



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

OFFICIAL FILE COPY

IN REPLY REFER TO:

BO P4400.5F

BLOG

13 MAY 1998

BASE ORDER P4400.5F

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR BASE LOGISTICS

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate policies and procedures for the management, control, and guidance of Base Logistics located at Marine Corps Base, Camp Lejeune.
2. Cancellation. BO P4400.5E, BO P4600.1G, and BO P4650.1B.
3. Action. All commands will ensure strict compliance with the instructions contained in this Manual.
4. Applicability. This Manual is applicable to all commands, organizations, and activities located aboard Marine Corps Base, Camp Lejeune, North Carolina, and Marine Corps Air Station, New River, North Carolina.
5. Recommendations. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Commanding General (AC/S, Logistics (ATTN: SOPS)), Marine Corps Base, Camp Lejeune, via the appropriate chain of command.
6. Concurrence. This Manual has been coordinated with and concurred in by the Commander, U.S. Marine Corps Forces, Atlantic; the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; 2d Marine Aircraft Wing; 2d Force Service Support Group; and the Commanding Officer, Marine Corps Air Station, New River.

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CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO P4400.5F CH1
BADJ

04 APR 2000

BASE ORDER P4400.5F Ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR BASE LOGISTICS

1. Purpose. To direct a pen change to the base Order.

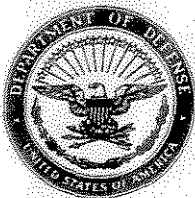
2. Action

a. Add the below paragraph to Chapter 3, Section 1, subparagraph 3102.13: "13. In the interest of efficiency, union representatives are authorized to make occasional stops on base to conduct union business while operating a GOV in the course of their official work duties. Union representatives will not be provided a GOV, nor are they authorized to use a GOV, solely to conduct union business."

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.


M. T. GOODMAN
Acting Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

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PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO P4400.5F CH2
BADJ

11 MAY 2000

BASE ORDER P4400.5F Ch 2

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR BASE LOGISTICS

1. Purpose. To direct a pen change to the base Order.

2. Action

a. Change Chapter 3, Section 1 paragraph 3102.13: To Read
"13. In the interest of efficiency, union representatives are authorized, while operating a GOV, in the course of their official work duties, to make occasional stops on MCBV/MCAS, New River complex to conduct union representational duties as authorized by applicable Labor Agreements. Union representatives will not be provided a GOV, nor are they authorizes to use a GOV, solely to conduct union business."

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.

J. E. Schleining
J. E. SCHLEINING
Chief of Staff

DISTRIBUTION: A



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BO P4400.5F CH3
BADJ
29 Jul 02

BASE ORDER P4400.5F Ch 3

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR BASE LOGISTICS

1. Purpose. To direct a pen changes to the basic order.

2. Action

a. Chapter 5, page 5-20 add the following paragraphs.

"5212. Inventory Procedures and Documentation

1. Ensure that physical inventory documentation includes at a minimum the following:

(a) The asset listing as of the physical inventory date.

(b) Documentation of the physical inventory counts (including evidence that book-to-floor and floor-to-book procedures were followed).

(c) Adjustments made and the documentation supporting the resolution of adjustments.

(d) Printed names and signatures of those who conducted the physical inventory."

"5213. DOCUMENT RETENTION REQUIREMENTS FOR INVENTORIES

1. Inventory tallies, inventory control registers or reports can be destroyed upon completion of the next inventory and after all adjustment actions have been taken."

b. Chapter 5, page 5-46 add the following paragraph.

"5606. DOCUMENT RETENTION REQUIREMENTS FOR ACQUISITIONS AND DISPOSALS OF PLANT PROPERTY

1. Acquisitions and Dispositions: Material receipts and expenditure invoices, together with supporting correspondence and paper, involved in the transfer of material can be destroyed after 2 years. Correspondence includes copies of requisitions, invoices, requisitions/issue documents, contract receiving reports, and similar forms."

BO P4400.5F

3. Filing Instructions. File this change transmittal immediately behind the signature page of the Basic Order.




A. J. KARLE, Jr.
Chief of Staff

DISTRIBUTION: A

13 MAY 1998

Subj: STANDING OPERATING PROCEDURES (SOP) FOR BASE LOGISTICS

7. Certification. Reviewed and approved this date.


B. A. GOMBAR
Chief of Staff

DISTRIBUTION: A plus AC/S, LOG (25)

13 MAY 1998

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR BASE LOGISTICS

Location: _____
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ENCLOSURE (1)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CONTENTS

CHAPTER

1	INTRODUCTION
2	OPERATIONS DIVISION
3	BASE MOTOR TRANSPORT DIVISION
4	TRAFFIC MANAGEMENT DIVISION
5	SUPPLY DIVISION
6	CONTRACTING DIVISION
7	FOOD SERVICE DIVISION
8	EXERCISE SUPPORT

APPENDIX

A	ACRONYMS/DEFINITIONS
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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 1

INTRODUCTION

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	1000	1-3
ORGANIZATION	1001	1-3
FUNCTIONS OF THE ASSISTANT CHIEF OF STAFF, LOGISTICS	1002	1-3
OPERATIONS DIVISION	1003	1-3
CONTRACTING DIVISION	1004	1-4
SUPPLY DIVISION	1005	1-4
FOOD SERVICE DIVISION	1006	1-4
MOTOR TRANSPORT DIVISION	1007	1-5
TRAFFIC MANAGEMENT DIVISION	1008	1-5
MAINTENANCE DIVISION (CADRE)	1009	1-5
PRESERVATION/PACKAGING AND PACKING (PP&P) PLATOON	1010	1-6
AMMUNITION SUPPLY POINT (ASP)	1011	1-6

FIGURE

1-1	LOGISTICS DEPARTMENT ORGANIZATION . . .	1-7
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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 1

GENERAL INFORMATION

1000. PURPOSE. The purpose of this Manual is to provide necessary guidance regarding supply support provided by Marine Corps Base, Camp Lejeune. This chapter describes the organization and functions of the Logistics Department.

1001. ORGANIZATION. The Logistics Department is organized as depicted on figure 1-1.

1002. FUNCTIONS OF THE ASSISTANT CHIEF OF STAFF, LOGISTICS. The Assistant Chief of Staff, Logistics is the principal staff assistant to the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina responsible for the management and technical control of logistics services for the Base. The AC/S, Logistics directs and coordinates supply and maintenance for the Base and tenant activities; exercises direct operational control over the Operations, Contracting, Supply, Food Service, Motor Transport, Property Control and Traffic Management Divisions of the Logistics Department, exercises administrative control of the civilian employees assigned to the Maintenance Division (Cadre), Preservation, Packaging and Packing Platoon and the Ammunition Supply Point (ASP); coordinates all internal civilian personnel requirements and recommends to the Base Military Personnel Officer, the assignment of personnel in the MOS 04, 23, 30, 31, 33 and 35 on duty at Marine Corps Base.

1003. OPERATIONS DIVISION. The Operations Division coordinates operational staff functions of the various Divisions within the Logistics Department; oversees and monitors all logistics related operations functions through review and evaluation of performance reports, audits, external inspections, correspondence and special studies of the operating divisions within the Logistics Department; coordinates accomplishment of assigned special projects/studies and investigations; reviews and acts for the Commanding General on all FSMAO reports on Base units; manages and implements the Commanding General's Ammunition and Explosives Safety Program aboard Camp Lejeune; coordinates the Commanding General's Warehouse Modernization Program aboard Camp Lejeune;

manages the Budget Branch. Budget Branch formulates the Program Objective Memorandum (POM), budgets, mid-year reviews and deficiency reviews for appropriated fund requirements for the Logistics Department.

1004. CONTRACTING DIVISION. The Contracting Division is responsible for providing timely procurement support on a competitive basis to the commands/activities of Camp Lejeune and Marine Corps Air Station, New River as well as other activities as requested. Specific information can be found in BO P4200.10, Using Unit Procedures for Obtaining Purchasing and Contracting Support.

1005. SUPPLY DIVISION. The Supply Division is a special staff section responsible for managing the Direct Support Stock Control (DSSC) Branch and the Property Control Branch. The DSSC Branch is responsible for providing intermediate-level supply support in the areas of facilities maintenance materiel, administrative and housekeeping supplies, and bulk petroleum under an automated inventory accounting system to Base organizations, MARFORLANT, and other tenant organizations. Specific information can be found in MCO P4400.151, Direct Support Stock Manual. The Property Control Branch is responsible for the acquisition, accountability, maintenance and disposition of garrison property; provides garrison property support to the supporting establishment, operating forces, and tenant units located at Camp Lejeune and Marine Corps Air Station, New River. Responsible for accounting and reporting the facilities inventory of Class 1 and 2 plant property; accounts for and provides an inventory control system for Class 3 and 4 plant property in support of the supporting establishment, operating forces, and tenant units aboard Camp Lejeune. Specific information can be found in BO P4400.17B, SOP for Base Property Control.

1006. FOOD SERVICE DIVISION. The Food Service Division is a special staff section responsible for administering the Consolidated Food Service System aboard Camp Lejeune. Responsibilities include administering MPMC (subsistence) account; developing long-range plans and budget data for food service equipment/operating supplies; advising on modernization of messing facilities; developing the command master menu;

conducting messhall inspections; advising unit commanders on messhall operations; procurement of subsistence items under the Direct Vendor Delivery (DVD) Program; providing packaged operational rations to MCB units; and coordinating messing support to all messhalls in the Consolidated Food Service System and visiting units. The Food Service Division recommends to the Base Military Personnel Officer, the assignment of personnel in OccFld 33 on duty at Marine Corps Base. Specific information can be found in BO P10110.10, SOP for Food Service.

1007. MOTOR TRANSPORT DIVISION. The Base Motor Transport Officer performs the duties of a Special Staff Officer under the cognizance of the Assistant Chief of Staff, Logistics, with respect to matters related to assigned garrison mobile equipment. Responsibilities include supervising administration, operation, utilization, and maintenance of garrison mobile equipment assigned to Marine Corps Base, less the "engineer-type" equipment under the operational control of the Base Maintenance Officer; maintaining records of all assigned equipment and submitting reports as required; determining equipment requirements by type and size, and supervising the proper distribution of equipment to using activities; monitoring repair parts requirements and ensuring prompt requisitioning of parts for maintenance vehicles; conducting technical inspections of assigned garrison mobile equipment to assure vehicles are maintained in a safe and serviceable condition; supervising the Motor Vehicle Licensing and Training Program for Marine Corps Base and Marine Corps Air Station activities; and preparing the motor transport and materiel handling equipment portion of the annual budget. The Motor Transport Officer recommends to the Base Military Personnel Officer, the assignment of personnel in OccFld 35 on duty at Marine Corps Base. Specific information can be found in Chapter 3 of this Manual.

1008. TRAFFIC MANAGEMENT DIVISION. The Traffic Management Division is responsible for administering the DOD Traffic Management Program to the Commands/Activities of Camp Lejeune and Marine Corps Air Station, New River; Providing for the movement of freight; administering the DOD Personal Property Program to the Commands/Activities of Camp Lejeune and Marine Corps Air Station, New River and other service members with-in the counties

of Onslow, Jones, Pender, Duplin, New Brunswick, Columbus, and New Hanover; providing total passenger travel service for personnel and dependents who are on official PCS/TAD orders; and managing and operating the Marine Corps Personal Effects and Baggage Center for the East Coast. The Traffic Management Officer recommends to the Base Military Personnel Officer, the assignment of personnel in OccFld 31 on duty at Marine Corps Base.

1009. MAINTENANCE DIVISION (CADRE). The Maintenance Division (Cadre) provides intermediate maintenance of Base-type FMF equipment upon deployment of 2d FSSG. The civilian employees are under the Logistics Department for administration and coordination of civilian personnel and pay matters, and under the operational control of the Commanding General, 2d FSSG.

1010. PRESERVATION/PACKAGING AND PACKING (PP&P) PLATOON. The PP&P Platoon is an activity providing preservation, packaging, packing, marking, and container construction for all organizations requesting these services within the commands and activities of Camp Lejeune and Marine Corps Air Stations, New River and Cherry Point. This platoon provides the PP&P services required to prevent supplies and equipment (repair parts, assemblies, and major end items) from becoming unserviceable due to deterioration; and also handles the preservation, packaging, and packing of all domestic and overseas shipments. The PP&P Platoon is under the operational/administrative control of the Commanding General, 2d FSSG. The civilian employees are assigned to the Logistics Department for administration and coordination of civilian personnel and pay matters.

1011. AMMUNITION SUPPLY POINT (ASP). The 2d Force Service Support Group provides the accountability of ammunition for all Marine Corps Base units per Memorandum of Agreement 4400 G-3/SSE T2503 of 25 May 1990, which was agreed upon by Commanding General, Marine Corps Base and Commanding General, 2d FSSG Service Support Group. In the event of an FSSG contingency operation, operational control of the ASP will be returned to Commanding General, Marine Corps Base, Camp Lejeune. Specific information can be found in BO P8020.1 for Ammunition and Explosive Safety.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

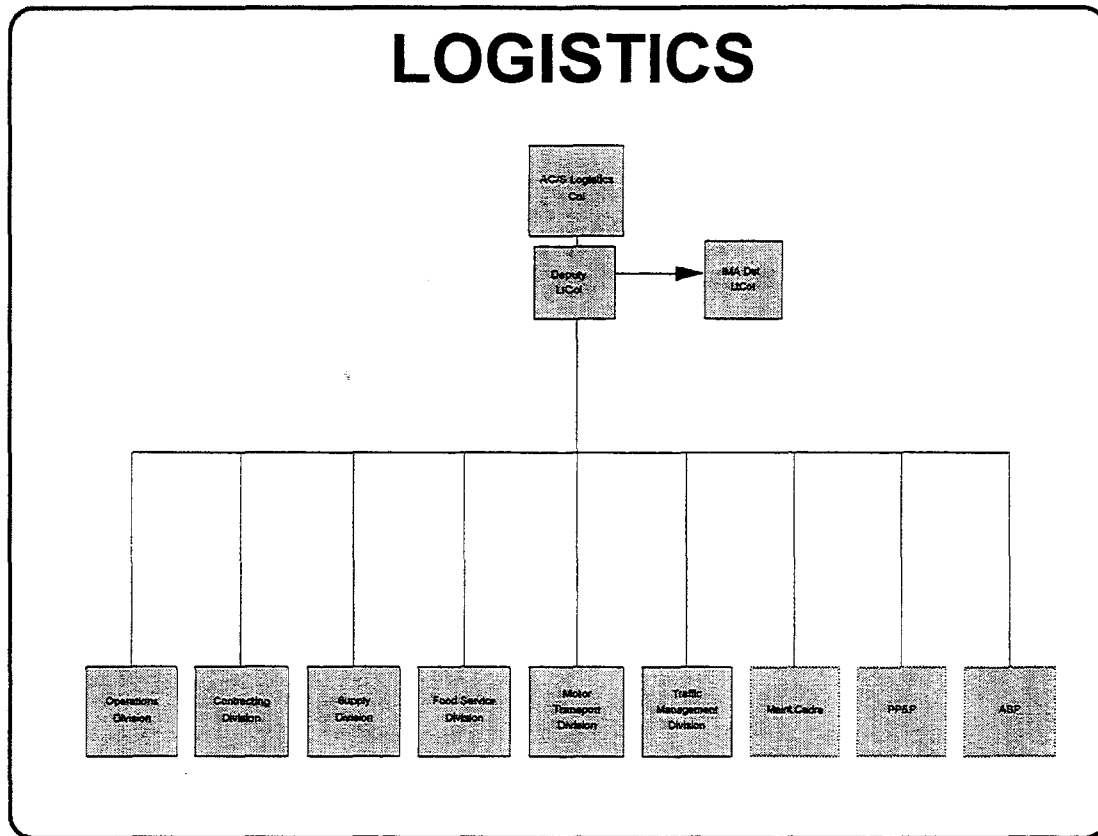


Figure 1-1.--Base Logistics Organization

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION.	2000	2-3
ORGANIZATION	2001	2-3

SECTION 1: REPORTS OF INVESTIGATION

REPORTS OF INVESTIGATION FOR MARINE CORPS BASE OWNED EQUIPMENT AND SUPPLIES.	2100	2-5
CHECKLIST FOR INVESTIGATING OFFICERS.	2101	2-7
REIMBURSEMENT FOR MISSING/LOST/STOLEN/GARRISON PROPERTY.	2102	2-10

SECTION 2: MISSING, LOST, STOLEN, RECOVERED (M-L-S-R) GOVERNMENT PROPERTY

GENERAL INFORMATION.	2200	2-11
M-L-S-R REPORTABLE ITEMS	2201	2-12
M-L-S-R REPORTING REQUIREMENTS FOR USING UNITS .	2202	2-12
FORMAT FOR UNIT M-L-S-R MESSAGES	2203	2-14

SECTION 3: ACCOUNTABILITY OF MATERIAL USED TO SUPPORT FORMAL PROGRAMS OF INSTRUCTION (POI's)

PURPOSE.	2300	2-19
BACKGROUND	2301	2-19
ACTION	2302	2-19

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SECTION 4: MISCELLANEOUS SUPPLY PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION.	2400	2-25
AUTHORITY FOR AC/S, LOGISTICS TO ACT AS COMMANDING OFFICER IN CERTAIN SUPPLY RELATED SITUATIONS . .	2401	2-25
ANNUAL FORCE ACTIVITY DESIGNATOR (F/AD) REVIEW .	2402	2-25
ANNUAL MONEY VALUE REPORT OF THE INVENTORY . . .	2403	2-26
TEMPORARY LOANS.	2404	2-26
DISPOSITION INSTRUCTIONS	2405	2-28
ARMORY MANAGEMENT AND CONTROL OF SERIALIZED SMALL ARMS	2406	2-28
WAREHOUSING PROCEDURES	2407	2-28
PERSONAL EFFECTS PROCEDURES.	2408	2-28

FIGURE

2-1	SAMPLE "INITIAL" MLSR PROPERTY FORMAT .	2-15
2-2	SAMPLE "FINAL" MLSR PROPERTY FORMAT . .	2-16
2-3	SAMPLE "SUPPLEMENTAL" MLSR PROPERTY FORMAT.	2-17
2-4	LETTER OF ROLLBACK OF CONSUMABLE TRAINING PACKAGE ITEMS FOR CLASS. . . .	2-22
2-5	RECEIPT OF MATERIAL FOR CLASS	2-23

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

2000. MISSION. The Operations Division coordinates operational staff functions of the various Divisions within the Logistics Department; oversees and monitors all logistics related operations functions through review and evaluation of performance reports, audits, external inspections, correspondence and special studies of the operating divisions within the Logistics Department; monitors ammunition expenditures to ensure that Base units do not exceed their established inventory allowances; recommends to the Base Military Personnel Officer, the assignment of personnel in the MOS 04, 23 and 30 on duty at Marine Corps Base; coordinates accomplishment of assigned special projects/studies and investigations; reviews and acts for the Commanding General on all FSMAO reports on Base units; manages and implements the Commanding General's Ammunition and Explosives Safety Program aboard Camp Lejeune; and coordinates the Commanding General's Warehouse Modernization Program aboard Camp Lejeune. The Operations Division serves as the focal point for coordinating logistics support for various operations and exercises conducted aboard Marine Corps Base Camp Lejeune.

2001. ORGANIZATION. The Operations Division is composed of the Administrative Section, Material Management Section, Budget Branch, Ammunition Explosive Safety Section, Safety Requirements Coordinator, Computer Resources Specialist and exercises administrative control for civilian employees assigned to Maintenance Division (Cadre), Preservation, Packaging and Packing Platoon, and the Ammunition Supply Point.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

SECTION 1: REPORTS OF INVESTIGATION

2100. REPORTS OF INVESTIGATION FOR MARINE CORPS BASE OWNED EQUIPMENT AND SUPPLIES

1. Investigations Defined. An investigation is a procedure which affords the accountable officer the means of determining the facts relative to the loss, damage, or destruction of government property; determining the present condition of such property if available; receiving recommendations as to disposition, retention, and further accountability for such property; and/or determining responsibility and the extent of such responsibility.
2. Accountable Officer/Command Defined. The Accountable Officer for Marine Corps Base owned property is the Commanding General, Marine Corps Base. Marine Corps Base property is routinely "loaned" to Base and tenant organizations through the Base Property Control Officer and the Base Motor Transport Officer. Regardless of source, property on the accounting records of Marine Corps Base is the responsibility of the Commanding General, Marine Corps Base.
3. When Required. Investigative action is required to adjust accountable records of government property that is lost, damaged, or otherwise rendered unserviceable for its intended use, when fault or negligence is known or suspected; or when responsibility must be determined. MCO P4400.150_ and BO P5810.1_ provide amplifying instructions for the conduct of investigations.
4. When Not Required. Investigative action is not normally required when, in the opinion of the accountable commander no negligence is indicated in the loss, damage, or destruction of Government property, or that for reasons known to the commanding officer, no fault, negligence or responsibility can be determined and that an investigation under those circumstances would constitute an unnecessary administrative burden.

5. Requests for Investigation Action. A request for investigation must be submitted by the officer responsible for the missing, damaged, destroyed property to the Commanding General, Marine Corps Base (Assistant Chief of Staff, Logistics) via the chain of command. Requests for investigation will be in letter format and will contain a complete description of the property in question. Responsible officers will ensure that Responsible Individuals and/or Custodians having sub-custody of property in their care understand reporting requirements when property in their custody becomes lost, damaged, or destroyed and implement local procedures to ensure the timely and accurate reporting of such occurrences.

6. Endorsement/Recommendation by Appropriate Staff Section. Upon receipt of a request for investigation, the cognizant staff section will endorse the request to the Commanding General, Marine Corps Base (AC/S, Logistics) with a recommendation relevant to the conduct or waiver of investigation. Recommendations to waive investigative action must provide adequate justification and clearly demonstrate such waiver to be in the best interests of the government.

7. Action by the Assistant Chief of Staff, Logistics. The Assistant Chief of Staff, Logistics will review endorsed requests for investigations determining those which require convening action and those where waiver of investigation is appropriate. Where investigative action is warranted, requests for such will be endorsed to the appropriate organizational commander for action as the convening authority. Where a waiver of the investigation has been granted, the original request for investigation will be appropriately endorsed to the cognizant property office for vouching and adjustment of the property records.

8. Action of Base Property on Reports of Investigation. The approved report of investigation will be used as the accounting document to adjust the records of all property appearing thereon. Paragraph 06022 of UM 4400.15 contains additional instructions on disposition of articles appearing on approved Reports of Investigation.

9. Submission of Reports of Investigation. The Report of Investigation involving Marine Corps Base owned property will be prepared in original and four copies and delivered to the

convening authority within 10 working days of the investigating officer's appointment. Request for extensions beyond the deadline for submission will be made in writing to the convening authority. If approved, such approval with both request and extension will be attached as enclosures to the Report of Investigation.

10. Review, Approval and Final Action. Reports of Investigation involving Marine Corps Base owned property, irrespective of property value, will be reviewed and approved by the Commanding General, Marine Corps Base (AC/S, Logistics). While a review by the convening authority is desirable, it should be limited to ensuring completeness, technical accuracy, possible disciplinary action for personnel within the respective command, and concurrence/non-concurrence of the findings, opinions, and recommendations of the investigating officer. Final action relative to the disposition of property and adjustment of the accounting records is the purview of the accountable officer. Approved Reports of Investigation will be forwarded to the cognizant property officer for vouching and adjustment of property records.

2101. CHECKLIST FOR INVESTIGATING OFFICERS. This checklist is provided as a guide for investigating officers and may not cover all situations.

1. Supply/Property/Responsible Officer

a. Is the request for investigative action in the correct letter format?

b. Have the items been completely identified, i.e., amount, stock number, serial number, Plant Account number, unit cost, etc.?

c. Has the condition of the item(s) been indicated, i.e., missing, destroyed, damaged, etc.?

2. Convening Authority (MCO P4400.150)

a. If the item under investigation is technical in nature, has an officer, SNCO or civilian with this technical background been appointed?

2101 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

b. Does the appointment order set forth the 10 day completion limitation?

c. Has care been taken to ensure that no conflict of interest will result with members appointed?

3. Investigating Officer(s) Paragraph 6005, MCO P4400.150).

a. Has a complete investigation been conducted?

b. Has a report of missing, lost, stolen Government property when required by MCO 4340.1 and SECNAVINST 5500.40 been submitted; and a copy attached to the investigation?

c. Does the investigation set forth the following:

(1) Present condition.

(2) Cause of present condition.

(3) Disposition recommended.

(4) A general summary consisting of:

(a) Findings of Fact.

(b) Opinions, if findings of facts have not been definitely established.

(c) Recommendation of responsibility (Has the investigation definitely fixed or relieved persons of responsibility?) If responsibility cannot be fixed, the investigating officer will substantiate why the cause and responsibility cannot be so fixed. (Are these recommendations consistent with the facts and opinions stated?)

d. Are statements (from cognizant individuals), photos, technical data, and related evidence included as enclosures to this report?

4. Approving/Reviewing Authority (Paragraph 6011, MCO P4400.150).

a. Is this Report of Investigation to be approved locally or must it be forwarded to higher authority?

b. In review and approval of this report, have the contents of paragraphs 6011.1 and 6011.2 been considered, specifically that "convening/reviewing authorities may not disregard the findings of an investigating officer, if established by fact?"

c. When an individual is found responsible for the loss or damage of Government property by reason of the individual's fault or negligence, has the report been referred to the individual in writing for a statement as to whether the individual accepts responsibility and agrees to voluntarily reimburse the Government? In this connection, paragraphs 6007 and 6011 of MCO P4400.150_ must be complied with prior to accepting a member's statement accepting responsibility.

5. Property Control Officer

a. Has disposal/accounting action been taken as recommended and approved?

b. Has the report been referenced on all other accounting documents involved and/or copies attached?

c. Do all accounting documents concerning property indicate the document number of the report?

d. Has the certification been placed at the end of the report and signed by the Property Control/Plant Account Officer; i.e., "I certify that the action as recommended and approved on this Report of Investigation has been completed."

S/PCO-PAO
Document #4123-0989

6. Miscellaneous

a. Reimbursement may be accomplished either by checkage or cash sales.

b. All parties must comply with any local requirements not in conflict with above references, especially in the disposal of unserviceable property.

2102 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

2102. REIMBURSEMENT FOR MISSING/LOST/STOLEN GARRISON PROPERTY.
Organizations incurring losses of Base/Garrison/TAVSC property are required to reimburse the Commanding General, Marine Corps Base (Attn: AC/S, Comptroller), PSC 20004, Camp Lejeune, NC 28542-0004, for property purchase/accounted for by the command. A copy of the final determination of the investigation should be attached to the funding document provided. All requests to drop line items without reimbursement will be considered on a case-by-case basis by the MCB department having responsibility for replacing the property (AC/S, Logistics or AC/S, Training, Education and Operations). Transfer of appropriation to MCB will be made on a NAVCOMPT Form 2272 or DD Form 448."

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

SECTION 2: MISSING, LOST, STOLEN, RECOVERED (M-L-S-R) GOVERNMENT PROPERTY

2200. GENERAL INFORMATION

1. The loss of Government property due to inadequate accountability measures, negligence, and theft, results in significant monetary loss and directly impacts on unit readiness.
2. Unit commanders and the Provost Marshal must receive pertinent information concerning losses of government property promptly to identify those physical security deficiencies and operating practices which contribute to such losses and to initiate corrective action.
3. Missing, Lost, Stolen, Recovered (M-L-S-R) Government Property reporting is designed to assist the Provost Marshal in determining the adequacy of command loss prevention, physical security programs, and to enable the consolidation of Marine Corps wide statistics on all formal account adjustments to be accumulated by the Commandant of the Marine Corps (CMC/LPP-2).
4. Base units are required to submit M-L-S-R reports, via message, only for gains and losses of arms, ammunition and explosives (AA&E), sensitive items, and significant property loss incidents (where the single incident, single line item/TAMCN loss exceeds \$10,000). See paragraph 2202 for more detailed information on unit M-L-S-R reporting requirements.
5. M-L-S-R reports do not waive the requirements for loss/gain reports prescribed by other Marine Corps directives, nor for causative research and voucher requirements required by MCO P4400.150_.
6. References. The primary references pertaining to M-L-S-R reports are:
 - a. SECNAVIST 5500.4.
 - b. MCO 4340.1_.

2201. MLSR Reportable Items

1. The following types of government property are reportable under the MLSR reporting program:

 a. All AA&E and similar incendiary or destructive devices regardless of value. Quantities which require an MLSR message report are set forth in MCO 4340.1_.

 b. All Marine Corps Automated Readiness Evaluation System (MARES) reportable equipment as published in a Marine Corps Bulletin in the 3000 series, regardless of dollar value.

 c. Precious metals valued over \$100 and presentation or commemorative silver. Enclosure (1) to MCO 4340.1_ contains a listing of reportable precious metals.

 d. Losses of controlled substances (e.g., narcotics, barbiturates, amphetamines, etc.) are not included under the MLSR program and shall be reported as prescribed in chapter 21 of NAVMED p.117. For losses aboard Marine Corps installations, also submit a copy of Drug Enforcement Administration (DEA) Form 106 to the Provost Marshal.

 e. Classified printed material losses are not included under the MLSR program and will be reported as prescribed in OPNAVINST 5510. Cryptographic items accountable within the COMSEC Material System are not included in the MLSR program except Controlled Cryptographic Items (CCI). Incidents involving MLSR CCI material should be reported within 48 hours.

 f. Report MLSR for Navy funded Marine Corps aviation items that meet the reporting criteria for Navy reportable items as prescribed in enclosure (3) of SECNAVINST 5500.4_.

2202. M-L-S-R REPORTING REQUIREMENTS FOR USING UNITS

1. Message Reporting to the CMC

 a. Commanders Action. Commanders at all echelons will ensure cognizant personnel are familiar with M-L-S-R reporting requirements and ensure same day submission of initial draft reports to the Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics). MCO 4340.1 requires complete

justification for reports delayed more than 72 hours after discovery. MLSR format is described in MCO 4340.1_.

b. AC/S Logistics Action. The Assistant Chief of Staff, Logistics will review draft reports to ensure data provided is complete, accurate, and timely in addition to meeting the criteria contained in MCO 4340.1. The incident will be assigned a report number by the Assistant Chief of Staff, Logistics and a message released for distribution to all concerned. Reports lacking essential data will be returned to the originating command for correction. Reports submitted more than 72 hours after discovery of a reportable incident must be forwarded under cover letter justifying late submission.

c. M-L-S-R message report for AA&E, sensitive items and significant property losses are to be submitted by the command discovering the gain or loss of the property item(s).

d. The reporting command must immediately report losses to the appropriate accountable command. Message reports are required for losses/gains of AA&E, sensitive items and significant property losses. Transmission is authorized under MINIMIZE for initial reports.

e. An INITIAL message report will be submitted as soon as a reportable loss or gain is established, but normally not later than 72 hours after the occurrence or discovery. Delayed reports will include the reason for the delay (e.g., "loss discovered during deployment; geographic separation of the responsible officer from the commanding officer prevented prompt submission of the report").

f. A FINAL message report will not be submitted until completion of all appropriate financial, administrative, investigative, survey and disciplinary action. However, if the FINAL report is not completed within 60 days from the INITIAL report, a letter providing reasons which prevent the final action from being completed should be sent to the Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics). An INITIAL/FINAL report may be submitted provided that all necessary action has been taken. A SUPPLEMENTAL message report may be submitted to provide any additional pertinent information whenever a FINAL report has previously been submitted.

g. FINAL and SUPPLEMENTAL message reports should reference only the INITIAL and other associated message reports submitted on the same incident by report number, date time group (DTG), or correspondence identification.

h. The reporting of M-L-S-R incidents via message is independent of normal supply procedures, command investigations, request to law enforcement agencies for investigative assistance.

