO P4400.150E  
(b) StaO 4400.1\_\_\_

1. Forwarded.
2. Per the references, I recommend/do not recommend that the items listed as missing/damaged be the subject of an investigation.
3. If an investigation is deemed warranted, the below listed individual is nominated to be the Investigating Officer (IO):

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>MOS</u>	<u>PHONE/BLDG#</u>
-------------	-------------	------------	------------	--------------------

4. (The following paragraph is to be used when an investigation is not recommended. The command must explain why no fault or negligence can be determined and that an investigation would be an administrative burden).

SIGNATURE

Copy to:  
Recommended Investigating Officer

Figure 4-5. Sample Request for Investigation Endorsement Letter

SOP FOR STATION PROPERTY CONTROL

CHAPTER 5

PERSONAL EFFECTS AND BAGGAGE

	<u>PARAGRAPH</u>	<u>PAGE</u>
SCOPE -----	5000	5-3
RESPONSIBILITY -----	5001	5-3
INVENTORY -----	5002	5-3

## SOP FOR STATION PROPERTY CONTROL

### CHAPTER 5

#### PERSONAL EFFECTS AND BAGGAGE

5000. SCOPE. This Chapter contains instructions for the administration and disposition of personal effects and baggage for personnel assigned to station activities who become deceased, hospitalized, absent without leave, incarcerated (military or civilian) or extended temporary additional duty.

#### 5001. RESPONSIBILITY

1. Commanding Officers of station activities are charged with the responsibility for collecting, inventorying and transporting to Station Property the personal effects and baggage of all service members under their command who come into any status, whereby such member cannot care for their own property. Additionally, Commanding Officers are responsible for communicating with member's spouse or next of kin.

2. Station Property is charged with the responsibility of storage, safekeeping, and disposition of personal effects and baggage of Station personnel.

#### 5002. INVENTORY

##### 1. General

a. As outlined in ref (e), MCO P4050.38, inventory is required and will be conducted not later than 48 hours after receipt of information that a member falls within one of the following categories and 72 hours if the time frame involves a holiday:

(1) Death

(2) Missing

(3) Hospitalized (unscheduled)

(4) Absent without leave

(5) Incarcerated (arrested, serving sentence imposed by civil or military authorities).

(6) For any other reason that the member becomes separated from their property and was not afforded the opportunity to place the property in storage.

SOP FOR STATION PROPERTY CONTROL

CHAPTER 6

INVENTORY PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL -----	6000	6-3
TRI-ANNUAL INVENTORY -----	6001	6-3
CLASS 3 AND 4 PLANT PROPERTY INVENTORY --	6002	6-4
WEAPONS SERIALIZED INVENTORY -----	6003	6-4
PERSONAL EFFECTS INVENTORY -----	6004	6-4

SOP FOR STATION PROPERTY CONTROL

CHAPTER 6

INVENTORY PROCEDURES

6000. GENERAL

1. Accurate and timely physical inventories are essential for all station owned Marine Corps Property.
2. Using units maintaining a garrison property account will be responsible for conducting required inventories. Upon request, limited technical assistance for conducting inventories will be provided by Station Property.
3. Station Property will establish quarterly cut off dates for inventories. While inventories are in process, no transactions effecting the unit will be processed.

6001. TRI-ANNUAL PHYSICAL INVENTORY

1. A complete physical inventory of all Station Owned Property will be conducted at least once every three years. At this time, all custody records will be reconciled. This requirement includes items in Station Property's on hand stock as well as property on charge to all station ROs. Each piece of property will be sighted and inspected for serviceability.
2. HRH's are responsible for conducting the Tri-Annual Physical Inventory within their respective areas. Station Property will provide each HRH with a computer listing showing all property on charge to that unit. Within 15 days from the date of receipt, All HRHs will report to Station Property the results of their inventory.
3. All overages, shortages and unserviceable property will be reconciled and reported to Station Property. All adjustments's will be accomplished by in accordance with paragraph 4005 of this SOP.
4. Upon completion of the inventory and the reconciliation phase, all changes will be annotated to the last page of the HR. The HRH will be required to initial each adjustment, each page, and sign the last page of each HR.

6002. CLASS 3 AND 4 PLANT PROPERTY INVENTORY. NAVCOMP Manual, Volume 3, requires that a physical inventory of Class 3 and 4 Plant Property be conducted tri-annually. Bulletins in the 11016 series specify appropriate procedures for conducting and reporting the inventory.

6003. WEAPONS SERIALIZED INVENTORY. MCO 5500.9 requires a monthly physical serialized inventory of all Station weapons held in the Station Armory. The Station G-4, I&L is responsible for appointing an Officer or Staff Non-Commissioned Officer to conduct this inventory. Upon completion of the inventory, the results will be submitted to Station Property so the official records are updated.

6004. PERSONAL EFFECTS INVENTORY. Personal effects and baggage will be inventoried, stored and processed in accordance with Chapter 5 of this Manual.