2. Notification of Law Enforcement Activities. All commands having an installation provost marshal, upon discovery of an M-L-S-R incident requiring message reporting, will immediately make telephonic notification to the provost marshal of such incidents. The provost marshal will make further referral to the Naval Criminal Investigative Service, when appropriate.

2203. FORMAT FOR UNIT M-L-S-R MESSAGES

1. Marine Corps Base commands will submit M-L-S-R messages for AA&E and Sensitive Material per SECNAVINST 5500.4 and M-L-S-R messages for all other property per MCO 4340.1. M-L-S-R message sample formats are provided in figures 2-2-1 through 2-2-3. MCO 4340.1 should be reviewed for detailed guidance concerning information required for each block entry on the message.

2. References. Only prior M-L-S-R government property reports on the same incident will be referenced. References should be indicated by the Date-Time-Group (DTG) of the prior report(s) and by the "Incident Report Number" assigned by the Assistant Chief of Staff, Logistics.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UNCLASSIFIED

01 01

RR

UUUU

2741600

ADMIN

CG MCB CAMP LEJEUNE NC//BLOG//
CMC WASHINGTON DC//POS-10/LPP-2//
INFO COMMARFORLANT//G-4//
CG II MEF//G-4//
NAVCRRIMINSERVO CAMP LEJEUNE//

UNCLAS// N05500//
MSGID/GENADMIN/CG MCB CAMLEJ/BLOG//
SUBJ/MLSR PROPERTY REPORT (RCS MC #4340-1)//
POC: A. BAXTER/GYSGT/BLOG/TEL:COML 910-451-2535/DSN 751-2535
REF/A/ (USED ON FINAL AND SUPPLEMENTAL RPTS.. REF INITIAL
RPT DTG AND RPT #)//
AMPN/REF //
RMKS/MLSRP/MLSRP/USMC
AC: M93177
CUS: M93177
RPT: 1992/1 - INITIAL
AAA: A-92-01-30
EEE: /1/(A) PROPERTY (B) LOST (C) TELEPHONE (D) MOTOROLA
JA-954/TT
(E) A06263 (F) 5805-01-149-0608 (G) E \$14,000.00 (H) 20
(I) LZ FALCON CLNC.
FFF: (A) NO (B) NONE (C) NONE
GGG: (A) PMO (B) 920131 (C) 3602 (D) INITIATED.
HHH: (A) ITEMS PICKED UP FROM LZ FALCON FOR TRANSPORT VIA
SLING LOAD TO MCAS NEW RIVER.
(B) 911223 (C) NONE (D) CONTINUING (E) NONE (F) N/A (G)
INCREASED SUPERVISORY PERSONNEL AND TRAINING DURING HST
OPERATIONS. (4) MSGT JONES, DSN 751-2535.

'BT

Figure 2-1.--Sample "Initial" MLSR Property Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UNCLASSIFIED

01 01

RR

UUUU

2741600

ADMIN

CG MCB CAMP LEJEUNE NC//BLOG//

CMC WASHINGTON DC//POS-10/LPP-2//

INFO COMMARFORLANT//G-4//

CG II MEF//G-4//

NAVWPNSUPPCEN CRANE IN//2053// (USED ON ARMS REPORT ONLY)

NAVCRIMINVSERVO CAMP LEJEUNE//

UNCLAS// N05500//

MSGID/GENADMIN/CG MCB CAMLEJ/BLOG//

SUBJ/MLSR PROPERTY REPORT (RCS MC #4340-1)//

POC/A. BAXTER/GYSGT/BLOG/TEL:COML 910-451-2535/DSN 751-2535

REF/A/RMG/ CG MCB CAMLEJ/023624Z DEC 90//

RMKS/MLSRP/MLSRP/USMC

AC: M93177

CUS: M93177

RPT: 1990/2 - FINAL

AAA: NORTH CAROLINA

BBB: A-90-11-30

CCC: (A) ARMS (B) STOLEN (C) RIFLE (D) COLT (E) 100021
(F) 1005-01-128-9936 (G) RIFLE, M16A1, 5.56MM (H)
A-\$400.00 (I) 4 (J) ARMORY BLDG 36, CLNC.

DDD: (A) NO

EEE: (A) NIS (B) 901130 (C) INVESTIGATION INITIATED,
CASE NO. 543A2B1

FFF: ITEM STOLEN DURING ASSAULT ON ARMORY SENTRY, SENTRY RECD
CONCUSSION BROKENJAW 901130

GGG: GYSGT BAXTER, DSN 751-2535/2536

'BT

Figure 2-2.--Sample "FINAL" MLSR Property Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UNCLASSIFIED

01 01

RR

UUUU

2741600

ADMIN

CG MCB CAMP LEJEUNE NC//BLOG//
CMC WASHINGTON DC//POS-10/LPP-2//
INFO COMMARFORLANT//G-4//
CG II MEF//G-4//
NAVWPNSUPPCEN CRANE IN//2053// (USED ON ARMS REPORT ONLY)
NAVCRIMINVSERVO CAMP LEJEUNE//

UNCLAS// N05500// *
MSGID/GENADMIN/CG MCB CAMLEJ/BLOG//
SUBJ/MLSR ARMS REPORT (RCS MC #4340-1)//
POC/A. BAXTER/GYSGT/BLOG/TEL: COML 910-451-2535/DSN 751-2535
REF/A/RMG/ CG MCB CAMLEJ/023624Z DEC 90//

RMKS/MLSRP/MLSRP/USMC

AC: M93177

CUS: M93177

RPT: 1990/2 - SUPPLEMENTAL

AAA: NORTH CAROLINA

BBB: A-90-11-30

CCC: (A) ARMS (B) RECOVERED (C) RIFLE (D) COLT (E) 100021
(F) 1005-01-128-9936 (G) RIFLE, M16A1, 5.56MM (H)
A-\$400.00 (I) 4 (J) ARMORY BLDG 36, CLNC.

FFF: (A) RECOVERED AND RETURNED BY FBI ON 910402. SUSPECTS
ARRESTED AND ARRAIGNED IN FEDERAL COURT.

GGG: GYSGT BAXTER, DSN 751-2535/2536

'BT

Figure 2-3.--Sample "SUPPLEMENTAL" MLSR Property Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

SECTION 3: ACCOUNTABILITY OF MATERIAL USED TO SUPPORT FORMAL PROGRAMS OF INSTRUCTION (POI's)

2300. PURPOSE. To establish policy concerning the management of material (consumable and nonconsumable) utilized to support Marine Corps Schools, Camp Lejeune POI's.

2301. BACKGROUND. Analysis conducted by the Field Supply and Maintenance Analysis Office and the Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics) has revealed problems associated with the management and the accounting of material used to support formal schools POI's. Unlike FMF commands, Marine Corps Schools, Camp Lejeune has a requirement to requisition and stock material to support formal POI's. The management and the accounting problems associated with this requirement can be attributed to the lack of standardized policy for repair parts/material utilized by the formal schools POI's. The policies/procedures contained in this Manual do not deviate from acceptable supply/maintenance management policies outlined in MCO P4400.150_ and MCO P4790.2_, but provide a standardized formal POI material accountability policy for formal schools located aboard Marine Corps Base, Camp Lejeune.

2302. ACTION

1. Commanders of formal schools shall ensure that the procedures below are utilized for managing POI material used in support of formal training. Internal review procedures shall be implemented to ensure compliance.

a. Requirement Determination. Based on class curriculum, maximum class size and frequency per fiscal year, develop a list of nonconsumables (SL-3 kits) and consumables (training packages) required to support each class.

(1) Nonconsumables

(a) Where practical, develop local SL-3 kits.

(b) Locally produced SL-3 extracts identifying components to the kits are to be maintained on each kit. Changes to the SL-3 kit are to be authorized by the commanding officers (CO's) of the formal schools and extracts updated to reflect such changes. Each SL-3 kit requirement is to be validated on an annual basis and extracts signed by the CO's of the formal schools to indicate such.

(2) Consumables

(a) Develop training packages to support each class.

(b) At any given time there could possibly be three training packages in existence to support a given POI. The three packages are:

1 One ready for issue.

2 One in the development stage.

3 One containing excesses from the previous class package.

(3) Bulk Items. The CO's of the formal schools will establish "not to exceed" stock levels for bulk items (e.g., lumber, sheet metal, wire, etc.) used to support formal POI's. Letters of authorization for bulk items will be updated annually or as changes occur.

b. Accountability Procedures

(1) Accountability

(a) SL-3 Kits

1 SL-3 Kits are to be assigned local Table of Authorized Material Control Numbers (TAMCN's) per current directives.

2 An allowance shall be established on the CO's non-FMF Allowance List.

3 SL-3 Kits will be inventoried, as a minimum, on a semiannual basis in accordance with current directives.

4 Excess components resulting in changing requirements are to be rolled back to the supply section for redistribution/disposition action. Refer to figure 2-4.

(b) Training Packages

1 Assets not required due to changing requirements should be rolled back for redistribution/disposition action to the supply section. Refer to figure 2-4.

2 Training packages are to be maintained at the supply section when not issued for classroom use.

3 Excess components resulting in changing requirements are to be rolled back to the supply section for redistribution/disposition action. Refer to figure 2-4.

(c) Bulk Items. Items such as lumber, sheet metal, wire, etc., will be maintained on NAVMC 708 cards or an automated accounting system that contains sufficient data/information to track usage/accountability.

(d) Semiannually, the formal school's supply officer will conduct an analysis on company level supply sections to ensure supply procedures identified in this Order are in effect.

(2) Requisitioning

(a) Material will be requisitioned in accordance with UM 4400-124.

(b) Material received will be segregated by class numbers.

(3) Issue for Use. The instructor will:

(a) Inventory the POI package one week prior to the class convening.

(b) Draw only the quantities required to support the actual class size. Signature of the individual receiving the material will be affixed to the issue form figure 2-5 identifying items/quantities received. This will serve as an issue document for supply personnel. The original of this form will be retained in the supply section files for two years.

(c) Attach a copy of the form to each class outline after the POI and retain for a minimum of one year.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CONSUMABLE TRAINING PACKAGE ROLLBACK EXAMPLE

UNITED STATES MARINE CORPS
Marine Corps Base
PSC Box _____
Camp Lejeune, North Carolina 28542-_____

4400
SUPPLY

MEMORANDUM

From: (SECTION/INSTRUCTOR NAME)
To: Supply Support Section

Subj: ROLLBACK OF CONSUMABLE TRAINING PACKAGE ITEMS FOR CLASS

1. Request the item(s) listed be processed for rollback:

NSN/PN

NOMENCLATURE

QTY

2. Point of contact for this section is _____, extension
_____.

SUPPLY SECTION SIGNATURE

**** SAMPLE LISTING ****

The rollback listing can be hand written by the instructor prior to returning the item(s) to supply. The instructor returning the rollback gear and the supply section will conduct a joint inventory of the item(s).

Figure 2-4.--Letter of Rollback of consumable Training Package
Items for Class

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CONSUMABLE TRAINING PACKAGE ISSUE EXAMPLE

UNITED STATES MARINE CORPS
Marine Corps Base
PSC Box _____
Camp Lejeune, North Carolina 28542-_____

4400
SUPPLY

MEMORANDUM

From: Instructor
To: Supply Officer

Subj: RECEIPT OF MATERIAL FOR CLASS

1. Following items issued to support the subject period of instruction:

<u>NSN</u>	<u>NOMENCLATURE</u>	<u>U/I</u>	<u>AUTHORIZED</u>	<u>PRICE</u>	<u>SOS</u>
------------	---------------------	------------	-------------------	--------------	------------

2. I certify that all items listed above are on hand and correct for this POI Material Issue.

SIGNATURE/DATE

Figure 2-5.--Receipt of Material for Class

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 2

OPERATIONS DIVISION

SECTION 4: MISCELLANEOUS SUPPLY PROCEDURES

2400. GENERAL INFORMATION. This chapter contains policy for supply procedures not addressed elsewhere in this Manual.

2401. AUTHORITY FOR AC/S, LOGISTICS TO ACT AS COMMANDING OFFICER IN CERTAIN SUPPLY RELATED SITUATIONS. By organizational structure, the Commanding General is responsible for the tasks/duties normally inherent to the billet of commanding officer. In these cases, MCO P4400.150_, Chapter 1, paragraph 1003.3 and Chapter 2, paragraph 2010.4, authorizes the Base Logistics/supply officer to be tasked with functions normally accomplished by the commanding officer, such as:

1. Vouchering.
2. Priority approval.
3. Review request for investigations.
4. Appointment and revocation letters.
5. Other supply related correspondence and specifically authorizations for Pre-expended Bins (PEB), sets, kits and chests for Programs of Instruction for formal schools, insurance items and the commanding officer's allowance list.
6. Upon change of Commanding General, the logistics/supply officer will provide the new Commanding General with a new supply status letter which will give a general overview of the Garrison Property (PSE) and Garrison Mobile Equipment (GME) accounts.

2402. ANNUAL FORCE ACTIVITY DESIGNATOR (F/AD) REVIEW. Marine Corps Base and Marine Corps Schools commands will submit the Annual Force Activity Designator (F/AD) Review in accordance with MCO 4400.16G. Reports will be forwarded to the Commanding General, (AC/S, Logistics) for review and submission to

2403 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Headquarters, U.S. Marine Corps. Any special authorizations to upgrade a unit's F/AD must contain justification and any supporting documentation available.

2403. ANNUAL MONEY VALUE REPORT OF THE INVENTORY. Marine Corps Base and Marine Corps Schools commands will submit the money value report in accordance with the UM 4400.124/UM 4400.15/MCO P4400.82F. Reports will be submitted to the Commanding General, (AC/S, Logistics) for consolidation and submission to the Commander, U. S. Marine Corps Forces, Atlantic. The Money Value Report will originate and be based on a computer generated listing (Dollar Value of Physical Inventory) which will be provided by the Intermediate Supply Support Activity (ISSA).

2404. TEMPORARY LOANS. Loaning of property belonging to Marine Corps Base and Marine Corps Schools to units outside the Base and Schools' chain of command will be approved by the Commanding General (AC/S, Logistics). Also, temporary loans of equipment which are needed from outside commands to support Marine Corps Base or Schools will be forwarded to the Commanding General (AC/S, Logistics) for an endorsement. Loans of government property to civilian organizations are not permitted except as prescribed in MCO P4400.162 and MCO P4400.150D.

1. Time Frames. Requests for temporary loans from base and school commands should be submitted 10 working days before the date requested. If the 10 working day deadline cannot be met, notify Commanding General (AC/S, Logistics) by telephone followed by a faxed copy of the request.

2. Operator Support. Request for temporary loans that require operator support must be identified by the requesting unit to also include as follows:

- a. Number of operators required.
- b. Time and date(s) operator will be needed.
- c. Location and point of contact.
- d. If field exercise, will requesting unit provide chow/billeting?

3. Equipment Support Request Letter. A request letter for tactical equipment support should include the following information:

- a. Requesting unit.
- b. Requester (S-4 submitting request).
- c. Point of Contact.
- d. Point of Contact phone number.
- e. Operation being supported.
- f. Report to (Bldg #, Grid coordinate, TLZ, etc.).
- g. Destination (Bldg #, Grid coordinate, TLZ, etc.).
- h. Report time/Date (0000/yymmdd).
- i. Return time/Date (0000/yymmdd).
- j. Cargo description (list dimensions in inches).
 - (1) Length.
 - (2) Width.
 - (3) Height.
 - (4) Quantity.
 - (5) Weight.
- k. Request Asset Description/Quantity.
- l. Special instructions.

4. Contingency, Training and Equipment Pool (CTEP) Temporary Loans. Requests for temporary loan of CTEP equipment will be in accordance with FSSGO 4400.18_ and will be submitted via the Commanding General (AC/S, Logistics).

2405 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

2405. DISPOSITION INSTRUCTIONS. Controlled items will be managed per MCO P4400.82. Request for disposition instructions (WIR) will be submitted to the Commanding General (AC/S Logistics). Additionally, document numbers for requisitioning controlled items may be requested telephonically by contacting the Commanding General, (AC/S Logistics).

2406. ARMORY MANAGEMENT AND CONTROL OF SERIALIZED SMALL ARMS.
Armory management aboard MCB is governed by BO P8000.3_. Serialized control of small arms will be accomplished in accordance with the directions in MCO 8300.1.

2407. WAREHOUSING PROCEDURES. Warehousing at Marine Corps Base will be in accordance with MCO P4400.7_.

2408. PERSONAL EFFECTS PROCEDURES. Personal effects shall be in accordance with MCO P4050.38B.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 3

BASE MOTOR TRANSPORT DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION	3000	3-7
ORGANIZATION.	3001	3-7

SECTION 1: VEHICLE ASSIGNMENT AND UTILIZATION

ASSIGNMENTS	3100	3-9
REQUESTS FOR VEHICLE ASSIGNMENT	3101	3-9
UTILIZATION OF MOTOR VEHICLES	3102	3-9
RESPONSIBLE OFFICER	3103	3-11
INSPECTION OF GME PRIOR TO ASSIGNMENT OR REASSIGNMENT	3104	3-11
JUSTIFICATION FOR CLASS "B" ASSIGNMENT CONTINUATION.	3105	3-12
GME ANNUAL UTILIZATION STANDARDS.	3106	3-12

SECTION 2: OPERATIONS

POOLING OF ADMINISTRATIVE-USE MOTOR VEHICLE EQUIPMENT	3200	3-15
VEHICLE CONTROL	3201	3-15
REQUESTS FOR TRANSPORTATION	3202	3-15
CANCELLATION OF TRANSPORTATION REQUESTS . .	3203	3-17
DISPATCHING "OFF BASE" TRIPS.	3204	3-17

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GOVERNMENT VEHICLES DISPATCHED TO RESIDENCES.	3205	3-18
WRECKER SERVICE	3206	3-19
LOADING OF MARINE CORPS VEHICLES AND SPEED LIMITS OF OVERLOADING/OVERSIDED/OVERWEIGHT VEHICLES.	3207	3-19
TRANSPORTING OF EXPLOSIVES AND DANGEROUS MATERIALS	3208	3-20
SAFETY PRECAUTIONS.	3209	3-22
BASE BUS TRANSPORTATION	3210	3-23
SCHOOL BUS TRANSPORTATION	3211	3-24

SECTION 3: ADMINISTRATIVE

GENERAL	3300	3-33
MARKING AND PAINTING OF ADMINISTRATIVE-USE MOTOR VEHICLE EQUIPMENT	3301	3-33
ROAD INSPECTION OF VEHICLES	3302	3-33
FUNDING RESPONSIBILITIES.	3303	3-34
RECORDS AND REPORTS	3304	3-35

SECTION 4: GME OPERATING REGULATIONS

GENERAL	3400	3-37
SPEED LIMITS.	3401	3-37
PASSENGER CAPACITY.	3402	3-38
VEHICLE PASSENGER AND CARGO RESTRICTIONS. .	3403	3-38

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
ACCIDENT REPORTING REQUIREMENTS.	3404	3-39
DISABLED GME	3405	3-40
OPERATOR'S RESPONSIBILITIES.	3406	3-41
BACKING GME.	3407	3-43
IDLING OF VEHICLE ENGINE	3408	3-43
SAFE DRIVING DISTANCES AND DRIVING IN THE PROPER TRAFFIC LANE.	3409	3-44
STOPPING ON A GRADE.	3410	3-44
ROUTES OF TRAVEL	3411	3-44
FUELING VEHICLES	3412	3-45
FIRE EXTINGUISHERS	3413	3-45
SAFETY BELTS	3414	3-45
NARCOTICS, AMPHETAMINES AND OTHER DANGEROUS SUBSTANCES	3415	3-45
INTOXICATING LIQUOR.	3416	3-46
APPROPRIATE ATTIRE	3417	3-46
LIMITED REPORT OF INVESTIGATION.	3418	3-46

SECTION 5:VEHICLE OPERATOR'S PERMITS (OF 346)

EXAMINATION AND LICENSING OF GME OPERATORS.	3500	3-51
QUALIFICATIONS FOR EXPLOSIVES MOTOR VEHICLE OPERATORS.	3501	3-55

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
RECORDING OF OPERATOR'S PERMITS, ACCIDENTS AND/OR TRAFFIC VIOLATIONS.	3502	3-56
RETURN OF OF-346 TO APPROPRIATE MOTOR TRANSPORT OFFICER.	3503	3-56
APPLICABILITY OF CHAPTER 6	3504	3-56
SPECIAL INSTRUCTIONS	3505	3-57
AUTHORITY OF COMMANDING OFFICERS/SUPERVISORS	3506	3-57
POLICY REGARDING THE ISSUANCE OF VEHICLE OPERATOR'S PERMITS TO OFFICERS	3507	3-58

SECTION 6: MAINTENANCE

GENERAL.	3600	3-59
RESPONSIBILITIES	3601	3-59
REPAIRS AND MODIFICATION	3602	3-60
TIRES.	3603	3-60
WINTERIZATION OF MOTOR VEHICLES AND ALLIED MOTORIZED EQUIPMENT.	3604	3-60
REPAIR OF PRIVATELY OWNED VEHICLES AND PROPERTY	3605	3-61
MAINTENANCE RECORDS AND REPORTS.	3606	3-61
ADMINISTRATIVE USE MOTOR VEHICLE MISUSE OR ABUSE.	3607	3-61
MAINTENANCE PERFORMED BY THE OPERATOR.	3608	3-62
SAFETY PRECAUTIONS	3609	3-63
ON-SITE REPAIR ROAD SERVICE	3610	3-63

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SECTION 7: ADMINISTRATION, OPERATION AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT (MHE)

ADMINISTRATION	3700	3-65
MARKING AND PAINTING OF MHE AND RELATED ACCESSORIES AND MODIFICATIONS	3701	3-65
INSPECTION OF MHE	3702	3-66
FUNDING RESPONSIBILITIES	3703	3-66
RECORDS AND REPORTS	3704	3-66
MHE OPERATING REGULATIONS	3705	3-67
OPERATIONS	3706	3-68
REQUESTS FOR MATERIALS HANDLING EQUIPMENT ..	3707	3-69
REQUESTS FOR SERVICE AND REPAIR OF MHE	3708	3-69

FIGURE

3-1 CERTIFICATE FOR LIMITED REPORT	3-48
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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 3

BASE MOTOR TRANSPORT DIVISION

MISSION AND ORGANIZATION

3000. MISSION. The mission of Base Motor Transport (BMT), Marine Corps Base, Camp Lejeune, North Carolina (MCB, CamLej, NC), is to provide efficient, economical and safe motor vehicle services to MCB, Marine Corps Air Station (MCAS) units, U.S. Marine Forces, Atlantic (MARFORLANT) units and other activities as may be assigned utilizing the minimum number of vehicles and personnel to meet essential transportation support within the Camp Lejeune/New River Complex.

3001. ORGANIZATION

1. BMT is composed of the personnel and equipment assigned to the branches and sections and in such shops and motor pools as may be required to accomplish the mission.

2. The Base Motor Transport Officer (BMTO), as Fleet Manager, is assigned responsibility for the administration, operation and maintenance of all GME assigned to MCB and MCAS.

3. The BMTO will continually review the quantities and types of vehicles and personnel required to provide essential support to the MCB, MCAS and MARFORLANT units; will ensure that all vehicles are operated in the most efficient and cost effective manner within the guidelines prescribed by higher authorities; and will make timely and appropriate recommendations to the Commanding General (CG), MCB. The BMTO will ensure the maximum utilization of vehicles. Safe operating procedures will be employed at all times.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 3

BASE MOTOR TRANSPORT DIVISION

SECTION 1: VEHICLE ASSIGNMENT AND UTILIZATION

3100. ASSIGNMENTS

1. GME will be operated from motor pools established by the BMTD, except for those vehicles assigned as a Class "B" assignment.
2. Class "B" assignment is defined as a vehicle assigned to a section, department, unit or activity on a recurring dispatch for the efficient and orderly conduct of official business. These vehicles will be dispatched by the using activity.

3101. REQUESTS FOR VEHICLE ASSIGNMENT. Requests for vehicles to be assigned on a Class "B" basis will be addressed to the BMTD. Such requests will contain detailed justification for such assignment, i.e., type vehicle required, job to be assigned, estimated miles per month.

3102. UTILIZATION OF MOTOR VEHICLES

1. GME will be used only for official purposes. What constitutes official purposes is a matter of administrative discretion to be exercised within applicable laws (25 Comp Gen 844) and Title 5, 10, 20, 40, U. S. Code, Executive Order (EO) and Department of Defense (DOD) instructions. It is a general rule that where transportation is essential to the successful operation of any activity, the military services are authorized to provide such transportation if for an official purpose. Official purposes as applied to personnel would be transportation for travel performed by persons in their capacity as military or civilian employees of the Marine Corps. The travel must be related to the performance of official duties or in connection with duties conducted under official authorization. This precludes the use of motor vehicles for purely personal use.
2. Transportation to and from work is a personal expense. Consequently, government vehicles will not be utilized to

transport military or civilian personnel to and from work or for meals except in the case of personnel on temporary duty when existing public transportation facilities are inadequate, non-existent or unless orders states government transportation required.

3. Full time assignment of motor vehicles at field installations to officials of the DOD will be subject to the approval of the Secretary of the military department concerned.

4. Defense personnel authorized full time use of official vehicles will not use such vehicles for other than actual performance of official duties. Vehicles authorized on a full time basis will not be reassigned to others not entitled to such use.

5. Use of motor vehicles, on a full time or trip basis, is not authorized for the official concerned, family members or others, for private business or personal social engagements. Questions with regard to the official nature of a particular use shall be resolved in strict compliance with statutory restrictions.

6. Ambulances, radio-equipped vehicles, tank trucks, wreckers, fire trucks, dump trucks and other special purpose vehicles will be used exclusively for the purpose intended.

7. The utilization of GME will be limited to improved roads that can be utilized safely without damage to the vehicle. These vehicles will not be used for cross country or fording operations. GME will not utilize the following roads: Piney Green Road, the cutoff between Highway 24 and Route 70 to Cherry Point (nine mile cutoff), Bear Creek Road and Queens Creek Road. The exceptions will be Provost Marshal Office (PMO) and Transportation Management Office (TMO) inspectors when in the performance of official duties.

8. GME will not be loaded (at dockside or through the surf) aboard any type boat or ship.

9. A minimum number of vehicles will be authorized on Class "B" assignments. Such assignments are restricted to cases where transportation requirements exist that cannot be economically or efficiently handled by the BMT motor pool.

10. At a minimum, reviews will be made annually by the BMTD of all Class "B" assignments to ensure such vehicles are not being

used on a convenience basis and are actually required to support the conduct of official business of the activity to which assigned. Vehicles which are not efficiently utilized may be reassigned.

11. Major modifications to GME equipment will not be permitted except as approved by the Commandant of the Marine Corps (CMC).

12. Minor modifications to GME will not be permitted except as approved by the BMT0.

3103. RESPONSIBLE OFFICER (RO)

1. ROs for GME will be appointed in writing by the Commanding Officer (CO) of the unit and appointing letter will be submitted to the BMT Unit Property Officer. RO's will be SNCO's or officers and exceptions will be submitted to BMT0 for approval.

2. The RO will inventory all GME and collateral equipment quarterly and report the inventory results to the BMT Unit Property Officer.

3. In the event of a change of ROs, a joint inventory will be conducted with the present and the newly appointed RO.

4. Within 15 days of assignment, the relieving responsible officer will sign the Consolidated Memorandum Receipt (CMR) maintained by the BMT Unit Property Officer.

3104. INSPECTION OF GME PRIOR TO ASSIGNMENT OR REASSIGNMENT.

Upon notification that an administrative-use vehicle is to be assigned, or that one assigned to an organization is to be turned in, the following action will be taken:

1. RO of the command or unit will:

(a) Inventory the vehicle to ascertain that all "on equipment material" (OEM) charged to the vehicle is physically present.

(b) Deliver the vehicle and assigned gas credit card to the BMT Supply Section, Bldg 1502.

CH2 Chapter 3, Section 1 Paragraph 3102.13, page 3-11

13. In the interest of efficiency, union representatives are authorized, while operating a GOV, in the course of their official work duties, to make occasional stops on MCBV/MCAS, New River Complex to conduct union representational duties as authorized by applicable Labor Agreements. Union representatives will not be provided a GOV, nor are they authorized to use a GOV, solely to conduct union business.

2. The BMT Production Control Supervisor or the designated representative will:

(a) Inspect the vehicle and note on the Vehicle Assignment and Credit form all OEM. All shortages and damages will be reconciled with the command or unit prior to accepting the vehicle.

(b) The duplicate Vehicle Assignment and Credit form will be given to the RO of the vehicle as a temporary credit receipt. The original Vehicle Assignment and Credit form, and gas credit card will be turned into the BMT Supply Section.

3. The organization receiving the vehicle, upon notification that the vehicle is ready will:

(a) Have the RO report to the BMT Supply Section to pick up the Vehicle Assignment and Credit form, gas credit card, and sign the adjustment to the CMR.

(b) Have the person accepting delivery inspect the vehicle and ascertain that all OEM charged is with the vehicle and sign for receipt. The triplicate copy of the Vehicle Assignment and Credit form will be retained by the signee for comparison with the custody card.

3105. JUSTIFICATION FOR CLASS "B" ASSIGNMENT CONTINUATION. When a vehicle utilization review is conducted by the BMT0, vehicles failing to meet utilization miles/hours will be indicated by annotating on a utilization report and forwarding to appropriate units. Activities possessing Class "B" assigned vehicles with inadequate usage will be required to submit justification to the GME Fleet Manager, MCB for continued assignment of vehicles. Insufficient or untimely submission of justification may result in vehicles being reassigned. In all cases Class "B" assignments shall be authorized by the installation commander in writing.

3106. GME ANNUAL UTILIZATION STANDARDS

<u>EQUIPMENT CLASSIFICATION</u>	<u>ANNUAL TARGET MILES/HOURS</u>
Buses up to 29 passengers	14,000
Buses 30 passengers and above	13,000

Sedan and Station Wagon	10,000
Sedan Law Enforcement	30,000
Truck passenger	14,000
Truck cargo	7,000
Truck, pickup 4x2	10,000
Truck Law Enforcement 4x2	27,000
Truck, pickup 4x4	8,000
Truck 1 1/2 - 3 ton 4x2	10,000
Truck 1 1/2 - 3 ton 4x4	7,000
Truck 5 - 7 1/2 ton	7,000
Truck 10 ton	4,000
Forklift (all)	400
Tractor (all)	400
Crane	400
Pallet truck (all)	400

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 3

BASE MOTOR TRANSPORT DIVISION

SECTION 2: OPERATIONS

3200. POOLING OF ADMINISTRATIVE-USE MOTOR VEHICULAR EQUIPMENT. CO's, OIC's, Department Heads, and Division Heads of organizations/units having administrative-use motor vehicular equipment on Class "B" assignment will ensure the economical utilization of such vehicles. Centralized motor pools will be established by such activities in order to ensure proper dispatching, record-keeping, expenditure of funds and to maximize care and utilization of this equipment. The BMTD will provide technical assistance upon request regarding the establishment of such motor pools, dispatching, record-keeping, expenditures of funds and maintenance effort.

3201. VEHICLE CONTROL. All administrative-use motor transport equipment on Class "B" assignment will be made available upon request to the BMTD when requested to accomplish an assigned mission.

3202. REQUESTS FOR TRANSPORTATION

1. VIP Transportation Request

a. Requests for VIP transportation services will be made through the requesting unit's or host command's G-4 and forwarded to the BMTD via Base Protocol. Requests will be in writing and must be submitted at least 48 hours in advance. Should an impromptu visit occur, requests may be made, via telephone, to Base Protocol, extension 2523/2528.

b. Requests must include points of contact, date and time vehicle is to report, to whom, and destination of the vehicle, number and status of personnel to be transported, and any special requirements/instructions.

c. BMT will provide equipment quantities and type based on information contained in the request, as approved by Base Protocol; however, vehicle operators are to be provided by the requester, if possible.

2. Routine Transportation Request

a. Requests for transportation services within the confines of MCB, CamLej, NC, will be submitted to the BMTO, via appropriate chain of command, at least two (2) working days in advance. Requests for transportation services within the confines of MCAS, New River will be submitted to the MCAS, MT Section, Bldg AS119. MCBCL Form 4600/4, Transportation Request, will be utilized when requesting transportation, to include the following information:

Number of personnel and/or amount and type of cargo to be transported:

Date and time vehicle is to report:
To whom and where the vehicle is to report:
Destination of vehicle:
Whether or not operator is requested:
Date and time vehicle is to return:

b. Vehicles will be dispatched in the quantity and capacity required to meet the objectives for which requested. Determination of the quantity and capacity of vehicles required will rest solely with the BMTO or designated representative consistent with vehicles which are available and as dictated by consideration of economy and efficiency.

c. A minimum walking distance is the one way distance between two points, that by virtue of being in the same general area, makes it unreasonable to provide transportation. Minimum one way walking distance ruling will be applied when it is determined that government transportation is infeasible or non-cost effective. For purpose of GME, the minimum walking distance is established as one and one half miles.

3. Transportation for Movement of Personnel and/or Cargo

During working hours - call ext. 2806
After 1630 (MT Dispatcher) - call ext. 1639

4. Transportation for Personnel Reporting Aboard for Duty.
Transportation for personnel reporting aboard MCB for duty will be coordinated by the AC/S, Manpower.

5. Transportation to Camp Lejeune and New River for Personnel on Official Business Arriving at Cherry Point/New River, North Carolina

a. The senior person aboard the aircraft upon arrival at Cherry Point or New River will contact the MCAS's Duty Officer for transportation to their destination.

b. The Duty Officer will call the person's parent organization at Camp Lejeune or New River, reporting arrival, number of personnel and request necessary transportation.

c. The parent organization will handle the request if it is within its capability (less than seven passengers); otherwise, the request is relayed to the higher echelon. Should these organizations be unable to handle the request, the Duty Officer will request transportation from the BMT Dispatcher, telephone 451-3585/3537.

3203. CANCELLATION OF TRANSPORTATION REQUESTS. When it becomes necessary to cancel a transportation request, such cancellation will be made at the earliest possible time, via the appropriate chain of command, by telephone to the BMT Operations Branch (telephone 451-3537/3585).

3204. DISPATCHING "OFF-BASE" TRIPS

1. Request for utilizing administrative-use vehicles outside the MCB, Camp Lejeune and MCAS, New River area will be submitted at least three (3) working days prior to the desired departure date to the CG, MCB, Camp Lejeune (Attn: BMT0), via appropriate chain of command, for approval. All requests for transportation must be mission essential related. The permissible operating distance (POD) is 250 miles in a westerly direction (Fort Bragg, NC), 250 miles northerly (Norfolk, VA), and 250 miles southerly (Charleston, SC).

2. Vehicles being dispatched outside the confines of MCB, Camp Lejeune complex will be properly dispatched and will have stamped across the face of the Trip Ticket (DD Form 1970), "Authorized for Use Off Station". Under no circumstances will such

authorization on the DD Form 1970 be considered as authority for removal of government property other than the dispatched vehicle from MCB, Camp Lejeune.

3. For the purpose of this Manual, the areas listed below are considered to be within the confines of MCB, Camp Lejeune:

a. All government housing areas and trailer parks under the control of the CG, MCB, Camp Lejeune.

b. All outlying camps and facilities; such as Camp Johnson (Montford Point); Camp Geiger; MCAS, New River; Verona Loop Training Area; Rifle Range; Courthouse Bay and Greater Sandy Run Area (GSRA).

c. All highways utilized to gain access to the above camps, facilities and housing areas, such as from Highway 24 via Highway 172 and Sneads Ferry Road to Highway 17 South; from Highway 17 South and Sneads Ferry Road to the intersection of Highway 24 and Highway 17 North; and from the intersection of Highway 17 North and Highway 24 via Highway #24 to Highway 172.

4. When providing motor vehicles for movement to destination beyond the confines of the MCB, Camp Lejeune, and outlying areas, the motor vehicle operators will ensure all operators checks and services are completed prior to dispatch and ensure fuel tank is full.

5. Motor vehicle operators making extended trips beyond the normal operating radius (50 miles) from Camp Lejeune will, prior to departure, obtain a commercial gasoline credit card as per instructions in paragraph 4003 of this Manual.

3205. GOVERNMENT VEHICLES DISPATCHED TO DOMICILE. Government vehicles will not be dispatched to nor travel in the proximity of the domicile of any person, including public quarters, bachelor officer's quarters, or transient officer's quarters, for the purpose of transporting personnel to or from their home or place of employment or duty.

3206. WRECKER SERVICE

1. GME wrecker service can be obtained, during normal working hours (0800-1630, Monday through Friday), by calling 451-5167 (mainside) or 450-6705 (MCAS). After working hours, weekends and holidays, wrecker service can be obtained by calling 451-3537/3585. Wrecker service requests are to be screened by the BMT Maintenance Shop, during normal working hours, in order to use the Road Service Mechanic when practicable.
2. GME wreckers, when requested by MCB or MCAS PMO, will back up or assist as necessary to move military vehicles which are involved in accidents in order to minimize or prevent injury or damage to personnel and property and to eliminate traffic hazards.
3. GME wreckers, when requested by MCB or MCAS PMO, will be immediately dispatched to move privately owned vehicles which are to be impounded or retained by the Provost Marshal.

3207. LOADING OF MARINE CORPS VEHICLES AND SPEED LIMITS OF OVERLOADED/OVERSIDED/OVERHEIGHT VEHICLES

1. CMC, by the most current edition of MCO 4643.5, requires strict compliance by Marine Corps personnel with highway regulations as established by state/municipal authorities and outlines the responsibility for proper loading of motor vehicles.
2. Passenger cars/station wagons, other administrative-use vehicles, other than buses, will not exceed the passenger capacity designated by the manufacturer.
3. The BMT0 may permit the passenger seating capacities of buses to be exceeded within safety limitations. However, the weight limitations established by the manufacturer will be strictly adhered to. The Motor Vehicle Laws of NC make allowances for a slight overload on a vehicle; however, only in cases of extreme necessity will this overload be permitted. A vehicle operator will not move a vehicle that is overweight/overheight without written orders issued by a commissioned officer who will then assume full responsibility for any deviation from existing orders and directives and will, at the same time, provide the operator with their name, rank, and organization, and immediately notify the BMT0 before attempting to move the load.

4. Weighing of vehicles may be accomplished at Lot 201 by making arrangements with the Weighmaster, Traffic Management Division at Bldg 1011, telephone 451-2541.

5. When vehicles exceeding the legal weight limitations and dimensions are required to be operated on the highways, a request will be submitted to the BMTD in sufficient time to obtain the necessary federal and state approvals. A copy of the NC State Highway Permit will be provided to the operator and will be carried in the vehicle at all times while in operation.

6. Speed limits for overweight/oversize/overheight vehicles will be as prescribed in the Motor Vehicle Laws of North Carolina.

7. The provisions of current edition of MCO 4643.5 and the Motor Vehicle Laws of NC will apply to vehicles operating within the confines of MCB, Camp Lejeune and MCAS, New River.

3208. TRANSPORTING OF EXPLOSIVES AND DANGEROUS MATERIALS

1. Ammunition, explosives, gasoline or other dangerous articles will be transported in strict compliance with instructions contained in the Motor Carrier Safety Regulations, U.S. Department of Transportation NAVSEA OP 2239 (5th Revision) of 15 May 1980; NAVSEA OP #5; current edition of MCO 8020.1; BO P8023.3; and all state and municipal laws and regulations.

2. CO's and Officers in Charge (OIC's) of activities will ensure that operators of administrative-use vehicles transporting ammunition, explosives or gasoline are licensed to transport such items and that they are thoroughly familiar with instructions set forth in the above publications, laws and regulations and instructions set forth therein and in this Manual.

3. Liquid flammables will be transported on vehicles only in sealed drums and safety or expeditionary cans. The transporting of open containers is strictly prohibited.

4. All administrative-use vehicles transporting Class "1.1" or "1.2" explosives or chemical ammunition (Class "1.3" excluded) will be marked with correct explosive signs properly displayed. These signs will be removed whenever vehicles are empty.

5. When convoys transporting explosives or dangerous materials are authorized, a SNCO will be in charge of all convoys of five or more vehicles, on or off MCB, Camp Lejeune; and will remain with the vehicle until the final destination is reached.

6. Responsibilities

a. Operator

(1) Safe and efficient transportation of ammunition and explosives.

(2) List mechanical condition of vehicle in remarks column of DD Form 1970.

(3) Proper loading, compatibility of load and security of vehicle.

(4) Displaying proper signs or placards.

(5) Having explosives license renewed and taking the required annual physical examination.

(6) Having one fully charged fire extinguisher, type C, on vehicle.

(7) Delivering DD Form 626 and 836 at destination.

b. Operations Director, BMT

(1) Conducting a continuous safety program as outlined in current directives.

(2) Having correct explosive signs and placards available for operator's use.

(3) Conducting the vehicle inspection phase on all ammunition carrying vehicles as outlined in Chapter 4-3 of NAVSEA OP 2239.

(4) Preparing and delivering to the operator DD Form 626 for all off base runs for which no Government Bill of Lading is required. File copy will be maintained.

(5) Giving written instructions to the operator in regards to routing and other related information.

c. Weapons Training Battalion, MCB, Camp Lejeune. Preparing and delivering to the operator DD Form 626 and 836 for all on base runs for which no Government Bill of Lading is required.

3209. SAFETY PRECAUTIONS. The following safety precautions will be observed for highway operations.

1. Administrative-use vehicles traveling over public highways must be equipped with directional turn signals, emergency reflectors, running lights or other equipment as directed by State Law and Department of Transportation Regulations.

2. All buses, tractor-trailers, ambulances, wreckers, police and patrol vehicles and vehicles capable of carrying 10 or more passengers, or with a rated cargo capacity of more than one ton, will be equipped with approved type highway warning kits (meeting local, state and Department of Transportation Regulations). Vehicles with lesser capacity which regularly operate over public highways at night will be equipped with warning kits.

3. When vehicles must make emergency stops on a traveled portion of a highway or shoulder adjacent thereto, the following action will be taken immediately:

(a) Every reasonable effort will be made to remove the vehicle from traveled portions of the highway to the shoulder of the roadway and beyond if practicable.

(b) When lights are required, a flasher light, and/or emergency reflectors will be immediately placed in the obstructed lane, or on the shoulder if the vehicle is on or over the shoulder of the road, at a point between the vehicle and the direction from which traffic using that lane will approach. This will be done before any attempt is made to repair the vehicle.

(c) Flasher lights will be on and/or reflectors will be placed around a stalled vehicle in the following manner:

(1) One in the center of the lane of traffic occupied by the vehicle placed not less than 200 feet distance therefrom in the direction of traffic approaching in that lane, the warning device will be placed on the edge of the roadway to avoid obstructing the traffic lane as follows:

(2) One placed not less than 200 feet from the vehicle in the opposite direction.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS 3210

(3) One placed on the traffic side of the vehicle 10 feet rearward thereof, in the direction from which traffic using that lane would approach.

(4) If a vehicle is stopped within 300 feet of a curve, crest of a hill, or other obstruction to view, the warning device in the direction will be placed to afford ample warning to other users of the highway. In no case will it be less than 200 feet nor more than 300 feet from the vehicle. Vehicle emergency flashers will be kept flashing while the vehicle is disabled.

(5) During times that lights are not required, red flags or reflectors with flags attached will be placed as prescribed above.

(6) When convoys or any components thereof must be stopped under the conditions outlined above, the convoy commander or person in charge will be responsible for ensuring that adequate guards or emergency warning devices are utilized.

4. Towed trailers will be connected to the towing vehicles by means of two safety chains or cables, in addition to the tongue. The chains or cables will be crossed and attached to the vehicles near point of bumper attachment to the chassis of such vehicles. The chain will be attached to the two bar at the point of crossing or as close thereto as is practicable. Rear lights/reflectors will be utilized.

5. Vehicles will be dispatched only when they are completely safe to operate.

3210. BASE BUS TRANSPORTATION

1. The BMTD is responsible for the operation of suitable motor vehicles to maintain Base bus schedules, for their publication and distribution, and for making schedule changes based on passenger utilization and availability of funds.

2. Buses will operate from the BMT Motor Pool (Bldg 1407) and will service the Hadnot Point, Naval Hospital, Rifle Range, Courthouse Bay, Camp Geiger, Camp Johnson (Montford Point), Onslow Beach areas and MCAS, New River. This service is available to:

- a. Military personnel, and their dependents.
 - b. Civilian personnel, both appropriated and nonappropriated fund employees, who possess valid identification cards of civilian employment.
 - c. Retired military personnel and their dependents.
3. The bus schedule will be published in a Base Order. Information relative to bus schedules may be obtained by calling the BMT Dispatcher at 451-3537/3585.
 4. Buses operating as part of the Base Bus System will stop only at scheduled bus stops. Buses will not pickup or discharge passengers outside the confines of MCB, or MCAS, New River.
 5. If at any time drivers cannot maintain discipline on a bus run, flag down the first military police vehicle sighted and request assistance in removing unruly persons from the bus. If no military police are sighted, proceed by the most direct route to Military Police Bldg 3, stop and sound horn until assistance is received from the Military Police Desk Sergeant. Drivers will comply with the same duties and responsibilities as School Bus Operators as they apply to safety of passengers.
 6. Recommendations for modification of Base Bus schedules or requests for establishment of bus schedules will be made to the BMTO and will include full justification, including number of passengers per trip, time schedules and pickup and delivery points.

3211. SCHOOL BUS TRANSPORTATION

1. Transportation for Camp Lejeune Dependents' Schools children living within the confines of the military reservation will be provided by the BMTO. Buses will pick up only those children who live beyond walking distance of the school, except in special cases. Walking distance is defined as one and one half miles, as established by NC State Law.
2. In addition, transportation will be provided to all special education children when requested and approved by the Superintendent of Schools.

3. Only students living in officer housing aboard MCAS, New River who attend Delalio Elementary School will be transported.

4. Rated passenger capacity of GME, including buses and those vehicles utilized as school buses, is as follows:

<u>Rated Capacity</u>	<u>Maximum Load</u>
Bus, 14 passenger	14 passengers
Bus, 28 passenger	39 passengers
Bus, 37 passenger	48 passengers
Bus, 44 passenger	65 passengers
Truck, 1 ton, 4x2, multi-stop delivery Metro	12 passengers

NOTE: All school children in the 5th grade and below will be seated on the bus and may be seated three children per seat.

5. All children attending kindergarten will be transported to school.

6. The Superintendent of Schools will submit requests subject to reimbursement to the BMTD for such additional transportation of school children other than scheduled runs as may be required (such as, transportation to athletic events, transportation for athletic teams, and other authorized school activities), in accordance with current directives.

7. The time schedules and routings set forth in the approved school bus schedules will be adhered to at all times, barring breakdown of motor vehicular equipment. Buses will pick up and discharge passengers only at "Bus Stops" designated in school bus schedules.

8. Any desired information regarding the operation of the school buses may be obtained by calling the Superintendent, Camp Lejeune Dependents' School principals, or the Consolidated Public Affairs Duty Officer.

9. The BMTO is responsible for:

a. The operation of suitable motor vehicles to transport school children to and from the Base schools or other approved schools.

b. The operation/maintainability of all school buses to comply with state and local laws and regulations.

10. The Superintendent of Camp Lejeune Dependents' Schools is responsible for:

a. The preparation of school bus schedules and for the maintaining of schedules to meet requirements of the Camp Lejeune Dependents' Schools. School bus schedules will be published as a Base Bulletin.

b. The supervision of the school bus operator's training program and the selection and training of personnel as operators. Whenever possible, school bus operators will be 21 years of age.

c. The Superintendent of Schools will also provide information relative to the opening and closing of schools and will notify the BMT Operations Director of any changes in the daily school schedule.

d. The dissemination of school bus schedules and routings to school children and for making appropriate recommendations to the BMTO for such modifications of school bus schedules whenever required by changing conditions.

e. Assignment of children to the proper bus in coordination with school principals.

11. School Principals are responsible for: The loading and unloading of pupils at the schools. Buses will be loaded in the reverse order of unloading with the children proceeding to the rear of the bus as they are loaded. Each child will be assigned to a numbered bus. Pupils shifting from one bus to another will be allowed to do so only by permission from the principal and if it does not cause overloading of the buses.

12. Duties and Responsibilities of School Bus Operators

a. To know and observe all State, MCB and MCAS, New River traffic rules, regulations and laws governing school bus operations.

b. To have the school bus under complete control at all times. At any time a driver cannot maintain discipline on a school bus run, proceed by the most direct route to the nearest school, stop and sound horn until assistance is received from the school authorities. All instances of misbehavior of students will be reported to school authorities.

c. To observe at all times the speed limit governing school bus operation. Maximum speed will be 45 miles per hour. A rate of speed less than 45 miles per hour, which will ensure safe travel, shall be observed when:

- (1) The highway is crowded.
- (2) The weather is unfavorable.
- (3) The road is unstable.
- (4) Other hazards are encountered.
- (5) As posted.

d. The operator will not drive a school bus closer than 300 feet to another school bus, unless it is necessary to pass a stopped vehicle.

e. The operator will not leave a school bus while the engine is running.

f. The operator will not use a school bus to push another vehicle of any kind.

g. The operator will bring the school bus to a full stop before entering or crossing any highway, railroad, or any other dangerous intersection or thoroughfare; and will not proceed until safety is assured.

h. All buses will be operated on the right hand side of the highway or roadway at all times except when necessary to make a left hand turn. Operators will indicate their intention for a right hand turn at a minimum distance of 50 yards prior to turning.

i. The operator will not move the school bus while pupils are entering or leaving it, and will see that all pupils are in place on the bus and all doors are closed before starting the bus in motion.

j. Backing buses on the school grounds or elsewhere will be avoided insofar as practicable. Operators will not drive school buses backwards until the horn is sounded and a responsible person is assigned to guard the rear of the bus and safety is assured.

k. The operator will not use the emergency door for loading or unloading pupils except in an emergency and will make certain that the emergency door is closed properly and in working order before moving the school bus.

l. To admit or discharge pupils when the bus is stopped, the operator will stop the bus on the right side of the road in the regular driving lane. The operator will not drive the bus off the highway or road onto the shoulders of the roadway to admit or discharge pupils.

m. The operator will see that the emergency door control can be operated at all times.

n. The operator will adhere strictly to the designated and approved school bus route, and will not add to or change the established route or times.

o. The operator will be particularly attentive in keeping the bus on schedule and will leave the school immediately after dismissal.

p. School bus operators will be clean and neat in appearance. They will not use intoxicating beverages for at least eight (8) hours prior to reporting for duty. Smoking and the use of tobacco is prohibited; profane language is prohibited.

q. The operator will be understanding and patient towards parents and school pupils.

r. The operator will take whatever steps are advisable and necessary to safeguard the life and limb of each pupil and will

supervise the activities of children discharged from the bus until they have crossed the highway or road in safety or are otherwise out of danger.

s. At no time will the operator permit pupils to cross the highway or road behind the bus except in an emergency situation and with an escort. The operator will not move the school bus until it can be seen that pupils are out of danger.

t. The operator will display a flashing stop sign and childguard at each designated stop, reporting all violators who pass a stopped school bus to the BMT Operations Officer.

u. Buses will display school bus signs only when transporting school children.

13. Duties and Responsibility of Pupils

a. To obey promptly and cheerfully the instructions and orders of the operator of the school bus.

b. To observe proper decorum, while getting on or off and while riding in the school bus.

c. To be at the place designated both morning and afternoon ready to board the bus at the time shown on the posted schedule. The operator is responsible for staying on schedule and cannot wait for tardy pupils.

d. To help keep the bus clean, sanitary, orderly and to refrain from damaging or abusing cushions or other bus equipment. Smoking, eating, drinking, or littering are not permitted in the school bus.

e. To occupy the seat assigned by the operator or principal and to refrain at all times from moving around while the bus is in motion.

f. To request the driver to stop the bus in case of personal emergency.

g. To stay off the roadway at all times while waiting for a bus.

h. To wait until the bus has come to a complete stop before attempting to get on or off. Pupils will line up so that smaller children will be loaded first.

i. To leave the bus only with the consent of the operator.

j. To enter or leave the bus only at the front door, except in cases of an emergency.

k. To keep head, hands and feet inside the bus at all times.

l. To cross the highway or road, if necessary, after leaving the bus in the following manner.

(1) Make certain that the bus is stationary, the door is open and the stop signal is extended.

(2) Cross in front of the bus within sight and hearing of the operator, look both ways and stay out of the line of traffic until the path across the roadway is free from any danger.

(3) Upon signal from the operator or from a personal escort, proceed across highway or road.

m. To show identification card to the bus operator and/or monitor upon request. In cases where the pupil does not have an ID card, the pertinent information will be given orally.

14. Parents are responsible for:

a. Having the children at the bus stop five minutes prior to scheduled loading time and ready to board the school buses promptly in order to aid the bus operator in maintaining bus schedule.

b. Not delaying buses by holding conversation with the operators. Report complaints or suggestions to the CLDS Superintendent.

15. Discipline

a. Parents are responsible for adequately instructing their children regarding proper conduct at all times while aboard school buses. In particular, it is emphasized that children must

obey all instructions issued by the Superintendent of Schools, Principal and school bus operators. With regard to maintaining discipline and enforcing safety measures, the school bus operator is the final authority, while operating the bus.

b. All violations of school bus regulations on the part of students will be reported to the Superintendent of Schools for disciplinary action. Should a student be involved in a second major violation of a nature which impairs the safe operation of the school bus, such student will be barred from riding the bus.

c. Parents will be held responsible for and required to reimburse the government for all damages caused to a bus by their child.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 3

BASE MOTOR TRANSPORT DIVISION

SECTION 3: ADMINISTRATIVE

3300. GENERAL

1. All required MT reports concerning GME equipment emanating from MCB activities will be coordinated with the BMTD.
2. The BMTD will publish such directives as are necessary for the proper management and operation of GME.

3301. MARKING AND PAINTING OF GME EQUIPMENT

1. Marking and painting of GME equipment assigned to MCB will be in accordance with the provisions of current edition of MCO P11240.106.
2. Tactical markings will not be placed on administrative-use vehicles, including those MCB vehicles assigned to MARFORLANT units while in garrison.
3. Vehicle distinguishing plates, other than those authorized for flag officers, area commanders and special staff officers are prohibited. Organizations having vehicles requiring administrative marking tags (such as Military Police, Base Maintenance, Fire Department), will request authorization to install such tags from the CG, MCB (Attention: BMTD). Such identification tags, when approved, will be white with black lettering of uniform size, 7 by 9 inches and will be placed on the front and rear bumpers of the vehicles. Under no circumstances will these tags be placed in front of the radiator so as to interfere with the air circulation to the cooling system of the vehicle.

3302. ROAD INSPECTION OF VEHICLES

1. The BMTD will request periodic inspections of all GME equipment while in operation or at the using unit, or on the road. Roadmasters will stop and inspect vehicles to determine

the mechanical condition and to check the driver's compliance with current operation and preventive maintenance instructions.

2. An inspection form noting all discrepancies found will be completed for each vehicle inspected. One copy of this form will be forwarded by the BMTO to the CO or OIC of the unit to which the vehicle is assigned.

3. Corrective action will be initiated by the activity responsible for the vehicle. All forms will be returned within 10 days after receipt to the BMTO.

3303. FUNDING RESPONSIBILITIES

1. The BMTO is responsible for funding for maintenance and operation for all administrative-use equipment and tactical equipment used in lieu thereof which is assigned to MCB and MCAS, New River, less those assigned to MARFORLANT units for garrison support.

2. The use of commercial credit cards for purchase of commercial petroleum products and services is authorized whenever "over-the-road" trips are made with administrative-use vehicles. Supplies and services which may be purchased are as follows:

a. Self service pumps only may be used when purchasing regular grade or lead free gasoline (premium grade for emergency vehicles only), diesel oil, regular and premium grades of lubricating oil, lubrication services, oil filter elements, air filter service, tire and tube repairs, battery charging, mounting and dismounting chains, permanent type anti-freeze, emergency replacement of defective spark plugs, fan belts, windshield wipers, lamps and other emergency repairs, known in the automotive trade as "Road Services".

b. Subject to specific approval in each instance, replacement tires and tubes (old tires to be returned to BMT), batteries, wrecker services, and other automotive products obtainable from a service station may be purchased. Authority for these purchases must be approved, in advance, by calling BMT collect, 451-5608 during working hours and 451-3585 after working hours.

3. A service station delivery receipt attesting to each purchase and indicating the following will be submitted to BMT Maintenance Branch, Bldg 1502 or Operations Branch, Bldg 1407, upon completion of each "over-the-road" trip:

- a. Registration number of vehicle receiving the service.
- b. Current speedometer reading.
- c. Quantity, cost and type of POL or services received.
- d. Name, rank, serial number and organization of vehicle operator.

4. Any operator of a government vehicle requiring service or repairs other than those listed in paragraph 3 above will call BMT collect, at 451-5608 during normal working hours, or 451-3585 after normal working hours. IN NO CASE WILL THE U.S. GOVERNMENT NATIONAL CREDIT CARD BE USED TO PURCHASE FOOD, LODGING OR PERSONAL ITEMS.

5. The U.S. National Credit Card for commercial vehicles can be obtained from the BMT Production Control Office, telephone 451-5167 during normal working hours; after 1630, Saturdays, Sundays and holidays the credit card may be obtained from the Duty Dispatcher, BMT Operations Division, Bldg 1407, telephone 451-3585. MCAS, New River, can obtain the U.S. National Credit Card from MT Operations, Bldg AS119, MCAS, telephone 450-6843 during normal working hours.

3304. RECORDS AND REPORTS

1. The DD Form 1170 (Motor Vehicle Utilization Report) or NAVMC 10627 will be utilized for dispatching Class "C" assigned vehicles. Vehicles on Class "A" and "B" assignment are not required to utilize a trip ticket unless they are dispatched outside the confines of Camp Lejeune. When utilized, the DD Form 1970 will be completed in accordance with current regulations and retained for 30 days. Operators of cranes and wreckers shall perform a daily inspection of their assigned equipment. This form shall be attached to and filed with the trip ticket.

2. The NAVMC 10031 (Daily Dispatching Record of Motor Vehicles) is to be used for recording all items of equipment that are required to be dispatched. When utilized, it will be initiated and maintained by the dispatcher and will list, in daily chronological order, all items of equipment released from the Motor Pool. Organizations having vehicles and equipment on Class "A" and "B" consignment are not required to utilize the NAVMC 10031 unless the area of operation requires travel outside the confines of Camp Lejeune. The NAVMC 10031 will be retained for one year.

3. Vehicle and equipment utilization data is required to be reported to BMT on a monthly basis. Automatic data processing utilization report sheets are available from BMT three days prior to the end of each month. Reports are to be completed and returned to BMT prior to the close of business on the first working day following the month.

4. RO's having GME on consignment from BMT are responsible for the proper use and retention of the DD 1970 and NAVMC 10031 forms in accordance with current regulations, and for the timely submission of utilization data.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 3

BASE MOTOR TRANSPORT DIVISION

SECTION 4: GME OPERATING REGULATIONS

3400. GENERAL. The operators of GME will comply with all traffic regulations prescribed by state, local and federal civilian authorities, as well as military authorities.

3401. SPEED LIMITS

1. Maximum speed limits for GME are established as follows, except for areas where speed limits are otherwise posted:

<u>Vehicle Types</u>	<u>Maximum Speed Limit on Base</u>	<u>Maximum Speed Limit off Base</u>
Sedans and station wagons	55	posted speed
Trucks thru 5-ton	55	posted speed
Trucks over 5-ton	55	posted speed
Buses	55	posted speed
School buses	45	45
School activity bus	45	45
Tractor semi trailer	55	posted speed
Tractor semi trailer (low bed)	45	55
Truck, mounted crane	25	25
Scooters	25	Not Permitted
Material Handling Equipment	7	Not Permitted
Electric Motor Driven Scooter	10	Not Permitted
Wrecker	40	40

Maximum speed in reverse will never exceed three miles per hour. Maximum speed limit on unimproved roads or cleared trails, whenever the use of such roads is authorized, is 15 miles per hour, except for areas where lower speed limits are posted or required.

2. No person will drive a vehicle at a greater speed than is reasonable and prudent with due regard for traffic, road surfaces, weather conditions and width of the roadway. Under no circumstances will vehicles be driven at a speed which will damage the vehicle or endanger the safety of persons or property.

3. Military Police vehicles may not exceed the posted speed limit by more than 10 miles per hour and in no case exceed a speed of 65 miles per hour. Administrative-use fire apparatus vehicles are limited to a maximum of 35 miles per hour in industrial, residential, or other areas of a like nature and/or where personnel are riding in a "hanging on" or standing position.
4. Other non-tactical emergency type vehicles, when on an emergency run and when operating proper warning devices, may not exceed the maximum posted speed limits.
5. All scooters and material handling equipment are restricted to the confines of MCB, Camp Lejeune and MCAS, New River and will not be operated on public highways.

3402. PASSENGER CAPACITIES. Government vehicles will not be loaded in excess of the authorized passenger capacity (see paragraph 3011.4 for buses).

3403. VEHICLE PASSENGER AND CARGO RESTRICTIONS

1. Administrative-use trucks being used to transport personnel will be equipped with side rails, covers and seating facilities as appropriate. No person will be permitted to ride on tailgate, on the side, on the running board, or on any exposed part of a vehicle. No passenger will be permitted to ride in any type of vehicle in such a manner that any part of the person's body, equipment, or weapon will protrude beyond the exterior of the body of the cab of the vehicle. Passengers riding in vehicles with canvas tops or curtains will not lean their person or equipment against the canvas in any manner which will extend the canvas outward.
2. Activities utilizing buses to transport troops will appoint a responsible person to take charge of personnel being transported on each bus. The person so designated will ride in the bus and will be responsible for assuring that personnel refrain from any type of malicious damage to the vehicle and that proper decorum is maintained. Items like 782 gear or weapons are not to be worn

on the buses but shall be properly stored to preclude damage from these objects in the event of emergency stops. Opening the emergency doors of buses is prohibited at all times except when required to leave the bus as a result of fire, accident or other similar emergency.

3. Transporting of personnel in the bed of a dump truck is prohibited.

4. GME will transport only authorized personnel. Civilian personnel, except authorized government employees will not be transported in a government vehicle without approval of the CG.

5. Military personnel, their dependents possessing a valid identification card, and civilian employees are authorized to use the Base Shuttle Bus.

6. GME will not be utilized to load or unload cargo directly from shipside. Such cargo must be staged and then loaded onto or unloaded from ships or vehicles.

7. GME with the exception of Material Handling Equipment (MHE) will not be operated on warehouse loading ramps.

3404. ACCIDENT REPORTING REQUIREMENTS

1. The operator of an administrative-use vehicle involved in an accident will take action as follows:

a. In cases involving another vehicle or individual, stop immediately and render such assistance as may be warranted or necessary.

b. Take precautions to prevent additional accidents by placing flares or other warning devices and posting personnel to direct traffic.

c. Immediately notify the proper Accident Investigation Section, PMO, MCB, Camp Lejeune or the MCAS, New River, as applicable and the BMT Operations Officer, 451-3585.

d. Ensure that the vehicle is not moved from the scene of the accident until directed to do so by the accident investigator or unless it is necessary to clear a traffic line or transport an injured person to an aid station.

e. Fill out Standard Form (SF) 91, Revised (Operator's Report of Motor Vehicle Accident).

f. Refrain from making oral or written statement to claimants or their agents.

g. Deliver a completed SF-91, Revised, to the BMT0, Bldg 1502, ASAP following the accident.

2. In the event of injury to the operator of a government vehicle in an accident, any member of the armed forces or civil service employee who is present and was a witness to the accident should comply with the accident procedures set forth above.

3. If an accident occurs off the MCB or MCAS, New River and the Investigation Section, PMO cannot be notified, the state and/or local police authorities will be contacted and requested to make an appropriate investigation.

4. It will be the responsibility of the CO, OIC, department heads and/or division heads of units/organizations utilizing GME while in garrison to make an immediate report to the parent organization and follow-up with an informal or formal investigation if requested by BMT0.

3405. DISABLED GME

1. In the event of a breakdown, comply with the instructions as detailed in paragraph 7011 of this Manual if within 25 miles of Camp Lejeune. If not feasible, then operators will initiate the following action:

a. Comply with the instructions as detailed in paragraph 7011 of this Manual if within 125 miles of Camp Lejeune. If not feasible, within a radius of 125 miles of MCB, and MCAS, New River, call collect to BMT, telephone 451-5608 during normal working hours and 451-3585 after hours and on weekends for instructions.

b. Beyond a radius of 125 miles of MCB and MCAS, New River:

(1) Minor repairs of less than \$100.00 can be accomplished by utilizing National Credit Cards.

(2) If a military installation is not accessible and the repairs cannot be accomplished by use of a National Credit Card, the vehicle operator will contact the nearest garage capable of accomplishing the repairs. The vehicle operator will then telephone, collect, the BMT Operations Director, 451-3585, and provide the following information:

(a) Cause of breakdown.

(b) Estimated cost of repairs.

(c) Name and address of facility.

(d) Estimated time to complete repairs.

(e) Request authority to exceed \$100.00 repair limitation and/or instructions.

2. GME will not be recovered except by an administrative-use wrecker and a towbar or similar connection will be used. When towing, both vehicles will be completely stopped before they uncoupled and, if necessary, wheels will be blocked. No person will go between vehicles to uncouple them until it is certain that both vehicles are fully stopped.

3406. OPERATOR'S RESPONSIBILITIES

1. The operator of the GME is responsible for the safe operation of the vehicle and for the safety of the passengers and cargo. Should a passenger refuse to comply with the safety instructions of the activity or the instructions of the vehicle operator, he/she will proceed to the nearest telephone and immediately report the incident to the BMT Operations Director, as appropriate, telephone 451-5608/5375, and request instructions.

2. The operator of GME responsible for the safekeeping and maintenance of all tools and accessories that are assigned to the vehicle.

3. No person will operate GME unless in possession of a valid state license or SF 346, U.S. Government Motor Vehicle Operator's Identification Card and Driver Improvement Card if younger than 26 years of age. An operator will not operate a government vehicle of a capacity greater than that for which licensed.
4. Personnel operating GME who are required to utilize the Motor Vehicle Utilization Record, DD Form 1970, will complete the form in its entirety.
5. The operator of GME will ensure that the vehicle being operated contains an Operator's Report of Motor Vehicle Accident, Standard Form 91.
6. Except for extreme emergencies, where no relief is available, the operators of administrative-use vehicles will not be required nor permitted to perform driving duties for long period (in excess of 10 consecutive hours). Except for short hauls, operators will not be required to perform driving duties after a fatiguing day's work.
7. An operator will not operate GME when impaired by fatigue, illness, drugs or while under the influence of alcohol, or when otherwise physically unfit.
8. Operators of GME will not eat, drink, or use tobacco products (smoking, chewing, etc.) while operating the vehicle.
9. Operators of GME are required to perform driver's maintenance, which is defined for the purpose of this Manual as follows:
 - a. Check for presence, damage and pilferage of equipment.
 - b. Check for leaks and condition of belts and hoses.
 - c. Check oil, water, fuel and anti-freeze.
 - d. Check instrument panel to ensure that all instruments and lights are in good working order.
 - e. Check brakes, clutch, steering mechanism, light reflectors and drain air tanks.

- f. Check tires for damage, wear and proper inflation.
- g. Remove and replace defective, unserviceable or flat tires. Tires should be replaced whenever the tread is less than 2/32" in order to salvage tire suitable for recapping. Check all wheel lugs for tightness.
- h. Clean inside of vehicle daily. This includes the cab and bed of trucks and scooters.
- i. Keep outside of vehicle clean. Wash vehicle at least weekly, weather permitting.
- j. An operator is required to report any and all discrepancies in the remarks section of DD Form 1970 and/or to the appropriate supervisor from which the vehicle is dispatched.
- k. Operators of GME will remove the keys whenever the vehicle is unattended.
- l. The operator of a loaded truck equipped with dual wheels, that has been dispatched beyond the normal operating radius (75 miles) from Camp Lejeune will stop at least once between point of origin and destination, and inspect the vehicle load and check for flat tires.
- m. Prior to mating the tractor to the semi-trailer operators will inspect the king pin and fifth wheel plate for damage or deformity. In the event damage is suspected, equipment will be deadlined until released by BMT maintenance personnel.

3407. BACKING GME. No operator will back a vehicle until such a maneuver can be made safely. Operator will sound the horn prior to backing. When it is determined that the vehicle cannot be backed safely, the operator will not move the vehicle until assistance can be obtained.

3408. IDLING OF VEHICLE ENGINE. When GME is stationary, the engine will not be operated for a period of more than one minute except in cases of maintenance and emergency vehicles, as required.

3409. SAFE DRIVING DISTANCES AND DRIVING IN THE PROPER TRAFFIC LANE

1. The Operator of GME will not follow another vehicle at a distance that is not reasonable or prudent; and will have appropriate regard for the relative speed of the vehicle, and the amount of traffic, weather conditions, and the condition of the highway, visibility, and the type of vehicle directly ahead.

2. The operator of GME will not follow another vehicle so closely that precludes stopping safely and easily if the vehicle ahead should make an emergency stop. Apply the three second rule and adjust speed and space accordingly.

3. Bus and tractor-trailer operators will never follow another vehicle, especially another bus or tractor-trailer, closer than 100 feet in the same lane and on the open highway, with the exception of school buses (paragraph 3011.12 applies).

4. Operators of GME will always drive to the right and remain in the right hand lane except when left turns on a dual highway or when passing a slower moving vehicle or parked vehicle.

3410. STOPPING ON A GRADE. When parking on a grade, the operator of GME will, in addition to setting the parking brake, place the vehicle in low gear or put the gearshift selector in the "park" position. In addition, if parking downgrade, turn the front wheels sharply toward the curb. If parking upgrade, on the right side of the road, turn the front wheels to the left; if on the left hand side of the road, turn the front wheels to the right.

3411. ROUTES OF TRAVEL. The operator of GME which has been dispatched to a destination will proceed and return over the most direct route to and from that destination. The only public highway authorized for the movement of semi-trailers are: Highway 24, 17, 210, and 172 for access to training areas and the Rifle Range; Highway 24 to Hibbs Road (3 mile road) to Highway 70 to Cherry Point; Highway 24 to Morehead City Port; and Highway 172 and 17 to Wilmington Ports. Public highways not listed herein shall not be utilized without prior approval of the Base

Motor Transport Officer. The following roadways, because of their narrowness, will not be utilized by GME.

Piney Green Road from Highway 24 to Highway 17 North
Bear Creek/Queens Creek Road from Highway 172 to Highway 24
Cutoff between Highway 24 and Route 70 to Cherry Point
(9 mile road)

3412. FUELING VEHICLES

1. GME will not be fueled in a closed building.
2. Operators will turn off engine and lights while taking on fuel.
3. Smoking or lighting of matches or lighters is prohibited within 50 feet of the fueling point.

3413. FIRE EXTINGUISHERS. The following GME will be equipped with fire extinguishers: (a) truck tractors; (b) buses and other vehicles carrying 10 or more passengers; (c) ambulances; (d) police and patrol vehicles. Vehicles carrying ammunition, explosives, compressed gas, fuels and other dangerous articles must be equipped with two fire extinguishers weighing 10 lbs. each or the equivalent thereof, containing potassium bicarbonate type powder (purple-K-powder). All fire extinguishers will be checked daily to ensure that the powder has not hardened and that the cartridges have not ruptured. Fire extinguishers are the responsibility of, and will be provided by, using units.

3414. SAFETY BELTS. All personnel operating or riding in Marine Corps motor vehicles equipped with seat belts must wear the seat belts whenever the vehicle is in motion.

3415. NARCOTICS, AMPHETAMINES, AND OTHER DANGEROUS SUBSTANCES. No person shall operate, or be in physical control of, a motor vehicle while he or she is in possession of, under the influence of, or using any of the following substances:

- a. A narcotic drug or any derivative thereof.

b. An amphetamine or any formulation thereof (including, but not limited to, "pep pills" and bennies).

c. Any other substance, to a degree which renders the operator incapable of safely operating a motor vehicle.

d. This action does not apply to the possession or the use of a substance administered to a driver by or under the instructions of a physician who has advised the driver that the substance will not affect a person's ability to operate a motor vehicle.

3416. INTOXICATING LIQUOR. No person shall consume alcohol within eight hours, prior to going on duty, while on duty, or while operating or physically controlling a motor vehicle. Furthermore, no person shall possess an alcoholic beverage while operating or physically controlling a motor vehicle.

3417. APPROPRIATE ATTIRE. Military and civilian personnel are responsible for ensuring that the same high standards of dress and appearance are met when utilizing government owned vehicles and transportation. Following are examples of appropriate attire:

a. Military attire - uniform of the day.

b. Civilian attire - clothing that meets the standards of safety, decency, neatness, and cleanliness. Clothing which is torn, ragged, excessively dirty, revealing, or closely related with drugs or other illegal activities is considered inappropriate and shall not be worn.

3418. CERTIFICATE OF LIMITED REPORT. When requested, in lieu of a formal investigation, a limited report describing the details and circumstances concerning an accident should be used. The limited report will take the form of a certification (see figure 3-1). A limited report may be made when an incident involves an actual or potential claim against the U.S. for property damage only, and the total amount likely to be paid to the claimant does not exceed \$5,000.00. Where this monetary figure may be exceeded, but the circumstances indicate an abbreviated report

would preserve the facts and protect the Government's claims interests, approval to submit a limited report may be sought from Naval Legal Services Office, Naval Base, Norfolk, Virginia 23511 (phone (804) 444-7148/1448; DSN 564-1448).

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CERTIFICATE OF LIMITED REPORT FORMAT

(Government Vehicle Accident)

(Property Damage only - No injuries)

This report is made of my investigation into the circumstances of the described accident:

DATE, TIME, PLACE OF ACCIDENT: _____

GOVERNMENT PROPERTY INVOLVED: (Description, including GOV#) _____

Operator: (Full name, rank, SSN, duty station, phone number) _____

Passenger(s): (Full name, rank, SSN, duty station, phone number) _____

Damage to Government property: (Describe - Moderate Disabling Damage to Left Front Side and Undercarriage): _____

PRIVATELY OWNED VEHICLES and/or PROPERTY INVOLVED: Description: (Make, model, year, type - include VIN & State Registration Numbers) _____

Owner: (Name, Address, Phone#) _____

Operator: (if different than owner; name, address, phone #) _____

Passenger(s): (Full name, address, phone number) _____

Figure 3-1.--Certificate for Limited Report

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

DESCRIPTION OF ACCIDENT: _____

WITNESSES: (Name, address, phone number): _____

GOVERNMENT EMPLOYEES ACTING WITHIN THE SCOPE OF THEIR EMPLOYMENT:

_____ Yes
_____ No (Explanation, including the identity of the
operators/employees, must be included in the
DESCRIPTION OF INCIDENT section above)

POLICE INVESTIGATED:

_____ No
_____ Yes
_____ Military Authorities
_____ Civilian Authority (Identify Officer, Badge #, Agency)

ARRESTS MADE/CITATIONS OR SUMMONS ISSUED/CHARGES PREFERRED:

_____ No
_____ Yes (Identify who, nature of offense, final result) -
Example: GOV Operator issued citation for failure to
yield, improper turning

GOVERNMENT LIABILITY FOR ACCIDENT:

_____ No (Non-federal operator at fault)
_____ Yes (Federal operator at fault)

RECOMMENDATION CONCERNING CLAIMS:

_____ That claims against the U.S. Government are not likely
_____ That any claims against the U. S. Government be honored
_____ That the U. S. Government pursue an affirmative claim
against the at fault non-federal operator/third party

This report is prepared in contemplation of litigation and for
the express purpose of assisting attorneys representing the
interest of the United States.

Figure 3-1.--Certificate for Limited Report
Continued

2007

2

(Date)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 3

BASE MOTOR TRANSPORT DIVISION

SECTION 5: VEHICLE OPERATOR'S PERMITS (OF 346)

3500. EXAMINATION AND LICENSING OF GME OPERATORS

1. U.S. Government Motor Vehicle Operator's Identification Card (OF-346) is no longer required when operating U.S. Government owned or leased motor vehicles under 10,000 lbs gross vehicle weight (GVW) so long as the operator possesses a valid State Driver's License. However, a OF-346 is required for vehicles greater than 10,000 lbs gross vehicle weight (GVW) all special use vehicles.
2. The term "civilian employees" as used herein includes civilians on the active rolls of the MCB, Camp Lejeune.
3. The BMTO, as Fleet Manager, is responsible for all aspects of the GME Licensing Program. Personnel will receive initial testing from BMT and be trained by their respective organizations in accordance with the MCB learners permit packet. Final testing and licensing rest with BMT. Unit MTO's/CO's/supervisors shall certify, on the application for Government Vehicle Operator's Permit, that the individual has been trained and qualified in the operation of the vehicle for which a license is being requested. Alteration of a license by personnel other than those assigned to the Licensing Section of BMT shall cause it to become invalid.
4. The BMTO will issue, suspend and revoke Government Operator's Permits and maintain current records of all operator's permits for MCB and MCAS, New River personnel, to include personnel assigned to MT School, Marine Corps Service Support Schools (MCSSS).
5. The U.S. Government Motor Vehicle Operator's Identification Card (OF 346) for military personnel normally expires three years from date of issue and will be issued/renewed in accordance with current editions of MCO P11240.106, MCO 11240.66 and TM 11240-15/3. The expiration date of the OF 346 for civilian personnel will be four years or the expiration date of the NC State Driver's License, whichever comes first.

6. Valid unexpired operator's permits will be satisfactory evidence of qualifications to operate military vehicles of type indicated on the permit. This cannot be used in lieu of a driver's license required by state or local laws for private vehicles.

7. COs will ensure that personnel applying for Government Motor Vehicle Operator's Identification Cards are fully instructed in the operation of the vehicle examination are to be conducted, that they have read and understand the appropriate sections of current Base regulations pertaining to the operation of motor vehicles and that each civilian and civil service employee possesses a valid operator's license issued by the State of NC. All training must be completed prior to examination by the Licensing and Training Section, BMT. Personnel undergoing training in the operation of GME will be accomplished by a qualified and government licensed operator at all times. Vehicles utilized for driver training will display a sign "STUDENT DRIVER" on the front and rear. COs will ensure that military personnel under the age of 26, applying for a driver's license will have completed the defensive driving course and or a drivers improvement course.

8. A completed OF 345 (Physical Fitness Inquiry for Motor Vehicle Operators) is required of all applicants for initial and renewal of Government Vehicle Operator (GOV) permits. Detailed physical examinations are required for certain permit classifications. The medical examiner will certify the applicant's fitness to operate those classifications. Applicants whose medical history (OF 345) indicate anything other than poor vision or poor hearing should be referred for medical evaluation.

9. U.S. Government Motor Vehicle Operator's Identification Card (OF 346). Will be issued to qualified personnel, and if qualified, personnel required to operate material handling equipment only will be examined and licensed in accordance with instructions contained in DOD 4145.19-R-1, Storage and Material Handling Manual. This permit will be stamped "RESTRICTED" across the face and will not be valid for the operation of any other type motor vehicle equipment.

a. Submission of applications for Material Handling Equipment Operator's Identification Card will be in accordance with paragraph 12 on page 3-53.

b. Physical Fitness Requirements

(1) A physical examination will be given by a medical examiner. Applicants for Material Handling Equipment Operator's Permit must have 20/30 vision in each eye, with or without correction. Persons with sight in one eye only can operate industrial tractors (warehouse tractors) in open areas, not in warehouses.

(2) Physically handicapped applicants are acceptable as operators where, in the opinion of the examiner, they can perform the duties that are required.

10. Forwarding of Examinations. Results of all examinations will be forwarded promptly to the COs of affected personnel and will be entered in the service record book of those concerned. In the case of Civil Service employees, results of examinations will be forwarded to the Civilian Personnel Officer for inclusion in the employee's official record. Results of the examination of other civilian employees will be forwarded to the OIC of the appropriate section.

11. Failure to Qualify for Government Motor Vehicle Operator's Identification Card (OF 346). The applicant may return anytime within the next eight weeks for re-examination. Application for those individuals to complete the licensing process will be destroyed after specified eight week period.

12. Submission of Applicants for Government Motor Vehicle Operator's Identification Card (OF 346)

a. COs or supervisors will submit for NAVMC 10946 (Rev 8-90), Application for Government Motor Vehicle Operator's Permit, in duplicate. All blocks 1 through 17 will be completed. A completed OF-345 (Physical Fitness Inquiry for Motor Vehicle Operators) will accompany the NAVMC 10946 (Rev 8-90) (Application for Government Motor Vehicle Operator's Permit) and be forwarded to the BMTO via the G-4/MTO, of the major subordinate commands.

b. Requesting units from MCB, 2d Marine Division, 2d Force Service Support Group, or 2d Marine Aircraft Wing units based at MCAS, New River, will screen the applications and evaluate them

from the standpoint of previous driving records in light of prior violations and ascertain if the individual is qualified in all respects to operate an GME.

c. When submitting Form NAVMC 10946 (Rev 8-90), (Application for Government Vehicle Operator's Permit), it is requested that all blocks 1-17 be completed.

13. Renewals and Scheduling of Examinations

a. Requests for personnel to be examined for renewal of Government Motor Vehicle Operator's Identification Card should be submitted so as to reach the Licensing Unit two weeks prior to the expiration date of the old card. Requests for personnel to be examined for initial identification card or to operate additional vehicles will be handled in the order in which received.

b. The scheduling of examinations and notification of COs after the requests for examinations are received by the Licensing Unit require approximately one to two weeks as affected by the backlog of personnel awaiting examinations. Because examinations for all personnel to be examined must begin simultaneously, COs and/or OICs of personnel to be examined are responsible for personnel reporting promptly at times and dates designated.

c. COs will notify the Licensing Unit, 24 hours prior to the time of examination of any personnel unable to be present for a scheduled examination.

d. When personnel fail to report for examination as scheduled and the Licensing Unit has not been notified as set forth above, a report will be submitted to the Marine's unit in the case of military personnel and to the appropriate supervisor in the case of civilian personnel.

e. The Licensing Unit will reschedule examinations without the resubmission of an application (NAVMC 10946) when requested by the CO or appropriate supervisor within two weeks from the date first scheduled for examination. If the applicant has not been rescheduled for an examination within this period, a new application (NAVMC 10946) and Physical Fitness Inquiry for MT Operators (OF 345) must be submitted.

14. Duplicate Operator's Identification Card. Requests for duplicate Operator's Identification Card will be submitted on form NAVMC 10946 (Rev 8-90), in duplicate, in accordance with paragraph 12 herein, accompanied by certificate signed by the appropriate official indicating that an entry has been made in the applicant's official record to the effect that a Government Motor Vehicle Operator's Identification Card and effective dates thereof has been previously issued. In the absence of this certification by the appropriate official and/or an entry in the official record of the applicant, a request for examination for initial issue of OF 346 will be submitted.

15. Availability of Special Equipment

a. Organizations requesting personnel to be examined for an operator's identification card for emergency or other specialized vehicles will make such equipment available at the time and place of examination. Vehicles will be returned to the operating unit immediately after examination is completed.

b. Whenever a backlog of operators awaiting examination exists in any MCB organization, the head of that organization will arrange directly with the BMT Licensing Section, telephone 451-5273, for additional examining time.

16. Adverse Action Against Military Personnel and Civilian Employees. Adverse action (revocation of license, suspension, reassignment or discharge) may be taken against military personnel and civilian employees in accordance with current editions of RPM/CMMI 752 and BO P5560.2; as appropriate.

17. The MCB, department head or division head will sight check each civilian employee's State Operator's License and OF 346 at least semi-annually to determine that such licenses are current, valid and in the individual's possession.

3501. QUALIFICATION FOR EXPLOSIVES MOTOR VEHICLE OPERATORS. No person, military or civilian, shall be permitted to operate a Government vehicle transporting ammunition, explosives or other dangerous material unless the requirements as set forth in NAVSEA OP 2239 (5 Rev), are complied with and the operator has been designated an "Explosives Driver." Operators qualified to transport dangerous cargo must possess a doctor's certificate and

3502 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

a OF 346, on which is noted "Explosives Driver." This notification will be made and signed by BMT whenever requested by unit commander and after ensuring that the operator is so qualified. Careful selection of mature, dependable personnel is essential.

3502. RECORDING OF OPERATOR'S PERMITS, ACCIDENTS AND/OR TRAFFIC VIOLATIONS

1. Upon completion of the licensing procedure, the licensing examiner will forward one copy of form NAVMC 10946 (Rev 8-90) (Application for Government Vehicle Operator's Permit, OF 346) to the Marine's unit, (or the Civilian Personnel Office in case of civilian personnel) of personnel who have been issued operator's permits in order that an appropriate entry may be made in the service record book of personnel concerned. One copy of NAVMC 10946 (Rev 8-90) and OF 346 will be retained by the licensing section, BMT.

2. The License Examiner will record all traffic violations and accidents and action taken in the individual driver history file.

3503. RETURN OF OF 346 TO APPROPRIATE MILITARY OFFICER.

Military personnel, upon separation from the service, may retain their OF 346 provided the words void upon release of active duty are over stamped or otherwise legibly marked on the front and back of the form. Civilian personnel will surrender OF 346 upon separation from the Government Service to Licensing Section, BMT.

3504. APPLICABILITY OF CHAPTER 6. The provisions of chapter 6 of this Manual apply to all personnel, civilian and military, operating administrative use motor vehicles, or tactical vehicles used in lieu thereof, within the confines of MCB, Camp Lejeune, that are procured from either appropriated or non-appropriated funds, (i.e., vehicles obtained by non-appropriated funds are those procured for, but not limited to Special Services, Marine Corps Exchanges and Messes). These vehicles are required to have assigned a military registration number and, in some cases, state license plates. Military personnel operating vehicles obtained from non-appropriated funds, which are required to display state

license plates, will be required to have in their possession a valid State Motor Vehicle Operator's License in addition to the OF 346.

3505. SPECIAL INSTRUCTIONS

1. The Motor Vehicle Operator's Identification Card will not be laminated.

2. Whenever a government employee (as defined in JAGINST 5800.7_, Section 2031a) is served with federal or state court civil or criminal process or pleading (including traffic tickets) arising from actions performed in the course of official duties immediately deliver all process and pleading served upon an individual to their CO or supervisor. The CO/supervisor shall thereupon ascertain the facts surrounding the incident and with the advice of a Navy or Marine Corps Judge Advocate, if one is reasonable available, take appropriate action in accordance with JAGINST 5822.2 of 2 February 1962, Subj: civil suits against military or civilian personnel of the Department of the Navy resulting from the operation of motor vehicle while acting within the scope of their office or employment, and legal representation in other court proceedings. The Government employee will be advised concerning all rights to remove civil or criminal proceedings from State to Federal Court under 28 U.S.C. 1442 and 1442a, also rights under the Federal Driver's Act (28 U.S.C. 26798) and the contents of JAGINST 5822.2.

3506. AUTHORITY OF COMMANDING OFFICER/SUPERVISOR

1. Commanders will take appropriate action on reports of moving traffic violations, suspensions, or revocations received from state authorities. When state authority suspends or revokes an individual's driver license, the installation or command driving privileges is automatically terminated. The installation commanders, when notified of state action, may also suspend or revoke the individual's OF 346. In all cases, however, authorization to drive a Government vehicle will be restricted to the limits of the installation.

2. In addition, the U.S. Government Motor Vehicle Operator's Identification Card will be revoked for known transportation, possession or unlawful use of amphetamines, narcotic drugs, formulation or an amphetamine or derivatives of narcotic drugs.

3507. POLICY REGARDING THE ISSUANCE OF VEHICLE OPERATOR'S PERMITS TO OFFICERS

1. Officers must obtain approval in writing from the CG, prior to submitting application for Vehicle Operator's Permit (OF 346).
2. Request for permission to operate government motor vehicles will be forwarded to the CG, MCB, (AC/S, Logistics) via the appropriate chain of command, providing the following:
 - a. The officer's name/rank/SSN.
 - b. Billet.
 - c. Period authority is required.
 - d. Justification.
3. Only officers occupying billets that are absolutely essential to mission accomplishment will be authorized to operate a Government Motor Vehicle.
4. Vehicle operator permits when issued will be effective only for the period of time the officer occupies the billet designated as mission essential.
5. Upon transfer or termination of duty, the officer's license becomes invalid and turns the Operator's Permit into the BMT0.
6. COs will ensure the operator's and approval to operate a Government Motor Vehicle, and subsequent termination of authority are reflected in the appropriate Officer's Qualification Record.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 3

BASE MOTOR TRANSPORT DIVISION

SECTION 6: MAINTENANCE

3600. GENERAL

1. Maintenance is the care exercised and work performed to keep vehicles and equipment in safe, serviceable, economical and efficient operating condition during their normal service life.
2. For the purpose of providing flexibility and accuracy in defining maintenance operations, the maintenance missions and responsibilities are grouped in three broad categories: organizational, intermediate and depot; and further defined as first, second, third, fourth and fifth echelons. First and second echelons are organizational maintenance; third and fourth echelons are intermediate maintenance; and fifth echelon is depot maintenance.

3601. RESPONSIBILITIES

1. The BMTO is responsible for the scheduled and corrective maintenance on all administrative use equipment assigned to MCB and MCAS, New River activities.
2. Whenever administrative use motor vehicles are assigned on a permanent basis or while in garrison, the using activities are responsible for the first echelon maintenance (driver's maintenance).
3. The BMTO will be responsible for obtaining maximum benefits provided by the warranties for administrative use motor vehicle equipment.
4. All first echelon maintenance (driver's maintenance) will be performed prior to the vehicle being accepted into the maintenance repair shop. (See paragraph 3406.8)

3602 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

3602. REPAIRS AND MODIFICATIONS

1. Repairs and preventive maintenance services on administrative use motor vehicles will be performed in accordance with current edition of MCO P11240.106, BMT SOP, appropriate vehicle maintenance and Technical Manuals and TM 4700-15/1.
2. The Maintenance Branch will schedule preventive maintenance of administrative use motor vehicles carried on the property account of BMT and will notify using activities when vehicles/equipment are to be delivered to the maintenance facility. Compliance will be accomplished without delay.
3. Under no circumstances will using units perform repairs unless authorized, or make modifications or changes to vehicles carried on the property account of BMT, MCB. When modifications are required, vehicle will be delivered to BMT, Bldg 1502.

3603. TIRES

1. Care and maintenance of pneumatic tires will be performed in accordance with current regulations. Particular attention will be directed to the recovery of tires in time to permit recapping.
2. Vehicle Tire Rehabilitation. Tires on all vehicles controlled by BMT will be recovered in the following manner: All unserviceable tires (to include all tires with tread depth less than 2/32") will be delivered to Bldg 1504, BMT. Replacement tires will be provided on an exchange basis for same type tire at Building 1504 on Monday through Friday between the hours of 0730 and 1630.
3. No buses will be operated with regrooved, recapped or retreaded tires on the front wheels, in compliance with Section 393.75, Motor Carrier Safety Regulations, U.S. Department of Transportation, 1972.

3604. WINTERIZATION OF MOTOR VEHICLES AND ALLIED MOTORIZED EQUIPMENT. The BMTO is responsible for the winterizing of all administrative use motor vehicles in the Table of Equipment for MCB, Camp Lejeune. This is an ongoing year round program.

3605. REPAIR OF PRIVATELY OWNED VEHICLES AND PROPERTY.

Privately owned vehicles, parts or accessories will not be serviced, repaired or manufactured in any MT facility of MCB. Government owned tools, equipment, parts or supplies will not be used to service or repair privately owned property. Privately owned vehicles will not be garaged, parked or stored in any MT facility. This paragraph does not apply to authorized hobby shops.

3606. MAINTENANCE RECORDS AND REPORTS

1. BMT will maintain Motor Vehicle Record Folders, NAVMC 696-SD (Rev 7-54), and preventive maintenance and repair records and forms in accordance with current edition of MCO P11240.106. Maintenance Branch will schedule maintenance of administrative use motor vehicles and will notify using units whenever scheduled PM is required.

2. BMT will schedule annual load testing, in conjunction with the annual safety inspection, insofar as possible. Vehicles and equipment shall not be operated if they have not passed a load test and/or annual condition test with the preceding 12 months.

3607. ADMINISTRATIVE USE MOTOR VEHICLE MISUSE OR ABUSE

1. Evidence of vehicle misuse or abuse which is not the result of reasonable or expected wear and tear, defective workmanship or failure to perform preventive maintenance will be investigated by the Unit MTO and a written report of such findings will be submitted to the commander of the using activity for a reply of the appropriate action taken. This report will then be forwarded to the BMT.

2. The most common causes of vehicle misuse or abuse are:

- a. Excessive speed.
- b. Use in unauthorized areas.
- c. Improper use of controls.

3608 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

- d. Racing or overloading engine prior to the engine having reached the normal operating temperature.
- e. Loading beyond rated capacity and improper placement of load.
- f. Lack of lubrication or use of improper lubricants.
- g. Failure to perform scheduled preventive maintenance inspections.
- h. Deferring maintenance.
- i. Inadequate driver training.
- j. Continued operation of a malfunctioning vehicle, which may result in serious damage.

3608. MAINTENANCE PERFORMED BY THE OPERATOR

1. The vehicle operator is the most important single factor in preventive maintenance. Driver's maintenance will be performed by operators and/or users of all MCB administrative use motor vehicles and tactical vehicles used in lieu thereof. Driver's maintenance is defined as the maintenance performed by the user or operator of the equipment in providing the proper care, use, operation, cleaning, preservation and such adjustments, minor repairs, testing and parts replacement as may be prescribed in current edition of MCO P11240.106 and pertinent technical publications. Drivers maintenance required to be performed by operators or users of administrative use motor vehicles carried on the property account of BMT is as outlined in paragraph 3406 of this Manual.

2. Whenever a vehicle is inspected by a BMT Inspector and it is found that the vehicle is not being properly maintained, it will be reported in writing to the CO or the OIC of the activity assigned the vehicle. If it is found that a vehicle is not in safe operating condition or that discrepancies have not been reported or noted by the using activity or that further operation of a vehicle will cause additional damage, the vehicle will be deadlined and retained by BMT until corrective action has been taken by the commander of the using activity and the BMTO.

3609. SAFETY PRECAUTIONS. The following safety precautions will be observed for shop operations.

a. Garages, shops and other enclosures used for vehicle maintenance and repair will be well ventilated as a precaution against exhaust gases from engines and space heaters. Doors, windows or exhaust systems in garages, shops and other enclosures will be utilized to remove exhaust gases.

b. Fuel carrying vehicles will be permitted only in specifically designated shops, and tanks of such vehicles must be purged. Fuel carrying vehicles will have a certification by the Fire Marshal that tanks are safe to put in the shop.

c. Garages, shops and parking areas will be thoroughly policed daily. Hazards which could result in personal injury or property damage will be eliminated.

3610. ON-SITE REPAIR ROAD SERVICE

1. BMT will provide on-site repair road service, during normal working hours (0730-1630 Monday through Friday), for administrative use vehicles and equipment by calling 451-5167 (mainline) or 450-6705 (MCAS).

2. This service is to be used primarily for breakdowns, in order to possibly forego the requirement for wrecker service.

3. Repairs will generally be limited to assistance as necessary, for broken down equipment to make it to the BMT Repair Shop under its own power.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 3

BASE MOTOR TRANSPORT DIVISION

SECTION 7: ADMINISTRATION, OPERATION AND MAINTENANCE OF MHE

3700. ADMINISTRATION

1. The BMTD is assigned the responsibility for the administration, operation and maintenance of all administrative use MHE carried on the property account of BMT, MCB. This responsibility includes the right to inspect MHE at the using unit activity.
2. The BMTD will continually review the quantities and types of MHE required to provide essential support for MCB activities, units of 2d MarDiv, 2d FSSG, MCAS, New River and all 2d MAW units based at MCAS, New River.

3701. MARKING AND PAINTING OF MHE AND RELATED ACCESSORIES AND MODIFICATIONS

1. Marking and painting of MHE will be in accordance with color chip contained in Federal Standard 595 and in accordance with instructions set forth in the current edition of MCO P11240.106.
2. MHE will be identified on each side using approximately 1 1/2" USMC letters followed by numerical registration number on the same line. Identification for the rear of the vehicle shall be the same as on the sides and so located as to be visible from the rear.
3. Safety markings will be affixed as outlined in the U.S. Navy Department Pamphlet "The Application of Color to Naval Shore Establishments" (Rev. 1953). In addition, MHE will have the load capacity, date tested, and the gross weight of the vehicle stenciled at a place on the vehicle that is visible at all times to the operator. These capacities will not be exceeded at any time.
4. No other symbols, markings, accessories or modifications are authorized nor will they be used in the operation of or identification of MHE assigned to MCB unless authorized by the BMTD.

3702 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

3702. INSPECTION OF MATERIALS HANDLING EQUIPMENT

1. After obtaining clearance from the commander of the using activity, the BMTO will cause the inspection of MHE while in operation at the using activity. Equipment will be stopped and inspected to determine the mechanical condition of the equipment and to check the operator's license and compliance with current operating and preventive maintenance instructions.
2. An inspection form noting all discrepancies found will be completed for each vehicle inspected. One copy of this form will be given to the operator for return to the supervisor and one copy will be forwarded by the BMTO to the CO or OIC of the activity utilizing such MHE.
3. Corrective action will be initiated by the using activity and a notation will be made on the inspection form indicating the action taken to correct noted discrepancies. All forms will be returned within 10 days after receipt to the BMTO.

3703. FUNDING RESPONSIBILITIES. The BMTO is responsible for funding for maintenance and operation of all administrative use materials handling equipment carried on the property account of MCB, Camp Lejeune, less those assigned to FMF units for in-garrison support. Such equipment will not be removed from confines of MCB, Camp Lejeune, and MCAS, New River without the approval of the CG, MCB, Camp Lejeune.

3704. RECORDS AND REPORTS

1. A trip ticket, DD Form 1970 (Motor Vehicle Utilization Record) will be used for the dispatching and recording of operational data on individual MHE and will be filled out daily in accordance with current instructions. Completed forms will be retained by using organizations for a period of 30 days, at which time they will be destroyed.
2. A record of all MHE dispatched will be maintained on NAVMC 10031 and retained for one year.
3. Automatic data processing vehicle utilization data reporting sheets will be completed and submitted to arrive at BMT by the third working day after each reporting period ends. Reports are

required at the end of each month. The utilization data reporting sheets are available through BMT.

4. All users of vehicles on sub-custody from MCB not under the immediate operational control of the BMTO will maintain the above forms in accordance with current Marine Corps directives.

3705. MHE OPERATING REGULATIONS

1. The operator of administrative use motor vehicles, including MHE, will comply with all traffic regulations set forth in current regulations.

2. Speed limits for administrative use MHE are established as follows:

Forklift	7 MPH
Tractor-trailer trains	7 MPH
Tractor w/transporter	40 MPH

3. Forklifts and tractor-trailer trains will slow down at all cross aisles and other passageways. When entering or leaving warehouses, etc., the operator will come to a complete stop at entrance, sound horn and proceed only when the way is clear. These vehicles will be operated in a safe and prudent manner at all times.

4. Forklift trucks, straddle trucks, or industrial tractors will be operated only by duly authorized operators who are specifically licensed for each particular type of vehicle.

5. MHE will never be used for personal transportation. No workman other than the operator will ride on any industrial MHE unless a permanent seat is provided.

6. The operator is responsible for all cargo being moved and will inspect and secure all questionable loads and refuse to transport unsafe or unlawful loads unless ordered in writing to do otherwise by a CO or civilian supervisor.

7. No forklift truck or other MHE will be equipped with a steering knob or extension to gear shifting levers.

8. All MHE will be free of cabs, windshields, enclosures, canopies and any other device other than original equipment design which may constitute a safety hazard by obstructing vision. When equipment has an overhead safety guard, it will be free of any material that may obstruct vision. Specific exceptions in the interest of safety may be made only by the MTO, MCB, Camp Lejeune.

9. Operators will not attempt to fix or adjust any mechanical part of any MHE. Operators will only perform drivers maintenance.

10. Operators will never leave MHE unattended while the motor is running.

11. Operators of MHE will always face in the direction of travel. All loads will be carried in such a manner that the operator's vision is unobstructed in direction of travel.

12. Forklift trucks transporting cargo up ramps or other grades will be operated with the load upgrade; carrying cargo downgrade will be done by packing downgrade with the load upgrade. All loads being transported will be carried with channel tipped back.

13. Whenever forklifts are not in operation, the forks will be lowered and rested flat on the floor.

14. Forklifts will never be used for pushing and towing other vehicles.

3706. OPERATIONS

1. Pooling of MHE. CO's or OIC's of activities which have administrative use MHE on a permanent or semi-permanent assignment will ensure the most efficient dispatching and economical utilization of such equipment.

2. Equipment Control. All MHE assigned to MCB activities, MCAS, New River and on custody to units of the 2d MarDiv, 2d FSSG, MAG-26 and MAG-29 will be made available upon request to the BMTD or designated representative, when required to accomplish an assigned mission.

3707. REQUESTS FOR MHE. Requests for permanent assignment of MHE will be submitted to the BMTD with complete justification for each assignment.

3708. REQUESTS FOR SERVICE AND REPAIR OF MHE. All MHE requiring repairs will be reported to or delivered to BMTD MHE repair section, Bldg 1502, telephone 451-5167. In the event repairs are of a minor nature, as determined by BMT, on-site road service may be performed. Prior to any vehicles being delivered to the repair facility, as a result of breakdown, the road-call mechanic will be dispatched to determine if repairs are to be performed on-site.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION.	4000	4-5
FUNCTIONS.	4001	4-5
TRANSPORTATION AGENTS.	4002	4-5
DUTIES	4003	4-5
HAZARDOUS WASTE.	4004	4-7

SECTION 1: PERSONAL PROPERTY BRANCH

MISSION.	4100	4-9
FUNCTIONS.	4101	4-9
RESPONSIBILITIES	4102	4-9
PROCEDURES	4103	4-14
UNCLAIMED/UNIDENTIFIED PERSONAL EFFECTS.	4104	4-19
NOTIFICATION OF STORAGE EXPIRATION LETTER	4105	4-19
RECORDS.	4106	4-19

SECTION 2: PASSENGER BRANCH

MISSION.	4200	4-21
FUNCTIONS.	4201	4-21
APPLICABILITY.	4202	4-21

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
CATEGORIES OF AIR TRAVEL.	4203	4-23
DOMESTIC SECTION.	4204	4-24
INTERNATIONAL SECTION	4205	4-24
PERSONNEL MOVEMENT PROCEDURES	4206	4-26
TRANSPORTATION OF PRIVATELY OWNED WEAPONS AND AMMUNITION BY AMC AIRCRAFT.	4207	4-29
COMMERCIAL TRANSPORTATION FACILITIES. . .	4208	4-29
COST ESTIMATES.	4209	4-30
TRAINING.	4210	4-30
RECORDS	4211	4-30

SECTION 3: SHIPMENT CONTROL BRANCH

MISSION	4300	4-39
FUNCTIONS	4301	4-39
REQUIREMENTS.	4302	4-39
ASSIGNMENT OF TRANSPORTATION CONTROL NUMBERS AND PRIORITIES.	4303	4-39
CLASSIFICATION.	4304	4-40
RATES	4305	4-40
ROUTING	4306	4-40
TRANSPORTATION COST DATA.	4307	4-40
OVERAGES, SHORTAGES, DAMAGES, FREIGHT CLAIMS.	4308	4-41

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
RECORDS	4309	4-41

SECTION 4: MATERIAL HEAVY LIFT BRANCH

MISSION	4400	4-43
FUNCTIONS	4401	4-43
SHIPPING.	4402	4-43

SECTION 5: MATERIAL RECEIVING AND DISTRIBUTION BRANCH

MISSION	4500	4-47
HOURS OF OPERATION.	4501	4-47
FUNCTIONS	4502	4-47
RELEASE OF SHIPMENTS.	4503	4-49
UNITS RESPONSIBILITY.	4504	4-49
SECURITY HANDLING	4505	4-49
RECORDS	4506	4-49

SECTION 6: PERSONAL EFFECTS AND BAGGAGE CENTER

MISSION	4600	4-51
FUNCTIONS	4601	4-51
TURN IN REQUIREMENTS.	4602	4-51
NOTIFICATION OF ON HAND PERSONAL EFFECTS.	4603	4-52
DISPOSITION	4604	4-52

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
ACCOUNTABILITY.	4605	4-53
RECORDS	4606	4-53

SECTION 7: DEPLOYMENT SUPPORT

MISSION	4700	4-57
FUNCTIONS	4701	4-57
PROCEDURES.	4702	4-57
RECORDS	4703	4-61

FIGURE

4-1 PORT CALL REQUEST PROCEDURES.	4-31
4-2 PORT CALL REQUEST PREPARATION	4-33
4-3 UA LETTER FORMAT.	
4-4 DECEASED/MISSING LETTER FORMAT.	4-55
4-5 UNCLAIMED PERSONAL EFFECTS LETTER FORMAT.	4-56
4-6 LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (MARINES RESIDING OFF BASE).	4-62
4-7 LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (MARINES RESIDING IN BARRACKS.	4-64
4-8 ITEMS NOT AUTHORIZED FOR DEPLOYMENT STORAGE.	4-66
4-9 AGENTS LETTER OF AUTHORIZATION TO DEAL WITH DEPLOYMENT STORAGE	4-68

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

MISSION AND FUNCTIONS

4000. MISSION. Traffic Management Division is responsible for movement of materiel, equipment, and personnel via commercial transportation, Military Sealift Command, and Air Mobility Command. For receipt, shipment, and storage of personal property/mobile homes within this command's assigned area of responsibility, processing of claims for loss or damage to personal property (incident to the shipment/storage) at Government expense, storage of personal effects for personnel deployed in excess of 90 days and transportation services of all hazardous waste on and away from the Camp Lejeune complex. Manage and operate the Marine Corps Personal Effects and Baggage Center for the East Coast.

4001. FUNCTIONS. Traffic Management Officer (TMO) is a member of the special staff of the commander of the activity to which assigned. The commercial traffic management functions of transportation officers in connection with traffic moving between points within CONUS and overseas are under the technical supervision of the Commandant of the Marine Corps (LFT) and Commander, Military Traffic Management Command (MTMC). The chain of command for the TMO is the Assistant Chief of Staff, Logistics.

4002. TRANSPORTATION AGENTS. Appointed by the Commander of this activity to assist the Transportation Officer. Transportation Officers will be responsible for actions of their transportation agents. In the performance of assigned duties, transportation agents will review and sign transportation documents as authorized by the TMO.

4003. DUTIES

1. Liaison with Local Carriers. Official liaison with all carriers serving the activity for local arrangements necessary

for the movement of property, materiel, equipment and persons by commercial carriers.

2. Custody and Shipments. Custody and centralized control over all outbound shipments from time released to the transportation officer, for arrangement of transportation, until accepted by carrier; and all inbound shipments from time delivered by carrier until receipted for by consignee or "Marked for Addressee" as appropriate.

3. Bills of Lading. Custody of, accounting for, issuing and converting of Government Bills of Lading.

4. Transportation Control and Movement Document (TCMD). Preparation and transmission of TCMD for all shipments from this activity when required by MILSTAMP, (DoD Regulation 4500.32-R).

5. Routing/Expediting. Routing, tracing, expediting, consolidating, diverting, and obtaining shipping releases in accordance with applicable directives.

6. Transportation Requests and Meal Tickets. Custody of, accounting for, and issuing of transportation requests and meal tickets.

7. Travel Service. Provides travel information and obtains passenger accommodation for persons traveling on official business via commercial carrier.

8. Packing, Crating, Marking. Provides technical advice for assuring conformity with packing, crating, marking, stowage, dimensional clearance, and reweigh limitation of shipments with requirements of carrier to be used.

9. Loading and Unloading. Technical supervision of loading, unloading and cleaning of carrier equipment and prompt release of equipment to avoid demurrage and detention charges.

10. Schedules, Services, and Charges. Maintaining familiarity with schedules, services, facilities, rates, fares, charges, and traffic agreements with commercial carriers. Inadequacies will be reported through channels to Commander, MTMC.

11. Demurrage Records. Maintenance of demurrage records and checking of demurrage accounts.

12. Transportation Discrepancies in Shipments. Preparation and distribution of SF 361 (Discrepancy in Shipment Report DISREP) and other actions in connection with reporting, resolving and prevention of overage, shortage, damaged, lost or astray military freight.

13. Reports. Preparing and forwarding transportation reports and information required by higher authority.

4004. HAZARDOUS WASTE

1. Mission. Traffic Management Division responsibilities are to provide guidance, procedures, record keeping and transportation services for transporting hazardous waste on public highways in accordance with 49 CFR and BO 6240.5A.

2. Functions

a. Prepare manifest for transporting.

b. Provide properly equipped vehicles and trained operators for movement from generator sites to hazardous waste storage facility (Bldg THP-451).

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 1: PERSONAL PROPERTY BRANCH

4100. MISSION. Personal Property Branch is responsible for shipment and storage of personal property/mobile homes both inbound and outbound for all service members and DoD employees within the Marine Corps Base, Camp Lejeune Complex area to include any pick-up or delivery within the seven county (Jones, Onslow, Pender, Duplin, New Hanover, Brunswick and Columbus) area of responsibility in accordance with current regulations.

4101. FUNCTIONS. Following sections within Personal Property Branch comprise functional elements to perform overall mission.

1. Outbound Booking.
2. Interviewing.
3. Non-Temporary Storage.
4. Do-It-Yourself (DITY).
5. Receiving (Inbound shipments).
6. Local Moves.
7. Claims.
8. Quality Assurance.
9. Deployment Support (See chapter 8).

Procedures of above sections are described in paragraph 4102 below.

4102. RESPONSIBILITIES

1. Personal Property Branch is responsible for:

a. Counseling the member on entitlement and responsibilities relating to movement and storage of personal property.

b. Recommending to member that unnecessary items of personal property be disposed of prior to the move.

c. Accepting and promptly processing all applications for shipment.

d. Establishing reasonable Required Delivery Dates (RDD's) based upon member's requirements and other governing factors.

e. Providing member with information that will facilitate contact with responsible destination Installation Transportation Officer (ITO).

f. Assuring member is informed about claims coverage and action(s) to be taken when loss or damage occurs.

g. Assuring member is aware of released valuation prescribed for their shipment, and of possible added costs to member if higher valuation is desired. In addition, member will be advised regarding availability of insurance coverage.

h. Inspecting each carrier's local facilities and equipment at least every six months or more often depending on ITO's desires and capability. Inspection will include checking for lost, damaged, or astray personal property shipments. Carriers/agents will be encouraged to report the existence of these type shipments expeditiously to ITO.

i. Preparing and distributing Government Bills of Lading (GBL's) as required.

j. Coordinating with procurement authorities on negotiation and administration of packing and crating contracts.

k. Immediately informing local installation law enforcement agency of information regarding loss of firearms and/or ammunition from shipments and/or storage of personal property.

l. In the event that property is subjected to loss or damage as a result of fire, flood, disaster, or other similar type of occurrence while in control of carrier or Direct Procurement

Method (DPM) contractor, ITO having responsibility for the area in which loss or damage occurs will immediately investigate to insure that:

(1) Necessary steps are being taken to ensure that no further loss or damage occurs.

(2) All shipments subjected to loss or damage are accounted for.

(3) Actual damage is determined.

(4) Origin and/or destination ITO(s) is/are notified.

(5) Members whose property has been affected are notified of incident as well as extent of loss and/or damage.

(6) MTMC is notified in accordance with Appendix A paragraph 33 of DoD 4500.34R (Personal Property Traffic Management Regulation).

m. Effective counseling in claims filing procedures to include a review of "It's Your Claim" handbook.

n. Providing all forms necessary to complete claims with instructions for filling out forms and when necessary, completes form for claimant.

o. Arranging with claimant to have personal property inspected or re-inspected when further clarification becomes necessary to substantiate claim.

p. Reviewing with claimant all documents or papers held related to claim for accuracy and completeness.

q. Processing claim to be forwarded to proper adjudicating authority and monitoring claim until adjudication is completed.

r. Accepting or rejecting carrier Letters of Intent.

s. Determining the qualifications of carrier's agent.

t. Inspecting personal property and mobile home shipments.

u. Evaluating and rating each shipment.

4102 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

v. Establishing and maintaining a performance file for each carrier.

w. Taking appropriate action to warn, suspend and/or recommend carrier disqualification.

2. The member or designated agent is responsible for:

a. After receipt of orders or alert notice, contact TMO for an appointment at least two weeks prior to requested pick-up date. In case of an emergency contact TMO immediately. In addition, member is responsible for immediately notifying TMO of any changes in orders or other information affecting their shipment(s), to include, if available, the name and telephone contact of their sponsor so that they can be typed on the "Application for Shipment and/or Storage" (DD Form 1299) which will be mailed to the destination transportation officer with a copy of the GBL.

b. Verifying accuracy of all items listed on the DD Form 619 (Statement of Accessorial Services Performed) before signing or initialing.

c. Contacting the responsible destination TMO immediately upon arrival and providing a contact address and telephone number.

d. Furnishing delivery carrier with a signed statement when unpacking and/or debris removal is waived at destination.

e. Retaining copies of all current transportation and storage documents.

f. Making arrangements for acceptance of property at destination, as soon as possible, to preclude unnecessary storage in transit.

g. Being present during pickup and/or delivery of property, if possible, or assuring that designated agent is present.

h. Ensuring RDD specified is realistic with respect to anticipated requirements and items of personal property are ready

for shipment in sufficient time to allow for transit. In the case of POV's, have vehicle at origin port in advance of anticipated shipping schedule.

i. Ensuring mobile home is road worthy and ready for movement prior to pickup date.

j. Ensuring origin TMO is advised of any actions which would affect member's entitlement to ship or continued storage of their property.

k. Immediately notifying local installation law enforcement agency when member becomes aware of the loss of a firearm and/or ammunition from shipment and/or storage lot of personal property.

l. When privately-owned firearm (POF) is involved, ensure that laws and ordinances which govern possession or ownership of firearms in states or territories through which member will travel or in which member will be assigned or reassigned are complied with. Member is also responsible for obtaining necessary authorization outlined by Department of the Treasury ATF Publications 5300.5 and by foreign and domestic Governmental agencies for possession of firearms.

m. Upon reporting aboard, all personnel who have made personal property shipment to Camp Lejeune area are required to immediately contact the Personal Property Branch, Traffic Management Division, Marine Corps Base (phone 451-2377) and furnish disposition and/or delivery instructions. Deliveries will not be accomplished on Saturdays, Sundays, or holidays unless authorized by the Traffic Management Officer.

n. Notify ITO when damage or loss (including missing articles) is found upon delivery of personal property shipment.

o. When filing a claim for loss and/or damage, following documents shall be furnished to Claims Investigating Officer:

(1) Two complete sets of orders.

(2) One copy of DD Form 1299 (Application for Shipment and Storage of Household Goods).

(3) One copy of Government Bill of Lading.

4103 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

(4) One complete inventory.

(5) One copy of DD Form 1840/1840R (Notice of Loss and/or Damage) when exceptions are taken at time of delivery.

(6) One legible estimate for repair and replacement costs.

(7) Evidence that claim has been filed against claimant's private insurer when applicable.

4103. PROCEDURES

1. Outbound Booking. Arrangements for outbound shipments may be completed upon presentation of:

a. Competent orders.

b. Travel Certificates/Separation Without Orders.

c. Statement/Certificates of Intent to Issue Orders. This document is for use by Marines requesting shipment of household goods prior to receipt of PCS orders in conjunction with provisions of JFTR, paragraph U5330-G.

Statements/Certificates of this nature are authorized by the Secretary of the Service concerned, (CMC, BUPERS, etc.). Each shipment effected under this authority will be supported by member's signed written agreement referred to in JFTR, paragraph U-5330-G.

d. DD Form 1300 (Report of Casualty). This form may be used by dependent, next of kin, or legal heir, as the case may be, to support a request for shipment of household goods of military members who are officially reported as:

(1) Deceased.

(2) Injured or ill (only when the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital).

(3) Absent for a period of more than 29 days in a missing status.

2. Interviewing. Interviewer will provide member with a copy of the booklet "It's Your Move." This booklet has all necessary information a member will need in order to prepare for a personal property shipment. Interviewer will inform member of various entitlements and explain same upon review of orders. Member will also be informed of responsibility the carrier, handling the shipment, has to member and Government. Additionally explained is member's responsibility to carrier and Government in order to ensure a good move. A transit time of 25 days should be expected for shipments to West Coast. For shipments to Okinawa or Iwakuni, Japan, 90 days transit period should be expected for surface shipment. A 45 day period should be expected for parcel post shipments (limit of 70 lbs per shipment). The basic orders are primary documents to support applications for shipment. Normally, seven complete sets of orders are sufficient for each shipment, to include all endorsements.

3. Non-Temporary Storage. The basic authority for non-temporary storage of household goods is prescribed for in JFTR, paragraph U5380.

a. Non-temporary storage will be at approved commercial storage facility nearest to place where household goods are located on date of issuance of member's orders.

b. Entitlement to non-temporary storage is premised on members status as outlined in JFTR, paragraphs U4670 and U5380-L.

c. Non-temporary storage as an alternative to shipment: Members desiring non-temporary storage of household goods as an alternative to shipment, under provisions of JFTR, paragraph U5380-C will submit request to Commandant of the Marine Corps (Code LFT-4) via their commanding officer and Traffic Management Officer, TMD, MCB. Member will indicate in request reason(s) why non-temporary storage in lieu of shipment is being requested and include a copy of PCS orders. TMO will endorse request by indicating whether such storage is not considered to be in best interest of Government. Such endorsement will also include information to differential between overall cost of transportation to authorized point of destination and overall cost of non-temporary storage.

4. Do-It-Yourself Moves. The Do-It-Yourself Moving Program (DITY) is an incentive program where the member can save the Government money by packing, loading, and transporting personal property. Savings are passed on to member. Program was developed for two-fold purpose of increasing options available to personal property shipping offices for movement of personal property and provide transportation services best suited to the individual needs of the member. Do-It-Yourself Moving Program is on a voluntary basis and not intended to eliminate member's option to select one authorized method over another. Detailed information concerning DITY method is contained in MCO P4600.7C.

5. Local Moves. Local moves are authorized at Government expense providing they fall within the entitlement specified in JFTR, paragraph U5355-C which are as follows:

a. Upon assignment to Government quarters by proper authority.

b. When required to vacate Government quarters by proper authority.

c. When involuntarily reassigned to different Government quarters by proper authority.

d. Intra-City. From one area to another within same city, town, or metropolitan areas, in connection with permanent change of station orders, providing the authority designated by the service concerned issues a statement that local move of household goods was necessary as a direct result of permanent change of station orders, or upon death of owner, or as authorized in JFTR paragraphs U5360-F, U5355-D2 and U5380-G2b.

6. Quality Assurance

a. Agent's facility is inspected and approved in accordance with guidelines set forth in DoD 4500.34R, (minimum semiannual), prior to acceptance of Carrier's Letter of Intent (LOI) requesting to participate in Domestic and/or International transportation of DoD Personal Property traffic.

b. Inspections are scheduled on a daily basis for all type shipments, local moves, storage (Temporary and Non-Temporary) and

claims inspections, to determine carrier or contractor compliance with Tender of Service, tariff or rate tenders, and/or contractual terms.

c. Local installation law enforcement agencies are informed immediately when claims or other information reflect the loss of firearms from shipments and/or storage lots of personal property.

d. Each mobile home shipment is inspected.

e. Carrier's performance files are maintained in accordance with DoD 4500.34R. Files contain or make cross reference to:

(1) Carrier's Letter of Intent with enclosures.

(2) Record of initial and subsequent inspections of Carrier's facilities and equipment (DD Form 1811 Pre-award Survey of Contractor's/Carrier's Facilities and Equipment and DD Form 1812 Warehouse Inspection Report).

(3) Copy of acceptance of Carrier's Letter of Intent.

(4) Copies of DD Form 1780-R (Shipment Evaluation and Inspection Records) of shipments moved by carrier.

(5) Records of investigations of complaints made against carrier.

(6) Copies of DD Form 2497 (Carrier Evaluation Work Sheet/Report).

(7) Copies of DD Form 1671 (Reweigh of Personal Property).

(8) Copies of DD Form 1814 (Suspension/Warning Letter) sent to carrier and carrier's reply.

(9) Copy of each communication about carrier's performance, and other data relating to carrier's performance. File contains only current records (only the two immediately preceding six month periods). Older records are disposed of in accordance with record disposition regulations of military services. Necessary exceptions to the foregoing are: initial

inspection of carrier's facilities (DD Form 1811) and Carrier's Letter of Intent with ITO acceptance, will be retained as long as carrier/agent is qualified and continues to participate in DoD Personal Property Program.

f. Reviews each carrier's performance at least once every six months. For International Through Government Bill of Lading (ITGBL) Carrier's, semiannual evaluation is conducted near end of each rate cycle (e.g., March and September) and for domestic Through Government Bill of Lading (TGBL) Carrier's at end of each performance period, (i.e., April and October). Documents contained in carrier's current active performance file are used as basis for evaluation. Domestic Codes 1 and 2 shipments are evaluated in accordance with Total Quality Assurance Program (TQAP) instructions. Copy of the evaluation, DD Form 2497 is forwarded to carrier's home office and maintained in Carrier's performance file. Carriers will be awarded tonnage based on above evaluation, for subsequent cycles in accordance with DoD 4500.34R and TQAP instructions.

g. Maintains a GBL public file for review by Carriers, provided quarterly by MTMC.

h. Completes the DD Form 1840R (Notice of Loss and/or Damage) received from the member and submits to the responsible carrier within 24 hours in accordance with DoD 4500.34R.

7. Claims Counselors

a. When a member has damaged or missing personal property in his/her shipment they must call the Personal Property Branch, Claims Section at 451-2377 for an appointment or assistance. When member comes in for appointment, must have all documents pertaining to shipment, i.e., DD 1299, competent orders which authorized shipment, inventory and repair/replacement estimates. After Claims Investigating Officer (CIO) has reviewed claim, it will be forwarded to proper adjudicating authority.

b. Claims Processing Time. Time required by adjudicating authority to process claim varies with time of year claim is filed. Claims are normally settled within three to five weeks

when submitted properly. Claimants who desire to check on status of claim should make request through Claims Section personnel or CIO.

c. Appeals. Claimants desiring to appeal amount of claim settlement received may do so by making appeal in writing to proper adjudicating authority within six months from the date of settlement. Appeals should be factual and business like. State specific disagreement with settlement and, if possible, include information or evidence to support argument. Cashing claim settlement check is permissible and will not compromise claimants right to appeal.

4104. UNCLAIMED/UNIDENTIFIED PERSONAL EFFECTS & BAGGAGE.

Personal effects and baggage separated from owners who are members of units within Camp Lejeune/MCAS complex remain the responsibility of the unit commander and will be processed in accordance with MCO P4050.38B.

4105. NOTIFICATION OF STORAGE EXPIRATION LETTER. Prior to expiration of first 90 days of storage a letter is forwarded to member or next of kin (NOK) advising that if they are unable to receipt their property, they must come to this office and sign a storage extension request. Fifteen days prior to expiration of second 90 days of storage, letter is forwarded to member or NOK advising them that if property is not receipted for, it will be placed in commercial storage at owner's expense. Storage in excess of 90 days can only be authorized by TMO (up to 360 days) or headquarters of the services concerned (in excess of 360 days). Personnel with extenuating circumstances must request additional storage in writing prior to expiration of previous entitlement. Members who are requesting storage in excess of 90 days should contact Personal Property Branch for further instructions.

4106. RECORDS. Records for all transactions will be retained for a period of four years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 2: PASSENGER BRANCH

4200. MISSION. Passenger Branch is charged with responsibility to provide total passenger transportation service to Marine Corps and Naval activities in and around Camp Lejeune/MCAS complex, by least costly means available and to issue transportation documents and itineraries of travel in accordance with current DoD and Marine Corps regulations.

4201. FUNCTIONS

1. Administer and provide necessary traffic management to comply with and enforce policies and procedures pertaining to travel and transportation in accordance with statutes, decisions and requirements of the Comptroller General of the United States, Department of Defense, Marine Corps, and other service's directives.

2. Evaluate traffic requirements of each movement, determines mode of transportation required, uses various discount fares where available and issues all necessary transportation documents and itineraries.

3. Process and confirm port call requests with Air Mobility Command (AMC) utilizing Passenger Reservation and Manifest System (PRAMS) on line electronically with Scott AFB, IL.

4202. APPLICABILITY. These procedures apply to movement of individuals and groups of Marine Corps and Naval personnel, DoD civilian employees, and dependents traveling incident to official orders or travel authorizations including, but not limited to permanent change of station, temporary duty, separation and retirement, and travel to home of selection for dependents of deceased members.

1. Routing. Routing and mode of travel to be used will be as specified in orders. When orders do not contain this information, travel will be determined by domestic section through commercial transportation guides, cooperation and liaison

with local representatives and desires of traveler. Routings involving excess cost will not be used. After tickets have been issued, traveler may make arrangements with Commercial Ticket Office (CTO) and pay any excess costs for personal convenience. These costs are not reimbursable from the Government.

2. Counseling. For all modes of transportation, travelers who pick up their transportation documents from the passenger offices are counseled on flight numbers, plane changes, meals on board, ticket usage and routings.

3. Separation/Release from Active Duty Travel. Personnel being released from active duty will provide a copy of NAVMC 11060 (Separation Travel Allowance Election Certificate), or appropriate orders with request for travel.

4. Dependent Travel. When member requests dependent transportation within CONUS on PCS orders, he must submit original orders, original of completed DD Form 884 (Request for Transportation of Dependents). NOTE: If dependents are listed by name on members original orders DD Form 884 is not required.

5. Group Movements. Group movement requests must be provided in writing and submitted to Passenger Branch at least 15 days in advance of departure date for routing and preparation of travel documents, including meal tickets and itineraries of travel.

6. Special Movements. For movements requested by various commands to enplaning, embarkation/deployment areas, Passenger Branch ensures sufficient buses are available to complete moves in a given time frame.

7. Other than Honorable Discharges. For personnel being discharged under other than honorable conditions, Passenger Branch will arrange for bus transportation to home of record or place of entry, upon presentation of MCB Form 4650 (Request for Transportation in Kind) or NAVMC 11060.

8. Stragglers. For personnel without funds to return to their permanent duty station, Passenger Branch will issue transportation documents, itineraries of travel, and meal tickets if requested, to individual upon presentation of valid leave papers and straggler orders issued by competent authority. When such transportation is requested and issued, a DD Form 139 (Pay Adjustment Authorization) will be forwarded to the appropriate finance center for checkage of individual's pay account.

9. Appellate Leave. A member who is placed on leave involuntarily while awaiting completion of appellate review of his/her court martial sentence to a punitive discharge or dismissal from the service may be provided transportation in kind to member's home of record or place from which ordered to active duty.

10. Unused Airline Tickets. Unused airline tickets or transportation credits are turned in to Passenger Branch, where they will be receipted for on member's original orders.

11. Unused Bus Tickets. Traveler must turn in unused tickets to the Passenger Branch, where they will be receipted for on member's original orders.

12. Lost Tickets. For lost tickets, traveler must provide a written statement to the Passenger Branch explaining how the loss occurred. For airline tickets, a Lost Ticket Report must also be filed by traveler with carrier or issuing CTO.

13. Billing. For all transportation furnished under Marine Corps funding Passenger Branch audits monthly bill from CTO for transportation charged as required by TMO/CTO contracts.

4203. CATEGORIES/CLASSES OF AIR TRAVEL

1. AMC Category B. Movement of passengers in plane load lots on commercial flights chartered by AMC on a one-way or round-trip basis. Procurement made at AMC negotiated uniform rates; performance under AMC contract. Flights operate between military and/or commercial airports. Passengers are booked by AMC passenger booking activities; passengers use TRAVELOPE's as travel authorizations. Services are billed at ASIF tariff rates.

2. AMC Category M. Movement of passengers on military passenger or cargo/passenger configured aircraft. Flights normally operate between military air terminals. Passengers are booked by AMC passenger booking activities; passengers use TRAVELOPE's as travel authorizations. Services billed at ASIF tariff rates.

3. Category Z. Movement of passengers on U.S. flag carriers regularly scheduled commercial flight (economy class) performed under carrier's filed Category Z tariff rates. Passengers use SF

4204 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

1169 (Government Transportation Requests (GTR's)) as travel authorizations. Services pay Category Z fares to the carriers.

4. Y Class. Movement of passengers (individuals or groups) on U.S. flag carrier's regularly scheduled commercial flights - Economy Class. Normal standard fare applies, but could also be a discount fare available to the general public. Procurement made by military agencies or by AMC passenger booking activities upon request. Passengers use GTR's as travel authorizations. Services pay full travel cost to the carrier.

5. YM Class (Military Furlough Fares). This fare is to be used only by active duty personnel and their bona fide dependents when on leave. It will never be used by military personnel to perform official travel at government expense.

4204. DOMESTIC SECTION

1. Requirements

a. Upon receipt of official orders (PCS or TDY), original orders and one copy must be presented to the main Passenger Branch, Bldg # 233, or satellite offices located at AS200 MCAS New River, TC754 Camp Geiger and M130 at Camp Johnson.

b. To ensure confirmed reservations CTO should be called and desired reservations made at least 15 days prior to travel date for all air travel. This will enable Passenger Branch to obtain discount fares where available.

c. Bus transportation will be arranged for member upon presentation of his/her orders.

4205. INTERNATIONAL SECTION

1. Requirements. Procedures contained herein direct all pre-travel requirements, such as obtaining "No-Fee" passports, visas, immunizations and area clearances be complete, a port call obtained and travel documents issued, prior to detachment. Marines shall not be detached prior to receipt of a port call confirmation and transportation documents. Travel orders and

endorsements shall direct personnel to report for overseas transportation in accordance with information and instructions contained in reply to port call request.

2. Responsibility of Passenger Control Point (PCP). Upon receipt of a confirmed port call from PRC at Scott AFB, PCP will forward a printout (figure 4-1) of confirmation to order writing activities concerned and will include all data necessary to prepare orders to detach individual. Upon presentation of orders and detaching endorsements, PCP will issue travel documents in accordance with current directives and include the original Airport of Embarkation (APOE), destination Airport of Debarkation (APOD), time and date of reporting to AMC terminal for enplaning, flight number and other information as required. PCP will provide an endorsement to member's original orders which will state origin and destination of travel and travel date. PCP will advise travelers of assistance available from Passenger Branch or CTO to assist in reporting to the APOE.

3. Submission of Port Call Request. Immediately upon receipt of orders or transferring directive to overseas destinations, port call request must be submitted by order writing activity. This applies to TDY travel as well as PCS. For PCS travel, 90 days prior to departure month is considered timely. For TDY travel, submit request upon receipt notification of pending overseas travel. (figures 4-1 and 4-2).

4. Responsibility of Detaching Activity. Upon receipt of confirmation of port call printout, the detaching activity completes detaching endorsement to original orders which will include:

- (1) Name and location of departure terminal.
- (2) Time and date passenger must report to departure terminal.
- (3) Airline counter, name of carrier and flight number.
- (4) Air Movement Designator (AMD) assigned by PCP if travel via AMC.
- (5) CIC, Customer Identification Code.
- (6) Destination terminal.

(7) Detachment date.

(8) Control Number.

5. Submit four complete sets of orders to passenger transportation at least five working days prior to detachment. If orders are not received five working days prior to flight date port call will be cancelled by PCP.

6. Single Passenger Reservations Systems (SPRS). Policies and procedures for obtaining passenger reservations for DoD international travel are contained in MCO P4630.11. Passenger Branch is a designated PCP which has direct liaison with PRC at Scott AFB, IL utilizing Passenger Reservation and Manifest System (PRAMS) and has authority to request seat reservations directly from AMC. All requests for PCS and TDY travel must be submitted by order writing activities of various commands at Camp Lejeune and MCAS New River.

7. Mode of Travel. For overseas travel, primary mode is via AMC airlift. Secondary mode is commercial air.

8. Cancellation or Modification of Port Call. Upon receipt of cancellation/modification of a transfer directive, notify PCP immediately of any action required. Cancellations must be submitted to reach Passenger Transportation Office at least 48 hours prior to flight time to avoid passenger being reported as a "NO-SHOW," which is reported to HQMC. Records are maintained of all modifications to port call requests.

9. Dependent Travel Overseas. For command sponsored dependent travel overseas, DD Form 884 must accompany port call request. If area clearance is required, it will be provided to the passenger office prior to issuance of travel documents.

4206. PERSONNEL MOVEMENT PROCEDURES

1. Check In. Marine Corps sponsored travelers must "Check In" with AMC counter at appropriate air terminal at prescribed show time with following items:

a. Original orders or certified true copies.

b. Identification Card and Tags.

- c. Immunization Record.
- d. Passport and Visa, if required.
- e. Travel documents with transportation endorsement as provided by the PCP.
- f. Additional documents as may be required.
- g. Baggage.

2. Baggage Allowance. Free baggage allowance for personnel traveling overseas on PCS/TAD orders, without regard to grade or rate, has been established at 140 pounds. If order writing or delivering activity determines an additional baggage allowance is necessary and justified for overseas travel, it may be granted. The authority for additional baggage allowance must be shown in member's orders. Dependents will not be authorized additional baggage allowance.

3. Appearance and Conduct. Detaching commands are responsible for briefing travelers as follows:

a. Passengers are authorized to travel in proper civilian attire on all Category B missions and scheduled commercial air flights. Prescribed military uniform will be worn on all other AMC flights.

a. Passengers are authorized to travel in proper civilian attire on all Category B missions and scheduled commercial air flights. Prescribed military uniform will be worn on all other AMC flights.

b. Personnel who are unruly, drunk, under the influence of drugs or may create a hazard to the safety of the aircraft, will not be permitted to board aircraft.

c. Military personnel failing to meet prescribed standards of appearance and conduct will be removed from flight. In case of a difference of opinion in a particular case as to what constitutes acceptable appearance or conduct, the decision of the Marine Transportation Officer or his designated representative will prevail within Marine Corps channels.

4. Customs Inspections. Personnel departing CONUS for overseas via AMC aircraft will undergo customs inspections at passenger terminal prior to boarding aircraft.

a. To preclude inconvenience and possible criminal charges against travelers, commanding officers will instruct personnel in provisions of DoD 5030.49R pertaining to customs requirements.

b. Personnel may not transport drugs unless authorized in writing.

c. All gifts and parcels will be opened and inspected by customs officials.

d. Privately owned firearms and ammunition may be transported aboard AMC aircraft in accordance with DoD 5030.49R.

e. Additional information concerning customs regulations may be obtained from Customs and Immigration Sections at APOE.

5. Emergency Leave Personnel. Active duty personnel in receipt of emergency leave orders are entitled to priority "1" movement by AMC or organic military aircraft. Port call request will be submitted to PCP by command issuing emergency leave orders and traveler will be issued a TRAVELOPE prior to departure from Camp Lejeune, NC. Emergency leave personnel will report to APOE with orders, travel document, ID card and Immunization Record.

a. Eligibility. Following personnel are eligible to use space available travel:

(1) Dependents of active duty military personnel and DoD civilian employees returning overseas in connection with a verified emergency (must provide letter of approval from Commanding Officer).

(2) Active duty military personnel on annual leave.

(3) Retired military personnel.

(4) Students and acquired dependents.

(5) Other personnel as authorized by Commandant of the Marine Corps.

b. Reporting. Personnel desiring and eligible for appropriate space available travel should report to the space available AMC travel section. Space available travel from CONUS is monitored and controlled by AMC.

c. Required Documents. Following documents must be in possession of traveler when reporting to AMC terminal.

- (1) Orders authorizing travel or leave papers.
- (2) Identification Card and Tags.
- (3) Immunization Record.
- (4) Valid Passport/Visa (if required).

7. En Route Stops. Passengers are not allowed to terminate travel at any en route point. All passengers must continue on assigned flight to destination to which they were port called.

4207. TRANSPORTATION OF PRIVATELY OWNED WEAPONS AND AMMUNITION BY AMC AIRCRAFT. DoD 5030.49R provides guidance on purchase and transportation of weapons and ammunition by DoD personnel. Because of restrictions on importation of weapons and ammunition imposed by each country, personnel desiring to transport weapons and/or ammunition into a foreign country should contact the Passenger Transportation Branch (451-1971/2714).

4208. COMMERCIAL TRANSPORTATION FACILITIES. Commercial transportation facilities for air travel are located in Bldg # 233 main side, Camp Lejeune, Bldg AS200 MCAS New River, Bldg TC754 Camp Geiger, Bldg M130 Camp Johnson and Bldg BB3A Courthouse Bay. Reservations may be made and tickets purchased for personal travel at member's expense at each of these locations. Hours of operation are 0800 to 1800 Monday through Friday and Saturdays 1000 to 1400. Facilities are closed on Sundays and Federal holidays. A commercial transportation outlet for bus travel is located main side Camp Lejeune in Bldg 235. Bus tickets may be purchased for personal travel at member's expense daily from 0600 to 1700.

4209 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

4209. COST ESTIMATES. On a daily basis, upon request from fiscal/budgeting/order writing offices, research is made of routings and fares to various destinations throughout the world for cost and per diem factors.

4210. TRAINING. For Marines entering the passenger transportation field, the Domestic Section instructs them daily on how to prepare GTR endorsements to orders, and use of airline and bus guides and all other matters pertaining to passenger field.

4211. RECORDS. Records for all transactions will be retained for a period of three years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

PORT CALL REQUEST PREPARATION INSTRUCTIONS/FORMS

Block #Instructions

1-13 Complete Last Name, First Name, and Middle Initial if it is a No-Name Request, Enter "No-Name Request."

Note: If a "No-Name Request" is submitted, names must be furnished to port call activity not later than 10 days prior to availability date. When furnishing the name of the traveler, identify previous no-name request correspondence, and include all items omitted from no-name request.

14-16 Enter grade/title (e.g., LCL, GST, LTC, END, OFD, "Unaccompanied" etc.)

17-19 Enter total number of seats required by request.

20 If request contains passenger(s) who falls within following categories, enter letter as indicated, otherwise, LEAVE BLANK.

A. Civilians and/or dependents (not otherwise described).

B. Civilian or military dependents who are close-blood/affinitive relatives.

C. Armed escort(s).

U. Unarmed escort(s).

W. Passenger (other than a prisoner) escorted by armed or unarmed escort.

X. Armed escort accompanying special shipment being moved on same aircraft.

T. Member who joined the Armed Forces in an overseas area and is on initial assignment to CONUS (Optional Code).

H. Foreign national

J. School Teacher

K. School Key Official.

Figure 4-2.--Port Call Request Preparation

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

- M. Retiree.
- N. Separator.
- P. Prisoners.
- R. Prisoner escort.
- S. Board actions.

21 If request contains a passenger(s) who will move under a special funding arrangement, code follows, otherwise leave blank:

A. Passenger who does not have CIC assigned, and passenger will reimburse AMC (at Government rate AFR 76-11) on a credit basis.

C. Passenger who does not have CIC assigned, and passenger will reimburse AMC (at Government rate AFR 76-11) on a cash basis.

G. Passenger who does not have CIC assigned, and his sponsor will reimburse AMC (at Non-Government rate AFR 76-68) on a credit basis.

J. Passenger who does not have CIC assigned, and passenger will reimburse AMC (at Non-Government rate - AFR 76-28) on a cash basis.

22 Indicate in pounds amount of EXCESS baggage authorized (over and above normal baggage allowance). If no EXCESS baggage is authorized leave blank.

23-26 Enter AMC, APOE (E.G. STL, LAX, NGU).

26-28 Enter AMC, APOD (E.G. DNA, IWA, GAO)

29 Enter priority (E.G. PCS-3, TAD-2).

Figure 4-2.--Port Call Request Preparation--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

30-31 Enter code to correspond with type of travel, as indicated.

DU. Dependents not accompanied by military sponsor.

PT. Military personnel in TAD status

CT. Civilian personnel in TAD status

OA. Military Officer Personnel in PCS status, accompanied by dependents.

EA. Military Enlisted Personnel in PCS status, accompanied by dependents.

CC. Civilian personnel in PCS status, accompanied by dependents.

PU. Military personnel in PCS status, not accompanied by dependents.

CU. Civilian personnel in PCS status, not accompanied by dependents

CD. Dependents not accompanied by civilian sponsor.

CR. Close-Blood/Affinitive relatives (space-available) accompanying sponsor and/or sponsor's bona fide dependents incident to sponsor's PCS orders.

RB. Close-Blood/Affinitive relatives (space-reimbursable space-required) accompanying sponsor and/or sponsor's bona fide dependents incident to sponsor's PCS orders.

EL. Emergency leave, military.

RS. Re-employment leave, civilian.

RA. Family emergency, command sponsored dependents and dependents in CONUS eligible to travel to members overseas domicile. Refer to JFTR U5244.

DS. Dependent Students

Figure 4-2.--Port Call Request Preparation--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

32-33 Enter code that corresponds below.

ML. MCB Camp Lejeune.

MI. 2d FSSG.

MG. 2d MARDIV/II MEF/2d SRIG.

MN. New River Air Station/2d MAW.

34-35 Enter movement month use numeric code for month (e.g., "06" for June).

36-38 Enter julian date on which passenger can be available at aerial port of embarkations (APOE).

39 Enter the availability date code as follows:

A. Date in item 10 is desired but traveler could depart no later than date indicated in item 12.

B. Traveler must depart POE between dates indicated in items 10 and 12.

C. Traveler may be port-called on availability date or first available date.

40-42 Enter date passenger must depart APOE in order to meet a "By Date" specified in orders.

43-46 Enter name of military or civilian airfield closest to permanent or TDY station from which traveler is beginning trip. (e.g., OAJ - Jacksonville, NC.)

46-48 Enter name of military or civilian airfield closest to place where the traveler will be ready to start overseas travel after completion of leave.

49-51 Leave Blank

52-54 Enter current MCC (e.g., 013, MCB CLNC, 122, 2d MarDiv).

55-57 Leave Blank.

Figure 4-2.--Port Call Request Preparation--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

58-60 Enter future MCC (e.g., 124, 3d MarDiv, 145, 1st MAW).

61-67 Routing Indicator

68-76 Enter Social Security Number or Passport Number if no Social Security Number is available.

77-78 School codes:

ME. Marine Corps Engineer School.

MJ. MCSSS.

SO. School of Infantry.

79 Leave Blank.

80 Enter applicable code below:

R. Request

T. Trace

Q. Seat increase/decrease

B. Cancel

S. Substitute (Name)

U. Change Date/Channel

Remarks: Can be any additional information or requirement (e.g., pet information, future MCC, unit name, CIC).

Figure 4-2.--Port Call Request Preparation--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 3: SHIPMENT CONTROL BRANCH

4300. MISSION. Shipment Control Branch is responsible for administrative support, documentation and securing transportation for movement of Government Cargo via all modes for Camp Lejeune complex in compliance with all international, federal, state and local regulations.

4301. FUNCTIONS. To provide effective transportation support to all major commands aboard Camp Lejeune complex and MCAS New River, NC.

4302. REQUIREMENTS. Requirements for transportation are requested by utilizing DD Form 1348-1 (DoD Single Line Item Release/Receipt Document), DD Form 1149 (Requisition and Invoice/Shipping Document), messages, letters, origin contracts and approved requisitions received from 2d Marine Division, Naval Hospital, Defense Reutilization and Marketing Office, and other competent authority. 2d Force Service Support Group will request commercial transportation utilizing Transportation Coordinator's Automated Information for Movements System (TCAIMS) Version 3. In providing transportation support, in excess of 50 International, Federal, State and Local regulations and safety rules must be observed. These govern preparation, marking, labeling, loading and movement of all materials tendered for shipment via commercial carriers and Defense Transportation System (DTS). All hazardous material must be certified by Preservation, Packaging & Packing Platoon (PP&P), 2d Supply Battalion, 2d Force Service Support Group.

4303. ASSIGNMENT OF TRANSPORTATION CONTROL NUMBERS AND PRIORITIES. Application of a Transportation Control Number (TCN) and priorities are determined in accordance with Uniform Material Movement and Issue Priority (UMMIPS) established by DoD direction and implemented in current edition of MCO 4400.16G and by provisions of DoD 4500.32R.

4304 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

4304. CLASSIFICATION. After research through Freight Classification Data File, Technical and Research Branch and other technical publications, all materials shipped shall be classified in accordance with National Motor Freight Classification (NFMF-100) and Uniform Freight Classification (UFC-12). Classification of materials will determine mode and cost of shipments.

4305. RATES. An effective cost evaluation procedure is essential to realize maximum transportation cost savings in connection with traffic routed by Shipment Control in accordance with provisions of MCO P4600.14B. Tenders, tariffs and related publications as are necessary to accomplish technical, proficient cost analysis (a cost comparison between transportation modes) are required and maintained as prerequisite supplemental to minimum publication requirements recommended in MCO P4600.14B.

4306. ROUTING. Guaranteed traffic is in place for truck load or less than truck load to any destination within CONUS. Routings for training exercises, special moves, rail requirements and materials weighing over 10,000 pounds are requested from Eastern Area Military Traffic Management Command (EAMTMC). EAMTMC provides one time routings or a standard route order (SRO). SRO is used when repetitive shipping of same commodity to specific destination is required. Shipments weighing less than 10,000 pounds are routed by using local common carriers routing guides. These guides indicate what areas and destinations are served by each carrier. Tonnage logs are purged weekly to assure equitable tonnage distribution among common carriers.

4307. TRANSPORTATION COST DATA. Transportation expenditures against Operation and Maintenance Marine Corps (OMMC) and Transportation of Things (TOT) funds are submitted to CG, MCLB, Albany, GA (Code 470) and HQMC (Code LFT) by Transportation Management System (TMS). Expenditures from 2d MarDiv and 2d FSSG local funds (training, deployments, etc.) are submitted to CG, MCLB, Albany, GA (Code 470) by copies of Government Bills of Lading (GBL) which identify transportation costs. GBL's are reviewed periodically to assure transportation expenditures and data are identified accurately.

4308. OVERAGES, SHORTAGES, DAMAGES, FREIGHT CLAIMS. To minimize Government losses personnel from this office generate claims against carriers for resolution of shortages, overages and damages. Ensures all shipments of Government freight (supplies, ammunition, weapons, drugs, etc.) are received within a specified time frame. Ensures base agencies prompt receipt of supplies for operation. Tracing and expediting shipments and astray freight to proper consignee. Purges records of material received against carrier delivery documents and advance copies of shipper's GBL. Converts collect commercial bills to GBL's for payment of services rendered. Prepares Requests for Information (RFI's) and DISREPS (SF-361) to notify carrier or shipper of damages, overages and shortages and to request inspections. Prepares final DISREP for claims against carrier and submits to appropriate finance officer to recover losses.

4309. RECORDS. Records for all transactions will be retained for a period of four years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 4: MATERIEL HEAVY LIFT BRANCH

4400. MISSION. Materiel Heavy Lift Branch is responsible for providing direct support and technical assistance in shipping and receiving of all heavy equipment for Camp Lejeune/MCAS Complex and out loading of all general cargo via commercial modes.

4401. FUNCTIONS

1. Responsible for loading and unloading of all heavy lift type cargo/equipment.
2. Responsible for manufacture/assembly and installation of all blocking/bracing materiel used to properly load and secure all heavy equipment to be moved by commercial modes.
3. Provides support and technical assistance in loading and unloading of all heavy equipment at Lot's 201 and 140, Port of Morehead City, and other locations as required in support of FMF tenant commands aboard Camp Lejeune.
4. Provides technical guidance to FMF commands in preparation and loading of materiel/equipment via organic modes to ensure safety and that each load complies with all state and federal transportation regulations.
5. Conducts physical inspections of all shipments inbound and outbound and prepares initial inspection reports listing overage, shortages, and damages.
6. Funding for all supplies/materials needed in preparation for movements of all heavy equipment in support of training exercises will be provided by requesting unit.

4402. SHIPPING

1. Building 915. Following procedures are followed for all shipments being picked up by commercial modes from Bldg # 915.

4402 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

a. Match paper work received from Shipment Control Branch with material turned in for shipment.

b. Inspect shipping containers and ensure all marking is correct.

c. Consolidate materials for one destination.

d. Determine number of car/truck loads.

e. Block and brace as required.

2. Lot's 201 and 140, Port of Morehead City/Other Locations

a. Receive shipping request from Shipment Control Branch.

b. Visually inspect each piece of heavy equipment to be shipped to ensure it has been properly processed through PP&P.

c. Compute weight, cube and dimensions of materiel being offered for shipment.

d. Determine number of car/truck loads.

e. Inform Shipment Control Branch of requirements.

f. Determine materials needed to complete task.

g. Prepare all needed materials such as chocks, blocks, cable clamps, decking and tools.

h. Verify load date with Shipment Control Branch to ensure enough personnel will be on hand to complete task.

i. Supervise and assist units in loading motorized equipment onto rail cars or trucks.

j. Provide crew to assist crane operator to load all nonoperative items requiring crane support, or provide forklift and operator.

k. Block and brace as required to ensure safe ride.

3. Receiving Lot's 201 and 140

a. Inspect materiel received. Check for shortages, overages or damages, complete inspection sheet and forward to Shipment Control Branch.

b. Utilize Materiel Handling Equipment (MHE) as needed to unload if nonoperative. If operational drive off.

c. Notify unit of materiel marked for pick up.

d. Ensure all materiel properly receipted for and forward signed receipt to Shipment Control Branch.

e. Ensure all materiel properly receipted for and forward signed receipt to Shipment Control Branch.

f. If materiel received on commercial rail cars, notify Shipment Control Branch upon completion of unloading so rail company can be notified to pickup or relocate cars to prevent any demurrage charges.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 5: MATERIEL RECEIVING AND DISTRIBUTION BRANCH

4500. MISSION. Receiving and Distribution Branch is charged with responsibility to receive, inspect and distribute all shipments destined for units within Camp Lejeune/MCAS Complex and for processing of all related transportation documents. Marine Corps Exchange materials, perishable subsistence, and certain medical supplies are exempt from this procedure.

4501. HOURS OF OPERATION. Hours of operation are from 0730-1700 on normal working days. Emergencies anytime on approval of Traffic Management Officer/Traffic Manager.

4502. FUNCTIONS. All functional areas are guided by MCO P4600.7C and MCO P4600.14B.

1. Receiving Section. To combine and centralize receiving functions, Bldg. 1011 is designated as central receiving warehouse. Following procedures are followed when material is receipted for at TMO:

a. Upon arrival of carload, truckload or volume shipment, Receiving Section and Distribution Section will coordinate with ultimate consignee to arrange for a direct delivery.

b. If a direct delivery is not possible, material will be off loaded at Bldg. 1011.

c. All mixed truck loads will be off loaded at Bldg. 1011.

d. Promptly spot all commercial/government trucks at specified unloading site, using Government Bill of Lading (GBL) or tally sheet, verify quantities and condition of materials.

e. Obtain signature of carrier or carrier's agent in event of overage, shortage or damage prior to releasing carrier's truck.

f. Ensure materials being received are located in proper staging area for inspection and distribution.

g. Forward all transportation/shipping documents to Shipment Control Branch.

2. Inspection Section. Inspect all materials received from commercial sources and other government agencies. Following procedures are followed in inspection of materials:

a. Inspect all material for proper amount, condition and specifications as stipulated in each contract, purchase order or blanket purchase agreement.

b. If material is found to be unacceptable, rejection is written and material is held in temporary location pending disposition instructions from Purchasing/Contract Division, with exception of BPA's at which time local vendor is notified of rejection and return or exchange of material is made.

c. If there is an overage or shortage on GSA contracts or DLA contracts, Inspection Section will initiate a SF Form 364 (Report of Discrepancy) and make distribution in accordance with MCO P4430.3J.

d. If there is any damage on any contracts, Inspection Section will notify Freight Claims Section who will initiate SF Form 361 (DISREP) and make distribution in accordance with MCO P4610.19D.

3. Distribution Section. Following steps are followed in distribution of materials:

a. Upon arrival of carload, truckload, or volume shipment, Receiving Section and Distribution Section will coordinate with ultimate consignee to arrange for direct delivery.

b. All units will be notified they have material on hand and it is to be picked up within five working days.

c. Any shipments remaining in Distribution Section beyond five working days without authorization from the General foreman of R & D Branch will be reported to Traffic Management Officer for disposition instructions.

4503. RELEASE OF SHIPMENTS. Shipments will be released only to persons authorized to receive materials for their units. All units are required to submit semiannually (1 January and 1 July) to Traffic Management Officer a roster of personnel authorized to receipt for material. Units are required to update roster as deletion/additions occur.

4504. UNITS RESPONSIBILITY. All units will be required to issue their own internal instructions for timely pick up or delivery of materials. Upon examination of materials received by unit, when a discrepancy is found which was not previously noticed, it will be reported by unit on Discrepancy Shipment Report (SF Form 364) and submitted to shipper.

4505. SECURITY HANDLING. All materials that are considered classified, sensitive and of high value are placed in security areas in Bldg. 1011 or Bldg. 1117. Unit will be notified upon receipt of materials. Units will be required to provide Traffic Management Officer names of personnel authorized to receipt for security type items.

4506. RECORDS. Records for all transactions will be retained for a period of three years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 6: PERSONAL EFFECTS AND BAGGAGE CENTER

4600. MISSION. Personal Effects and Baggage Center (PEBC) is charged with responsibility to perform necessary functions in connection with recovery, receipt, segregation, inventory, shipment, storage, delivery and appropriate disposition of personal effects and baggage for Marine Corps personnel, attached personnel from other armed services, for Eastern half of United States and for any theater of operation outside CONUS as directed by the current regulations.

4601. FUNCTIONS. All functional areas are guided by provisions of MCO P4050.38B and DoD 4160.21M.

1. Receive, from any theater of operation through ports of entry, air terminals, or other means, personal effects and baggage of Marine Corps personnel and attached personnel from other armed services.
2. Receive from Marine Corps activities personal effects and baggage of wounded/deceased and missing Marines.
3. Receive from Marine Corps activities personal effects and baggage of Marines in an absent without leave status/brig status.
4. Assist Marine Corps activities in proper disposition of unclaimed/abandoned personal effects and baggage.

4602. TURN-IN REQUIREMENTS

1. Absent Without Leave (AWOL). After personal effects have been held by unit supply for a period of 30 days, all personal effects, both military and civilian, will be turned into PEBC, Bldg # 1011, Door 12 with following paper work:

- a. Two copies of NAVMC 10154 (Personal Effects Inventory).

b. Original letter from commanding officer (figure 4-3).

2. Deceased/Missing. When a member is deceased and/or missing, all personal effects, both military and civilian, should be collected and inventoried as soon as possible, but not later than 48 hours after notification (72 hours on holiday weekends) and turned into PEBC, Bldg #1011, Door 12 with following paper work (TMO will ship personal effects within 4 days of receipt):

a. Two copies of NAVMC 10154 (Personal Effects Inventory).

b. Original letter from commanding officer (figure 4-4).

c. Copy of casualty report (Message Sent to HQMC).

3. Unclaimed Personal Effects. If unit has unclaimed personal effects on-hand for period of 30 days, all personal effects, both military and civilian, will be turned into PEBC, Bldg #1011, Door 12 with following paper work:

a. Two copies of NAVMC 10154 (Personal Effects Inventory).

b. Original letter from commanding officer (figure 4-5).

4603. NOTIFICATION OF ON-HAND PERSONAL EFFECTS. A listing of all personal effects on-hand this activity is prepared periodically and forwarded to each command's personnel office, to assist in notifying members of their command who have returned from UA status or became separated from their personal effects.

4604. DISPOSITION

1. Absent Without Leave. After personal effects have been on hand for 30 days in PEBC, military items will be disposed of in accordance with MCO P10120.28E. All civilian items will be disposed of in accordance with DoD 4160.21M, chapter 1, paragraph 56.

2. Deceased/Missing. Upon receipt of personal effects from unit, PEBC will re-inventory and process for shipment. The Casualty Assistance Officer/next-of-kin will be notified and

request shipping instructions. Once instructions are received, all personal effects will be packed and shipped via traceable means.

3. Unclaimed Personal Effects. After personal effects have been on hand for 30 days and owner cannot be located, personal effects will be disposed of in accordance with MCO P10120.28E and DoD 4160.21M paragraph 56.

4605. ACCOUNTABILITY

1. Personal Effects and Baggage Center. There will be no property receipted for or issued without proper identification such as a military ID card or Letter of Appointment/Agent Authorization. Periodically this section will verify contents with inventory to insure all units are complying with current inventory procedures.

2. Defense Reutilization and Marketing Office (DRMO). All items turned into DRMO will be verified against the turn-in inventory by PEBC NCOIC and Transportation Chief. Signatures received from DRMO on turn-in documents will be periodically checked for validity.

4606. RECORDS. Records for personal effects of deceased/missing personnel will be retained for a period of six years and records for UA, brig, unclaimed/abandoned gear will be retained for 5 years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UA LETTER FORMAT

UNIT HEADING

SAMPLE

4050
Originator Code
Date

From: Commanding Officer
To: Traffic Management Officer, Marine Corps Base, Camp
Lejeune (ATTN: PEBC)

Subj: PERSONAL EFFECTS: CASE OF (NAME, GRADE, SSN)

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

1. In accordance with reference (a), request Personal Effects and Baggage Center take charge of SNM's personal effects and ensure they are forwarded to SNM's next-of-kin or disposed of in accordance with reference (b).

2. Following information is provided:

(a) SNM is currently in UA status in excess of 30 days.

(b) SNM has been UA since _____.

(c) SNM's home of record address is:

(1) Name of Next of Kin:

(2) Address:

(3) Phone Number (if available):

3. Point of contact this command (Name, Grade, SSN & Contact Phone).

Signature
Commanding Officer

Figure 4-3.--UA Letter Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

DECEASED/MISSING LETTER FORMAT

UNIT HEADING

4050
Originator Code
Date

SAMPLE

From: Commanding Officer
To: Traffic Management Officer, Marine Corps Base, Camp
Lejeune (ATTN: PEBC)

Subj: SHIPMENT OF PERSONAL EFFECTS TO NEXT OF KIN; CASE OF
(GRADE, NAME, SSN), DECEASED

Ref: (a) MCO P4050.38B

Encl: (1) *DD-1300 (Report of Casualty), *Death Certificate,
*Casualty Report (Message to HQMC)
(2) NAVMC 10154 (Personal Effects Inventory)

1. In accordance with the reference as substantiated by
enclosure (1), request subject individual's personal effects
shown on enclosure (2) be processed and shipped to following
address:

Name of Next-of-Kin/Authorized Recipient
Address
Phone Number (If available)

2. Above address has been verified within the past 48 hours.

3. (Name, Grade) is authorized representative for this
command and can be contacted at (Contact Phone).

Signature
Commanding Officer

*Any one of these may be used to ship personal effects for
deceased members.

SAMPLE

Figure 4-4.--Deceased/Missing Letter Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UNCLAIMED PERSONAL EFFECTS LETTER FORMAT

UNIT HEADING

SAMPLE

4050
Originator Code
Date

From: Commanding Officer
To: Traffic Management Officer, Marine Corps Base, Camp
Lejeune (ATTN: PEBC)

Subj: UNCLAIMED PERSONAL EFFECTS; CASE OF (NAME, GRADE, SSN)

Ref: (a) MCO P4050.38B

Encl: (1) NAVMC 10154 (Personal Effects Inventory)

1. In accordance with the reference, request items listed on enclosure (1) be accepted as unclaimed property of subject named Marine.

2. Last known address:

(a) Name, Grade, SSN

(b) Unit

(c) Phone Number

3. Point of contact at this command _____
Name Grade

Signature
Commanding Officer

Figure 4-5.--Unclaimed Personal Effects Letter Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 7: DEPLOYMENT SUPPORT

4700. MISSION. Deployment Section is charged with responsibility of performing necessary functions connected with pick up, storage and delivery of personal effects for units deploying in excess of 90 days or for contingency operations/emergency deployments of unknown length.

4701. FUNCTIONS. Basic authority for deployment storage is prescribed in JFTR, paragraphs U4770 and U5375-B3. Commercial storage of personal effects for members of a unit deploying for a specific tour in excess of 90 days, or for tours of unknown length for contingency operations or emergency deployments is authorized. Further amplification of entitlement for deployment storage is outlined in MCO P4050.38B, chapter 7, which identifies that only bachelors and geographical bachelors are eligible.

4702. PROCEDURES

1. Storage Authorization. Deployment storage can be authorized by a letter of authorization (LOA) from any commanding officer having special court-martial authority. This LOA must contain, as a minimum:

- a. Name of individual needing storage.
- b. Deployment order number.
- c. Estimated date of return from deployment or TAD.
- d. Signature of officer authorizing the storage.

Note: Personnel residing off base who meet criteria for deployment storage will be given LOA's (figure 4-6). Personnel residing in government barracks will be given LOA's (figure 4-7).

2. Unit Responsibilities

a. Commanding General, II MEF:

(1) Provide the Commanding General, Marine Corps Base (AC/S, Logistics) a personal effects/household goods unit turn-in prioritizations listing for the deploying forces.

(2) Upon receipt of above listings, major subordinate commands are authorized direct liaison with MCB, TMO for coordinating personal effects/household goods turn-in process.

b. Major Subordinate Commands (MSC):

(1) Each regiment/separate battalion appoint in writing a delegate to act as unit representative on matters pertaining to personal effects/household goods storage. Provide copy of appointment letter to Commanding General, Marine Corps Base, Camp Lejeune, North Carolina (AC/S, Logistics). Recommend person appointed be a member of rear echelon and an officer or staff noncommissioned officer.

(2) Delegated representative will make liaison with Deployment Storage Section and provide necessary documentation to effect storage for deploying forces. Upon receipt of Emergency Deployment documentation, Deployment Storage Section will issue number of household descriptive inventories and boxes required to store units authorized personal effects.

(3) Establish inventory teams to inventory personal effects of deploying personnel. Inventories will have at a minimum the following information: Marine's grade, full name, SSN, complete unit/command address, pick-up building number/location, type of storage (regular or emergency deployment), carrier/agent's name and emergency deployment contract storage number will be annotated.

(4) Personal effects are to be inventoried in accordance with MCO P4050.38B, chapter 9. Personal effects will be prepared for pick up prior to scheduled arrival of TMO representative and contractor. Figure 4-8 provides listing of items not authorized for storage.

(5) Ensure, upon completion of inventory, names, grades and social security numbers of individuals conducting inventory is typed or legibly printed on appropriate forms and original NAVMC 10154 is signed in designated block by senior member of inventory team.

(6) Maintain continuous chain of custody until TMO representative has receipted for personal effects.

(a) In this regard, parent unit's supply officer will retain signed copy of all NAVMC Form 10154 inventories; NAVMC 10241 (USMC Baggage Identification check forms); letters of Appointment/Authorization for Inventory Team representatives; DD Form 1299 (Application for Shipment and/or Storage of Personal Property); TMO/Local Forms 1191 (Household Goods Descriptive Inventory); typed roster of NOK Address/Name/Phone; and Receipt/Disposition documents; subject signed documents will be retained in individual Marine's Personal Effects Case File located in unit's supply office for a period of no less than five years.

(b) One signed copy of NAVMC 10154 shall be packaged with effects.

(c) Original copy of NAVMC 10154 shall be made available for issue to TMO representative and storage contractor.

(d) One signed copy of NAVMC 10154 is to be provided service member by inventory team. If service member is deployed, command will assume responsibility for safeguarding member's copy.

(7) Ensure storage containers are marked or tagged with member's name, grade, SSN, unit and estimated date of return, if known, using form NAVMC 10241.

(8) Provide secure temporary storage area for holding personal effects until scheduled arrival of TMO representative and storage contractor for pick up.

(9) Designate in writing to TMO name of person authorized to initiate emergency withdrawal (for hospitalized, deceased, missing, AWOL, or deserters) from unit's authorized storage.

4702 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Forward to TMO all pertinent correspondence which impacts upon disposition of personal effects/household goods held by commercial contractor.

(10) Ensure all personal effects to be picked up by commercial contractor are separated and staged by Marine's name, and are readily accessible to contractors.

(11) Ensure command's appointed representative will be physically present at designated personal effects pickup location at specified time/date.

(12) Ensure command designated representative takes particular attention to annotate "Deployment Storage Contract/Reference Number" found in block 12 of the DD Form 1299 (Application for Shipment and/or Storage of Personal Property) on Household Goods Descriptive Inventory form, Personal Effects Inventory Forms (NAVMC 10154), and Personal Effects Control Log Book. This will facilitate required delivery or action/follow-up disposition.

(13) Ensure all personal effects are packed in unsealed containers prior to arrival of contracted carriers. It is imperative that MSC/parent commands understand they are responsible, and not the carrier, for deployment storage packing of personal effects.

(14) An individual must be appointed in writing, in event person residing off base cannot be present at time of their personal effects/household goods pickup. Sample authorization form (figure 4-9).

c. Commanding General, MCB (Assistant Chief of Staff, Logistics, TMO)

(1) Establish contract(s) for storage of deploying units personal effects/household goods.

(2) Maintain and issue boxes, paper, packing material, and tape to be used by unit(s), during emergency deployments only, for storing personal effects.

(3) Provide personnel and equipment to assist the contractor in receipting for unit(s) personal effects for storage.

(4) Authorize individual emergency withdrawal (for hospitalized, deceased, missing, AWOL or deserters) of personal effects/household goods from unit's authorized storage lot.

(5) Make liaison with contractor to coordinate/arrange for emergency withdrawal of personal effects as approved by unit's commander.

(6) Schedule all off-base personal effects household goods pickup and storage.

(7) Coordinate the delivery of personal effects/household goods upon unit's return from deployment.

(8) Assist individuals in processing claims against government for damages or losses resulting from storage of personal effects/household goods in accordance with JAGINST 5800.7C, Chapter XXI.

4703. RECORDS. Records for all Deployment Storage transactions will be retained for a period of six years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE
(MARINES RESIDING OFF BASE)

UNIT HEADING

4050
Originator Code
Date

SAMPLE

From: Commanding Officer
To: Traffic Management Officer, Marine Corps Base, Camp
Lejeune (ATTN: Deplmt Stg)

Subj: LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (IN EXCESS
OF 90 DAYS) FOR MARINES RESIDING OFF BASE CASE OF: (LAST
NAME, FIRST NAME, MIDDLE INITIAL, GRADE AND SSN)

Ref: (a) JFTR U4770
(b) MCO P4050.38B

1. This letter of authorization issued in compliance with
references (a) and (b).

a. Deployment order _____.

b. Appn Data: 17*1106.27A0 0 67001 0 067001 2D 000000
465DEPL6501Q. (*Enter last number of FY).

2. Marine authorized storage is: (Circle One)

a. Geographical bachelor living off base and has not
collected dependents travel pay.

b. Single Marine living off base. Personnel in this
category will forfeit BAQ while in a deployed status.

c. Single parent with dependents (must have legal custody).

3. Pick-up/storage information:

a. Requested date of pick-up _____.

Figure 4-6.--Letter of Authorization for Deployment Storage
(Marine Residing Off Base)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Subj: LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (IN EXCESS
OF 90 DAYS) FOR MARINES RESIDING OFF BASE CASE OF: (LAST
NAME, FIRST NAME, MIDDLE INITIAL, GRADE AND SSN)

b. Pick-up point address_____.

c. Authorized Releasing Agent _____.
(See Appendix I for Authorized Releasing Agent letter format).

d. Authorized Releasing Agents telephone number_____.

e. Authorized Releasing Agent's Address _____.

4. Request personal effects/household goods belonging to subject
named Marine be picked up and placed in deployment storage.

SIGNATURE
COMMANDING OFFICER

Copy to:
Marine Requesting Storage

SAMPLE

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE
(MARINES RESIDING IN BARRACKS)

UNIT HEADING

4050
Originator Code
Date

SAMPLE

From: Commanding Officer
To: Traffic Management Officer, Marine Corps Base, Camp
Lejeune (Attn: Deplmt Stg)

Subj: LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (IN EXCESS
OF 90 DAYS) FOR MARINES RESIDING IN BARRACKS

Ref: (a) JFTR U4770
(b) MCO P4050.38B

Encl: (1) Listing of single Marines occupying government
quarters requesting storage of personal effects

1. This letter of authorization issued in compliance with the
provisions of references (a) and (b).

a. Deployment Order: _____

b. Appn Data: 17*1106.27A0 0 67001 0 067001 2D 000000
465DEPL6501Q (* Enter last number of FY)

c. Estimated date of return _____.

d. Personal Effects/Household Goods will be picked up within
90 days of return from deployment.

2. Marines listed in enclosure are living on base (in unit's
barracks) and are authorized subject storage at government
expense. (Enclosure (1) attached).

3. (Name, Grade, Contact Phone) is command's authorized
representative. Commercial contractor pick up of person effects

Figure 4-7.--Letter of Authorization for Deployment Storage
(Marine Residing in Barracks)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Subj: LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (IN EXCESS
OF 90 DAYS) FOR MARINES RESIDING IN BARRACKS

is to take place on (date requested). (Request command provide
two points of contact).

SIGNATURE
COMMANDING OFFICER

SAMPLE

Listing of single Marines occupying Government Quarters
requesting storage of Personal Effects:

LAST	FIRST	MI	GRADE	SSN	NOK	ADDRESS/PHONE#
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Figure 4-7.--Letter of Authorization for Deployment Storage
(Marines Residing in Barracks)--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

ITEMS NOT AUTHORIZED FOR DEPLOYMENT STORAGE

1. Following items are not authorized to be stored during deployments.

- a. Liquids of any type.
- b. Shoe polish.
- c. Hair Spray.
- d. Matches
- e. Leather dressing.
- f. Bleach.
- g. Lighter fluids.
- h. Liquor.
- i. Photographic flash bulbs.
- j. Wines/Beer/Malt liquor
- k. Aerosol cans of any kind.
- l. Stamp and coin collections.
- m. Canned or boxed foodstuffs of any sort.
- n. Gold or Silver.
- o. Cash/negotiable notes.
- p. Cigarettes/tobacco products.
- q. All dry cell batteries will be removed from radios, tape players, flash lights, etc., and will not be shipped/stored with personal effects.

Figure 4-8.--Items not Authorized for Deployment Storage

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

r. Refrigerator/ice chests will be defrosted, drained, dried and be completely free of moisture/mildew prior to the arrival of the contracted movers.

s. Any Government property belonging to the Government not confirmed to be personally procured at the Marine's expense.

t. Any items of pornographic nature prohibited by Marine Corps regulations or state/civil law.

u. Ammunition, flares, or any type of fireworks.

v. Items of extraordinary value unless accompanied by with a High Value Certification Inventory. (Contact the deployment storage section for guidance).

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

AGENTS LETTER OF AUTHORIZATION TO DEAL WITH DEPLOYMENT
STORAGE

Authorization to Deal with Household Goods

KNOW ALL MEN BY THESE PRESENTS, That I _____
do hereby authorize _____ who currently
resides at _____ to act as follows: To
take possession of, place in storage, and/or order the removal
and shipment of any of my property from any post, governmental or
private; and to execute and deliver any receipt, release,
voucher, shipping ticket, certificate or other instrument
necessary or convenient for such purpose.

FURTHER, I do authorize the said _____ to
perform all necessary acts in the execution of the aforesaid
authorizations with the same validity as I could effect if
personally present. Any act or thing lawfully done hereunder by
the said _____ shall be binding on myself
and my heirs, legal and personal representatives and assigns.

I FURTHER DECLARE that this authorization shall remain in effect
even though I am reported or listed, officially or otherwise, as
"missing in action," it being my intention that the designation
of such status shall not bar the said _____ from
fully and completely exercising and continuing to exercise any
and all powers and rights herein granted until this authorization
is revoked by my death or as otherwise provided herein.

FURTHER, unless sooner revoked or terminated by me, this
authorization shall become NULL and VOID from and after the
_____ day of _____, 19____.

Signature (Interviewer)

Signature

MCBCL 4050/50

Figure 4-9.--Agents Letter of Authorization to Deal with
Deployment Storage.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 5

SUPPLY DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION	5000	5-7
SECTION 1: DIRECT SUPPORT STOCK CONTROL (DSSC)		
GENERAL INFORMATION.	5100	5-9
POINTS OF CONTACT.	5101	5-9
DSSC CREDIT CARDS.	5102	5-10
REQUESTING CREDIT CARDS.	5103	5-10
DSSC ACCESS/CATALOG.	5104	5-10
FINANCIAL BRANCH	5105	5-10
TECHNICAL RESEARCH BRANCH (T&R).	5106	5-10
AUTOMATED REQUISITIONING SYSTEM (ARS).	5107	5-11
MATERIAL SAFETY DATA SHEETS (MSDS)	5108	5-11
REQUEST FOR STOCKAGE ACTION.	5109	5-11
SYSTEMS MANAGEMENT & DEVELOPMENT BRANCH.	5110	5-11
SELF SERVICE CENTER.	5111	5-11
SHOP STORES BRANCH	5112	5-12
FUELS BRANCH	5113	5-12
AFTER HOURS ISSUES	5114	5-12

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 5

SUPPLY DIVISION

SECTION 2 : BASE PROPERTY CONTROL

	<u>PARAGRAPH</u>	<u>PAGE</u>
SCOPE	5200	5-15
MISSION	5201	5-15
BASE ORGANIZATION WITH CMC TABLES OF AUTHORIZED EQUIPMENT (T/E)	5202	5-15
STOCKAGE OF SUPPLIES.	5203	5-15
PROCUREMENT OF GARRISON PROPERTY.	5204	5-16
ALLOWANCE	5205	5-16

SUB-SECTION 1: INVENTORY CONTROL PROCEDURES FOR
GARRISON PROPERTY

GENERAL INFORMATION	5210	5-19
CONSOLIDATED MEMORANDUM RECEIPT (CMR)	5211	5-19

SUB-SECTION 2: REQUISITIONING PROCEDURES

GENERAL INSTRUCTIONS.	5220	5-21
SOURCES OF SUPPLY	5221	5-21
PREPARATION OF REQUISITIONS	5222	5-21
CANCELLATION OF REQUISITIONS.	5223	5-22
BACKORDER VALIDATION.	5224	5-22

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISCELLANEOUS REQUISITIONING PROCEDURES . . .	5225	5-22

SUB-SECTION 3: MISCELLANEOUS PROCEDURES

RELIEF OF COMMANDING OFFICER/ OFFICERS-IN-CHARGE.	5300	5-23
RELIEF OF RESPONSIBLE OFFICER (RO).	5301	5-23
PICK-UP OF MATERIAL AT BASE PROPERTY	5302	5-25
TRANSFER OF MATERIAL BETWEEN USING UNITS. . .	5303	5-25
DISPOSAL OF MATERIAL.	5304	5-26
SCREENING AND PICK-UP OF DRMO PROPERTY. . . .	5305	5-27
ADJUSTMENT TRANSACTIONS	5306	5-27
INVESTIGATIONS.	5307	5-28
MISSING, LOST, STOLEN, RECOVERED (MLSR) REPORTS.	5308	5-30
PROHIBITION OF REMOVAL OF GARRISON PROPERTY	5309	5-30
CASH SALES/CHECKAGE SALES	5310	5-30
DISTRIBUTION OF OUTPUT.	5311	5-31
TEMPORARY LOANS TO USING UNITS.	5312	5-31
REQUEST FOR DRAPERY/BLINDS.	5313	5-31
REQUEST FOR CARPETING	5314	5-32
REQUEST FOR AIR CONDITIONING.	5315	5-32
REQUEST FOR MICROWAVE OVENS	5316	5-32
REQUEST FOR HEATERS	5317	5-32

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
REQUEST FOR AUTOMATED DATA PROCESSING EQ (ADPE)	5318	5-33
DISPOSITION OF EXCESS ADPE ASSETS	5319	5-33
PROCUREMENT MARINE CORPS (PMC) REQUIREMENTS.	5320	5-33
PROCEDURES FOR TURNOVER OF GARRISON ASSETS FOR DEPLOYING ORGANIZATIONS	5321	5-33
EXECUTIVE FURNITURE/FURNISHINGS	5322	5-34

SUB-SECTION 4: WASHERS AND DRYERS IN BARRACKS

GENERAL	5400	5-35
ACCOUNTABILITY.	5401	5-35
INSTALLATION/REMOVAL REQUEST.	5402	5-35
CARE AND OPERATION.	5403	5-36
REPAIR OF WASHERS AND DRYERS.	5404	5-36

SUB-SECTION 5: MAINTENANCE AND REPAIR OF EQUIPMENT

REPAIR OFFICE MACHINES, LABOR-SAVING DEVICES, AND OTHER SELECTED ITEMS.	5500	5-39
--	------	------

SUB-SECTION 6: PLANT PROPERTY PROCEDURES

CLASSES OF PLANT ACCOUNT PROPERTY	5600	5-43
REQUIREMENTS FOR CLASS 3 AND 4 PLANT PROPERTY.	5601	5-43
PLANT ACCOUNT PROPERTY CONTROL PROCEDURES . .	5602	5-43

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
EXCESS SERVICEABLE, UNDETERMINED CONDITION, UNSERVICEABLE AND OBSOLETE PLANT ACCOUNT PROP (EXCEPT TACTICAL AND RECOVERABLE ITEMS)	5603	5-44
PROCEDURES FOR REPORT OF INVESTIGATIONS AND SPECIAL ADJUSTMENTS	5604	5-45
EQUIPMENT REPLACEMENT PROGRAM	5605	5-46

FIGURE

5-1 CREDIT CARD REQUEST MEMO	5-13
5-2 NEW ITEM/DELETE REQUEST FORM	5-14

1

2

3

4

5

6

7

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 5

SUPPLY DIVISION

5000. INTRODUCTION: The Supply Division manages and is responsible for customer support requirements at Camp Lejeune. Areas that Supply Division maintains cognizance over are Direct Support Stock Control Issue Points, and Base Property Control. Supply support is provided to all commands in the geographical area of Marine Corps Base, Camp Lejeune, training exercises, and other DOD components, as requested. Supply Division ensures compliance with applicable supply and material management orders and directives, and monitors customer support and satisfaction for products and services provided. Sections 1 and 2 of this chapter give detailed instructions on the primary support services provided by Direct Support Stock Control (DSSC) and Base Property Control.

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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 5

SUPPLY DIVISION

SECTION 1: DIRECT SUPPORT STOCK CONTROL

5100. INTRODUCTION: The Direct Support Stock Control (DSSC) issue points operate similar to any commercial retail department store or hardware store. The DSSC provides intermediate level supply support to all commands located in the geographic area of Camp Lejeune. DSSC also supports reserves, training exercises and other DOD components as requested. DSSC issue points provide maintenance and repair materials and general housekeeping, administrative supplies, bulk fuel, and lumber. The DSSC operates under the guidance of MCO P4400.151B, and other directives applicable to a stock funded intermediate level inventory.

5101. DSSC POINTS OF CONTACT:

Section	Bldg. No.	Phone
OIC, DSSC	1108	451-3565/5762
AOIC, DSSC	1108	
NCOIC, DSSC	1108	
FINANCIAL BRANCH	1108	451-1654
SMAD BRANCH	1108	451-1713/2628
T&R BRANCH	1108	451-5917/5163
SELF SERVICE CENTER	1606	451-3497/1667
SHOP STORES BRANCH	1301	451-3684
MLV65 (Main Store)	1301	451-1975/5884
MLV 71 (TT)	TT49	451-5885
MLV 73 (Air Station)	AS124	450-6529
MLV 66 (Tire Shop)	1503	451-3494
LOT 201 (Bulk lumber, POL, and compressed gas)		451-1625
FUELS BRANCH	1071	451-5186

FAX: DSSC HQTRS 451-5301
SELF SERVICE 451-5414
FUELS BRANCH 451-1460

5102 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

HOURS OF OPERATION:

Issue Points 0730 - 1700 Mon - Fri
Fuel Farm 24 hrs/day 7 days/week

5102. DSSC CREDIT CARDS: Customers shopping at any of the DSSC issue points or purchasing fuel, must possess a valid DSSC credit card. Separate cards are required in each of the following Branches: Self Service, Shop Stores and Fuels Branch.

5103. REQUESTING CREDIT CARDS: Credit cards are requested by memo. Contact Self Service Center, phone 451-3497 for additional information. Report lost or damaged cards to the same section listed above. (Figure 5-1.)

5104. DSSC ACCESS/CATALOG: Contact SMAD Branch, phone 451-1713 to obtain "read only" access of DSSC applications, to include on-line catalog and asset file. You can also obtain a copy of the DSSC catalog on disk, as an attachment utilizing e-mail and INFOPAC. Customer is requested to provide user ACID, name associated with that ACID, and point of contact.

5105. FINANCIAL BRANCH: This Branch prepares, monitors, and executes the stock fund budget and associated accounting requirements to include stock fund billing, stores accounting and reconciliation process. DSSC bank card open purchase transactions, and INTERNET ordering are accomplished through this Branch for the Division.

5106. TECHNICAL RESEARCH BRANCH (T&R): This Branch compiles and maintains information relative to the functional characteristics, end item application, procurement specifications, sources of supply, acceptability, interchangeability, cost data, classification, identification, and technical edit of supply procurements for items of supply. The T&R Branch is responsible for compiling usage data for stockage recommendations and preparation of DSSC's catalog of stocked items. Technical Research assistance is available to supported customers upon request. This Branch is the sponsor and controller for the Automated Requisitioning System (ARS).

5107. AUTOMATED REQUISITIONING SYSTEM (ARS): The ARS is an automated requisition system for Open Purchase and System requisitions that uses a mainframe and remote terminals to link together all using units, T&R, and Purchasing and Contracting's BCAS System as well as the Standard Accounting Budget Reporting System (SABRS). Training and access information can be obtained by calling T&R, 451-5163.

5108. MATERIAL SAFETY DATA SHEETS (MSDS): MSDS's for DSSC stocked items are available from the Technical Research Branch (T&R), phone 451-5172.

5109. REQUEST FOR STOCKAGE ACTION (NEW ITEM NOTICES): Requests to have new items added to the DSSC Stores inventory should be submitted to the T&R Branch. Forms MCBCL 4400 (Rev 4-96) are available from the Stores, Systems Management & Development and T&R. MCB P4400.76 paragraph 3039.2 is applicable to these requests. (Figure 5-2.)

5110. SYSTEMS, MANAGEMENT AND DEVELOPMENT BRANCH (SMAD): The SMAD Branch provides inventory management for items stocked at the DSSC Issue Points. This Branch develops and coordinates the mechanized programs and controls all input to update the DSSC files. Responsible for the maintenance and update of individual records on the files to ensure items are available at all DSSC issue points (Self Service, Fuels Branch, and Shop Stores Issue Points). Responsible for the scheduling of all daily computer updates, submission of update input and distribution output; and monitoring of all automated computer programs and systems utilized in DSSC.

5111. SELF SERVICE CENTER: The Self Service Center is located in Building 1606, and stocks fast moving, low dollar value items required for normal day-to-day operations. The types of supplies and material issued include the following:

- *Administrative/Office Supplies
- *Batteries
- *Blank Forms (controlled and non-controlled)

5112 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

- *Dining Facility Supplies (serving utensils, dishware, trays, aprons, paper plates, cups, etc.)
- *Housekeeping Supplies
- *Spray Paint and Painting Supplies
- *Safety Equipment (boots, goggles, gloves, etc.)
- *Tools (generic, common use hand)
- *Garbage Cans/Trash Bags
- *Rags (bundles)

5112. SHOP STORES BRANCH: The issue points are strategically located (at main side, TT, MCAS, Tire Shop and Lot 201) to support customers needs. The types of supplies and materials carried include the following:

- *Hardware and Building Material
- *Lumber and Lumber related Products
- *Maintenance Material and Repair Parts
- *Packaged and Bulk Petroleum, Oils, and Lubricants (POL)
- *Telephone Repair Parts
- *Compressed Gases
- *Gallon Paint and Painting Supplies

5113. FUELS BRANCH: DSSC operates a main fuel station, outlying dispensing tanks and provides delivery of bulk grounds fuels in support of Camp Lejeune and other customers. Products available for issue are diesel, unleaded, kerosene, low sulfur, high sulfur and propane. All purchases require DSSC fuel card for issues.

5114. AFTER HOURS ISSUES: After hours Emergency Maintenance personnel use Fuel Farm Duty Watch for issues. Point of contact is the Fuels Supervisor/Duty Watch, 451-5186.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

LETTERHEAD

DATE

From: Officer/Director/Commander
To: Officer in Charge, Direct Support Stock Control,
PSC Box 20007, Camp Lejeune, North Carolina
28542-0007

Subj: DSSC CREDIT CARD REQUEST

1. It is requested that a DSSC credit card be established for (SELF SERVICE) or (SHOP STORES). The following information is provided:

RUC:
JON:
UNIT:

2. For further information contact Sergeant Good Guy at DSN 751-CALL.

Officer/Director or Commander
RANK/TITLE

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

NEW ITEM/DELETE NOTICE

MCBCL 4400 (REV. 12-89)

Section 1

FROM: _____ DATE: _____

TO: Officer in Charge, DSSC Division
(Attn: Systems Management and Development Branch)

END ITEM - IF APPLICABLE		TEMPORARY OR PERMANENT REQUIREMENT		
1. NSN/MFR PART NR	2. REFERENCE PUBLICATION		3. MFR MAKE AND MODEL OR EQUIP NR	
4. UNIT PRICE	5. UNIT OF ISSUE	6. 30 DAY USAGE	7. DATE REQUIRED	8. ISSUE PT REQUIRED

9. DESCRIPTION

SIGNATURE: _____

Section II

DATE: _____

CONTROL NO: _____

FROM: Officer in Charge, Systems Management and Development Branch

TO: _____

APPROVED ☐ DISAPPROVED ☐ CATALOG ☐ DELETE ☐ RESEARCH ☐

REMARKS:

SIGNATURE: _____

Section III

DATE: _____

FROM: Officer in Charge, Support Division, Technical and Research Branch

TO: Officer in Charge, DSSC Division
(Attn: Systems Management and Development Branch)

U/I	UP	SAC	MEC	HAZ	SLC	SSRIC	DEMIL
-----	----	-----	-----	-----	-----	-------	-------

REMARKS:

SIGNATURE: _____

Figure 5-2.--Request for Stockage Action

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 5

SUPPLY DIVISION

SECTION 2: BASE PROPERTY CONTROL

5200. SCOPE

1. This Manual provides procedures for the control and maintenance of all garrison property and equipment furnished to the Marine Corps Base (MCB) units and tenant commands.

2. The essential features of these procedures are:

a. Acquisition, accountability, maintenance and disposition of Marine Corps Base property, will be accomplished by the Base Property Control Officer (BPCO).

b. The asset tracking for Logistics and Supply System (ATLASS) mechanized supply management system will be utilized with modifications, by the Base Property Control Officer (BPCO), in controlling and accounting for all garrison and Class 3 and 4 Plant Property nonexpendable items controlled by MCB, Camp Lejeune.

5201. MISSION. BPC is responsible for providing a quality of life standard to all Marines, Sailors and Civilians aboard Camp Lejeune, and MCAS, through the acquisition, issue, and management control of all Plant Property, Minor Property, and Personnel Support Equipment.

5202. BASE ORGANIZATION WITH CMC TABLE OF AUTHORIZED EQUIPMENT (T/E). Base organization with CMC authorized T/E's are responsible for accounting and funding of all equipment listed in these T/E's. The BPCO will provide no support for these items. Units will maintain all accounting records as required by MCO P4400.150D.

5203. STOCKAGE OF SUPPLIES

1. Units are not authorized to stock any items (quantities above authorized allowances or items where allowances are in excess

5204 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

requirements) supported by Base Property. Any items not in use should be adjusted. Units are not authorized to stock PSE for anticipated use. All requests must be supported by a current customer demand. All items not in use should be turned into Base Property.

2. The BPCO 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 unfunded documents to BPCD when on-hand quantities are below established allowances. Items not in stock will be requisitioned from the appropriate supply source by BPCD as funding permits. NOTE: BPCD will not requisition new items when like items in a serviceable condition are available to issue

5204. PROCUREMENT OF GARRISON PROPERTY

1. The primary source of supply for garrison property for supported units will be BPCD.

2. Alternate sources of garrison equipment and supply may be utilized when authorized by BPCD and beneficial to the command, e.g.,:

 a. Excess property that becomes available through redistribution from other commands.

 b. Excess property available through the Defense Reutilization & Marketing Office (DRMO). See paragraph 5305 for DRMO procedures.

5205. ALLOWANCES. Following is a summary of allowances for Base organizations:

1. T/E Allowances - Authorized by established CMC T/E allowances. T/E allowances are normally funded by the unit (SAC 1) or by CMC (SAC 3). All accounting files are maintained by the unit.

2. BPCD CMR Allowance - Non-expendable supplies, with a unit cost of greater than \$2500.00, in the unit's possession authorized by the Commanding General, MCB, Camp Lejeune. These items are normally funded by BPCD. Voucher files with original signatures are maintained by BPCD.

3. Non-FMF Allowance List - Special tool boxes and mission peculiar items are appropriate for the non-FMF allowance list. MCO P4400.150D provides guidelines for the control of these assets. All accounting records are maintained by the unit. Funding is the responsibility of the using unit.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 5

SUPPLY DIVISION

SUB-SECTION 1: INVENTORY CONTROL PROCEDURES FOR GARRISON PROPERTY

5210. GENERAL INFORMATION

1. It is the responsibility of the using unit commanding officer/officer in charge (CO/OIC) to have on-hand or on order, the quantities of garrison property authorized on the unit's Consolidated Memorandum Receipt (CMR). BPCD will order shortfalls when funds are available.
2. Using units have direct access to the appropriate BPCD representative (Customer Service Section) for matters involving data input assistance, inquiry requests and report requests. Additionally, all user oriented system output (i.e., CMR) is forwarded to the using units, via the BPC representatives.

5211. CONSOLIDATED MEMORANDUM RECEIPT (CMR)

1. The CMR is the custodial record by which the BPCO, controls property in the hands of using units. Unit's CMRs will be produced semi-annually, upon change of the Unit Property Officer (RO), or as requested by the RO.
2. Responsible Officers must accept the account regardless of the number of discrepancies or the condition of the account. The CMR should be signed with a list of discrepancies attached.
3. When the CMR is produced, the RO will verify that on-hand quantities and serial numbers listed are correct. Semi-annually or as directed, the RO will reconcile his/her CMR. At a minimum, units will compare the on hand quantity and serial numbers of the previous CMR against the on-hand quantity and serial numbers of the new CMR. Differences between the two will be supported by pending transactions submitted by the unit and inducted by BP personnel. The reconciliation is conducted to ensure that all pending transactions were submitted and posted correctly to proper property records. The annual inventory will be conducted during one of the CMR reconciliations - this will require a

physical inventory of all items. Adjustments to the CMR will be submitted per FMFLANTO P4400.10 and in the cover letter attached to the semi-annual CMR.

4. The CMR will be produced in TAM control number sequence.

a. Other than the semi-annual CMR, new CMR's must be requested from BPCD. One copy of the CMR will be forwarded to the unit. BPCD will maintain the original CMR. The signed original CMR will be retained on file for one year.

b. When the RO from a unit receives a new CMR listing, the on-hand balances and serial numbers will be verified. A reconciliation will take place at a time published by BPCD. The RO will reconcile his/her CMR with the BPC Customer Representative. RO's will bring all supporting documentation along with their copy of the CMR.

c. Records at the Unit level are recommended to be kept to a minimum. RO's must ensure that their records are kept current. One copy of the CMR is required to be maintained at the Unit level. The RO's copy of the CMR will be annotated when there are on-hand quantity or serial number changes. Signed copies of supporting documentation (Interim Receipts) are to be kept with the CMR. Document numbers of the adjustment transactions will be annotated on the CMR and the on-hand quantity will be pen changed accordingly. When a new CMR is received, it will be reconciled with the previous copy.

CH3 Chapter 5, page 5-20, paragraphs 5212 and 5213

5212. INVENTORY PROCEDURES AND DOCUMENTATION

1. Ensure that physical inventory documentation includes at a minimum the following:

(a) The asset listing as of the physical inventory date.

(b) Documentation of the physical inventory counts (including evidence that book-to-floor and floor-to-book procedures were followed).

(c) Adjustments made and the documentation supporting the resolution of adjustments.

(d) Printed names and signatures of those who conducted the physical inventory.

5213. DOCUMENT RETENTION REQUIREMENTS FOR INVENTORIES

1. Inventory tallies, inventory control registers or reports can be destroyed upon completion of the next inventory and after all adjustment actions have been taken.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SUB-SECTION 2: REQUISITIONING PROCEDURES

5220. GENERAL INSTRUCTIONS. This chapter establishes procedures for the using units to submit requisitions and cancellations to Base Property Control Division (BPCD). The means of transmitting the additional demand to BPCD will be on a DD Form 1348 (4-pt). DIC Z0A requests submitted to BPCD for system NSN's and LSN's resident on the BPC CMR or common stock list.

5221. SOURCES OF SUPPLY

1. Requisitions for garrison property items will be submitted to the BPCD.
2. Requisitions for investment items (greater than 100,000 U/P) will be submitted to the CG, MCB (AC/S, Logistics). In general, these items require special funding (Procurement Marine Corps (PMC) funds). Requirements will be solicited from the units during July of each year.
3. Open purchase requisitions for furniture must be approved by the BPCO.

5222. PREPARATION OF REQUISITIONS

1. When requesting garrison property, the using unit will complete the applicable portion of the requisition. In preparing the requisition (Z0A), the required data will be typed or printed on DD-1348(4-pt). All data must be legible on all copies of the requisition. Prior to preparation of the requisition, the Base Property CMR and/or common stock list will be reviewed to ensure that current and accurate supply management data is entered.
2. The Z0A will be sent to BPCD. BPCD personnel will verify that the document is correct. The unit will pull the second and third copies for their records. All documents are placed on back order, and the unit will be notified when the items are available. BPCD will not provide the status on requisitions. If the requisition appears on your demand listing, it is still valid. Large replenishment buys are made to fill many customer

5223 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

demands on a BPC document number. When materials are received, your backorder will be released and you will receive the material.

3. Walk-through/requisitions for urgent requirements will be hand delivered directly to the BPCO. If BPCD cannot furnish the material as requested by the walk-through, the requisition will be placed on backorder. In general, walk-through requisitions will not be accepted, except for emergency issues of health and comfort items to be determined by the BPCO.

4. Building numbers of BEQ's or office buildings are required to be placed on the 1348 (4pt) to assist in tracking replacements and budget purposes.

5223. CANCELLATION OF REQUISITIONS. Cancellation of requisitions will be accomplished when backorder requirements are no longer needed or have been filled through other sources (DRMO, transfer, etc.) A DD1348 (4-pt) with a DIC of "ZC1" and a "B" in cc 7 will be submitted to cancel backorders. The rest of the information will be the same as the original requisitions.

5224. BACKORDER VALIDATION. The Backorder Validation (BOV) listing will be used by the RO's to validate and annotate current status (Valid/Canc) all of the backorders for his/her unit. This will be validated by the RO and returned to BPCD. BOV's will be provided quarterly and during CMR reconciliation. Backorders will be canceled for units failing to return the BOV within 15 days.

5225. MISCELLANEOUS REQUISITIONING PROCEDURES

1. All requisitions submitted to BPCD must be signed by the RO, or by his/her designated representative.

2. Requisitions for kerosene, electric and oil fired space heaters, must be approved by the Facilities Maintenance Department and Fire Department prior to submission. A permit signed by the Fire Department must accompany the requisition (See the current Fire Regulations (BO 11320.1J) for specific instructions in obtaining a permit for kerosene, electric and oil fired space heaters).

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SUB-SECTION 3: MISCELLANEOUS PROCEDURES

5300. RELIEF OF COMMANDING OFFICERS. The CO being relieved is required by MCO P4400.150D to furnish a certificate to the relieving officer, indicating the status of supply operations within the command/unit. The status of the garrison property account will be included in this certificate. Relieving officers 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.

5301. RELIEF OF RESPONSIBLE OFFICER (RO)

1. When the relief of a RO is required, the command officer/officer-in-charge/director will appoint an individual as the RO. Individuals appointed will be officers or Staff NCO's or a civilian of comparable status, preferably with supply experience. The individual should be readily available within the command/department, and not scheduled for deployment or PCS within 12 months.

2. For the purpose of this Manual, the titles "Unit Commander" and "Commanding Officer" are used interchangeably. It is recognized that many BP sub-accounts have an individual with "Director" vice "Commanding Officer" status. The basic principle remains that the individual in charge of the organization with property accountability is responsible for the care and upkeep of Government property within their span of control. Sufficient oversight must be exercised over the RO to review adjustments and ensure sound property management practices are in place. Normally, military organizations of battalion size will appoint a RO and coordinate all garrison property matters directly with AC/S, Logistics and BPCD. Other organizations with a commanding officer, director, or similar status, will likewise appoint a RO and coordinate all garrison property matters directly with AC/S, Logistics and BPCD.

3. Unit commanders, directors, and OIC's will develop procedures to ensure that outgoing RO's do not depart the unit until a new RO is appointed, a joint inventory of all assets is conducted, and all property is accounted for. Requests for property

5301 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

adjustments that results from an account turnover must be approved by AC/S, Logistics prior to the old RO departing the area. In the event that a RO is allowed to depart the unit without a reconciliation of a garrison property account, the accountable individual (i.e., unit commander, director, or OIC of the unit) could possibly be held responsible for losses that are subsequently discovered.

4. The RO being relieved will conduct an inventory and reconciliation of property records to include verification that receipt signatures are valid and current. In all instances, the old and new RO's will conduct a joint inventory. Exceptions to this policy must be coordinated with the BPCO. All necessary signatures will be obtained upon completion of the inventory and reconciliation of the property records. At the time of appointment, a new CMR will be furnished to the relieving RO.

5. Within 15 days after being appointed as RO of the garrison property account, the relieving RO will conduct a careful inspection of the condition of records, supplies, personnel and other matters coming to his/her attention. If discrepancies exist in the property on-hand, gains and losses are to be reported in accordance with instructions given in FMFLANTO P4400.10, paragraph 4006, and the RO appointing order. The original CMR at BPC will be signed as being correct. A face-to-face Responsible Officer turnover will take place at Base Property Control (conducted by the Customer Rep). The Letter of Discrepancy will be the new RO's documentation that discrepancies were discovered during the acceptance inventory. The signed original CMR will be maintained by the BPCO. If the new RO does not submit a Letter of Discrepancy or a request for extension within 15 days, he/she assumes full responsibility for the account "as is."

6. During the period when the relieving RO is conducting the inspection and inventory of the account, the unit will be in a "frozen" status, and will not, except for emergencies, be allowed to draw or turn-in property. When an emergency exists, a letter signed by the CO with justification, will be submitted to the BPCO for action.

7. If the RO is separated from the property account for greater than 30 days, a new RO will be appointed.

5302. PICK-UP OF MATERIAL AT BASE PROPERTY

1. Each unit with a Base Property account will provide a Letter of Authorization to BPCD, authorizing individuals to receipt for material. Authorization letter will be updated at least once every six months.
2. No individual will be allowed to receipt for material at BPCD unless his/her name appears on a current Letter of Authorization and he/she has a valid military or civilian ID card in their possession.
3. Material will be picked-up within 10 working days upon notification from BP personnel. Material not picked-up within 10 working days will be returned to stock for issue. Exceptions must be coordinated with the BP Warehouse Chief.

5303. TRANSFER OF MATERIAL BETWEEN USING UNITS

1. Transfer of garrison property is not authorized without prior coordination/approval from the BPCO.
2. Upon approval of a transfer between using units, the unit transferring the material (the losing unit) becomes responsible for hand delivering the necessary documentation for all units involved, to the appropriate customer service representative at BPCD.
3. Transfer of garrison property between using units will be effected in the following manner:
 - a. Losing unit prepares a DD-1348-1 transfer document using (DIC Z2M) to transfer the material accountability from one unit to the other. The document number of the DIC Z2M will be assigned by the gaining unit, and the losing unit's AAC will appear in CC 45-50. Signature of both the "losing" and "gaining" unit RO is required on the transfer document. A transfer document is required for each line item.
 - b. Once receipt signature of gaining UPO has been obtained, deliver legible copies of signed transfer documents to the appropriate CMR representative at BPCD.

5304 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

5304. DISPOSAL OF MATERIAL

1. BPCD is the office authorized to determine the serviceability of Base Property assets. If there is a large amount of furniture to be screened, arrangements can be made to have a representative of BPCD to come to the unit area to screen the equipment. When an entire barracks of furniture is being replaced with new furniture a BPCD representative will be on site at the time of removal to assist in determining either DRMO or rehab disposition. Prior to arriving at BPCD, units will fill out a DD-1348 for each NSN. Once the items have been determined to be unserviceable, BPCD will stamp the DD-1348 and direct that the items be taken to DRMO. Under no circumstances will units destroy government property. DRMO is the only office authorized to determine if items are to be taken to the landfill or scrap metal to Camp Geiger.

2. Turn-in procedures:

a. Property will be loaded so that it will be readily accessible for inspections and/or unloading.

b. Appropriate personnel will be furnished by the unit to unload property (if applicable).

c. Base Property warehouse personnel will stamp the original of the 1348-1. In block #1 the "screened by" stamp will be placed on the original. The warehouse personnel will then fill in the appropriate document identifier code (DIC), actual quantity for turn-in to DRMO, and/or turn-in as excess.

d. Copies will be provided to the unit for any serviceable excess and the units DRMO document will be adjusted accordingly and left blank.

e. After the equipment is turned in, the #5 copy will be returned to BPCD by the unit. This copy will be utilized by BPCD to adjust the property records. The #6 copy will be retained in the unit's files.

3. All property turned into DRMO is required to have the proper information to obtain a Camp Lejeune credit, i.e., local NSN, system NSN, item description, serial number if applicable, quantity, TAMCN and unit price.

5305. SCREENING AND PICK-UP OF DEFENSE REUTILIZATION AND
MARKETING OFFICE (DRMO) PROPERTY

1. Screening of DRMO property may be conducted by any unit. Items normally controlled by BPC shall not be received from DRMO without prior coordination with the Director, BPC. Typically, items turned into DRMO (i.e., typewriters, copiers) have exceeded their life expectancy and have become uneconomical to repair. Allowing units to pick-up these items, is not cost effective to the Marine Corps. BPCD will not pay for maintenance of machines that have exceeded their life expectancy.

2. Units desiring to screen material at DRMO will follow these steps:

a. Select desired gear and have DRMO place a "hold" on it. This hold will be good for 14 days.

b. Fill out a DD-1348-1 (pick-up document) and bring it to BPCD (Property under \$2500.00 not required).

c. Take approved documents to DRMO and pick-up desired gear.

d. Return receipt document (copy of DD-1348-1) to BPCD.

3. Units will develop internal procedures to ensure that garrison assets picked up from DRMO are coordinated with the unit's Garrison Property Responsible Officer and BPCD. Unit commanders are responsible to provide the same accounting and safeguarding of DRMO assets in their possession as any other type of government property. These procedures apply to all DRMO facilities, not just the Camp Lejeune branch.

5306. ADJUSTMENT TRANSACTIONS

1. Request for adjustment transaction will be reported to BPCD in the format contained in UM 4400-124.

a. Garrison property aboard Camp Lejeune is the responsibility of the Commanding General, MCB, who through BPCD maintains the allowances and accountability data for the Base.

b. Letters for garrison property adjustments for serialized items with a dollar value of \$800.00 or more and nonexpendable items with an extended dollar value of \$2500.00 or more will be signed by the unit commander and submitted to the Commanding General (Attn: Base Property Control Officer). In all cases, every adjustment transaction must have a statement by the unit commander stating whether fault or negligence can be determined, and whether an investigation is warranted. These determinations cannot be made with "By direction" authority. All adjustments will be reported in accordance with MCO P4400.150D.

c. Administrative adjustments (DIC D8B/D9B) by definition, do not involve physical gain and losses. The unit must substantiate that no actual gain or loss occurred. The transaction(s) that processed in error to cause the record imbalance must be specifically identified by document number and date processed. In cases where a misidentified item is being dropped/picked-up simultaneously, the unit must cross-reference the document numbers and the related administrative gain/loss transactions. Administrative adjustments must be reported per UM 4400-124.

d. Original correspondence for all adjustments will be forwarded to BPCD for updating of files. Original correspondence will be retained in the BPCD voucher file. The responsible unit property clerk will update the CMR, and a copy of the adjustment will be filed with the CMR pending adjustments.

5307. INVESTIGATIONS

1. When non-expendable items of garrison property of a using unit become missing, destroyed or damaged, the circumstances surrounding such cases will be reported by the using unit's Garrison Property Responsible Officer, who will initiate a request for an investigation to the appropriate unit commander. The unit commander, other than MCB, will review the circumstances surrounding the incident and conduct an investigation or request a waiver to the Commanding General, MCB, Camp Lejeune, (Attn: AC/S, Logistics). Material pending investigation (e.g., damaged furniture/equipment) will be held by the using unit pending release by the investigating officer and disposition instructions from the AC/S, Logistics.

2. The Assistant Chief of Staff, Logistics, MCB, Camp Lejeune is designated as the Commanding General's representative in matters concerning investigations for garrison property. The unit commander will appoint the investigating officer. Once an investigating officer's appointment has been approved, the requesting unit commander is responsible for monitoring the timely completion of the investigation.

3. Upon completion of the investigation into the circumstances surrounding the loss, damage, or destruction of garrison property, the unit commander conducting the investigation will forward the investigation to the Commanding General (Attn: AC/S, Logistics), Marine Corps Base, Camp Lejeune, via the major subordinate command's commanding general for final approval. Investigations requiring SJA approval should be routed through the Base SJA and not MSC SJA's.

4. Upon receipt of the approved report of investigation, the Base Property Control Officer will carry out the approved recommendations which are under his cognizance. When all required action has been completed, the signed original copy of the approved report of investigation will be retained in the BPCD, voucher file.

5. Except as noted in the following paragraphs, the approved report of investigation will be used as the accounting document to drop all property listed on it. The following items will not be dropped, but will be ruled out by red lines on the report of investigation:

a. Items that are to be repaired and retained on the property records of the using units.

b. Items the government is reimbursed for by cash/checkage sale. Items of garrison property within this category will remain on the investigated unit's property records until cash/checkage sale action is effected.

6. When disposition of the property appearing on an approved report of investigation involves the preparation of DIC's D7Y, or D7J the following processing procedures will apply:

a. D7J Documents. The RO's retained copy will be filed with the CMR, and annotated with the report of investigation referenced in the remarks block of the transaction.

5308 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

b. Checkages (D7Y). Two extra copies of the individual's Checkage Form (NAVMC 6) will be prepared. One copy will be attached to both the original and duplicate of the report of investigation involved. When the duplicate of the individual's checkage form is returned to the RO, it will be forwarded to the BPCO, and used to drop property from the using unit's CMR.

7. When the loss of garrison property involves two or more units, the circumstances surrounding the loss will be reported to the next common higher level headquarters (i.e., area commander, division HQ's, etc.). The higher headquarters will review the circumstances surrounding the loss of government property and make a recommendation concerning the need for investigation and will nominate an investigating officer. In situations where a common higher headquarters is not appropriate, AC/S, Logistics will decide the appropriate course of action to properly investigate the loss.

5308. MISSING, LOST, STOLEN, RECOVERED (MLSR) REPORT. In general, when adjustments of \$100,000 or greater per line item are submitted, an MLSR report is required. The unit will prepare the MLSR in the proper format and forward to the AC/S, Logistics via the BPCO for release. The unit is the preparer of the message format and the AC/S, Logistics is the releasing authority.

5309. PROHIBITION OF REMOVAL OF GARRISON PROPERTY, PLANT PROPERTY AND MESS EQUIPMENT FROM CAMP LEJEUNE. Except as specifically authorized by the CG, MCB, Camp Lejeune, garrison property, to include mess property, Plant Property, "training aids and audiovisual equipment" and other articles authorized for garrison use WILL NOT BE TAKEN INTO THE FIELD OR REMOVED FROM THE CAMP LEJEUNE AREA. In the event circumstances require that garrison property, "training aids and audiovisual equipment" items be used in the field or be removed from the Camp Lejeune area, authority must be obtained from the CG, MCB, Camp Lejeune (Attn: AC/S Logistics) for garrison property and "for Training, Education and Operations." Units will submit their request for authorization, with complete justification, to the CG, MCB, Camp Lejeune (Attn: AC/S Logistics). Upon review, a letter of approval/disapproval will be forwarded to the unit.

5310. CASH SALES/CHECKAGE SALES. When an individual consents to a cash/checkage to reimburse the Government for missing/damage

garrison property, the unit must conduct the cash/checkage sale and forward a copy of the transaction to BPCD for vouchering purposes. BPCD has no capability to conduct cash/checkage sales.

5311. DISTRIBUTION OF OUTPUT. All Base Property ATCLASS output, related reports and listings, and other documents and information directed toward using units are distributed by means of guard mail/LAN to each unit and unit's pick-up box located at Base Property. Units are required to check their mail/LAN and guard mail unit box weekly.

5312. TEMPORARY LOANS TO USING UNITS

1. BPCD maintains a Temporary Loan pool of items which may be requested from time-to-time by using units, but which are not required on a continual basis. These items include:

a. Folding chairs.

b. Folding tables.

2. Request for temporary loan of any garrison property item will be submitted by letter to the BPCO (Attn: Warehouse Supervisor), at least five working days in advance of the requirement. RO's are encouraged to submit their requirements as far in advance as possible, especially during the summer months when special events are numerous. Approval of temporary loans will depend on availability of the item(s) requested and will be processed on a first come, first served basis.

3. Approved temporary loans will be made for a maximum of 10 days. Extension will be considered if requested by the unit, but will not be approved if there are commitments to other units for the same items. Extension will require resigning of the temporary loan document. Request for loans of property to be used in the field, or outside the confines of MCB, Camp Lejeune, must be approved only if unusual circumstances warrant it. (See paragraph 5309.)

5313. REQUEST FOR DRAPERIES

1. Request for draperies should be submitted in letter form to the BPCO, and contain the following information:

5314 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

- a. Building number(s).
- b. Number of windows (measurements are not needed).
- c. Point of contact and phone number.

2. Upon receipt of official measurements from the contractor, subject to fund availability, estimates will then be solicited from vendors and the contract awarded. The Accounting Branch for BPCD will maintain a record of all drapery contracts and current status. Oldest requests will be honored first. Call the BPC Accounting Branch, 451-9487, for the status of your request. The unit will be notified as to the time of installation, normally 90 days after the contract has been awarded.

3. Request for procurement and installation of blinds/miniblinds should be forwarded to AC/S, Facilities for action per MCO P10150.1.

5314. REQUEST FOR CARPETING. Request for wall-to-wall carpeting should be submitted to the AC/S, Facilities. Facilities has all responsibilities for the priority assignment, approval, purchasing and installation of carpets.

5315. REQUEST FOR AIR CONDITIONING. Requirements will include Base Maintenance approval letter, or a copy of the unit's Disposal Mats/LTI when identical replacements are identified.

5316. REQUEST FOR MICROWAVE OVENS. The use of O&M, MC funds for the procurement of microwave ovens is prohibited per MCO P10150.1.

5317. REQUEST FOR HEATERS

a. Additionally, the kerosene and fuel oil heaters must be approved by the Fire Department.

b. See paragraph 5222 of this Manual for specific requisitioning procedures.

5318. REQUEST FOR AUTOMATED DATA PROCESSING EQUIPMENT (ADPE).

All units must go through their chain of command for ADPE support. Accounting for all military computers is the unit's responsibility.

5319. DISPOSITION OF EXCESS ADPE ASSETS. ISMD will be notified of all excess ADPE assets. If redistribution within Camp Lejeune is directed, a copy of the transfer document must be provided to BPCD to properly adjust the unit's CMR.

5320. PROCUREMENT MARINE CORPS (PMC) REQUIREMENTS

1. PMC requirements are Plant Account items having a unit value of more than \$100,000. The Navy Comptroller Manual, Vol 3, Chapter 6 identifies items specifically excluded from the Plant Account criteria. All items costing more than \$100,000 must be accounted for as Plant Property and must be authorized by HQMC prior to procurement.

2. All local requirements, with complete justification, and impact statements, if unfunded, are submitted to the AC/S, Logistics. Upon receipt, the requirements are verified, consolidated, and prioritized as to urgency of need. The AC/S, Logistics submits the PMC budget requirements to HQMC after it has been staffed by the AC/S, Comptroller. Prioritization is made by the AC/S, Logistics. The AC/S, Comptroller is notified and receives a copy of the budget submission.

5321. PROCEDURES FOR THE TURNOVER OF GARRISON ASSETS FOR DEPLOYING ORGANIZATION

1. Accountability and audit trails of garrison equipment can be easily lost during deployment phases. It takes the cooperation and coordination of all units involved to ensure that guidelines set forth in references MCO P4400.150D and UM 4400.124 are met.

2. Pre-deployment tasks. Deployment in excess of 30 days require appointment of a new RO per MCO P4400.150D.

a. RO's will reconcile/turnover their CMR's and pending back orders for their accounts to the new RO. The reconciliation/turnover will take place at the BPC office.

5322 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

b. Responsible Officers (RO's) will conduct a joint inventory with the new RO who will be accounting for their garrison property prior to their deployment.

5322. EXECUTIVE FURNITURE/FURNISHINGS. Executive type office furniture and furnishings are:

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

b. Those items generally known, or considered by the trade, as the "executive line" of office furniture and furnishings. These include, 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 or billet assignment.

c. Definitions:

(1) Executive furniture - (Level A) - whether new, used, or rehabilitated, will be limited to personnel of flag rank, or senior executive service or above. This furniture includes all items of executive wood furniture consisting of, or comparable to, the traditional and modern wood office furniture and related items illustrated in MCO P10150.1.

(2) Middle Management Furniture - (Level B) - Whether new, used or rehabilitated, will be limited to personnel with the grade of 05/06 or GS grades 13 through 15. This type of furniture includes all items of utilized wood office furniture and related items.

d. Requisitioning executive furniture. The requisition will be in letter format to the BPCO, Accounting Branch and will contain:

(1) The rank, name of the individual furniture is being purchased for.

(2) List of items.

e. The Accounting Branch will assist the customer with determining types of furniture rated and providing a library of catalog of executive furniture for review.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SUB-SECTION 4: WASHERS AND DRYERS IN BARRACKS

5400. GENERAL. Free washers and dryers are provided in barracks and BOQ's aboard Marine Corps Base, Camp Lejeune, and MCAS (H), New River through a Marine Corps Base administered and funded civilian contractor lease agreement. While this equipment is not Government owned, it will be controlled to the extent necessary to prevent losses to the contractor which must be reimbursed by the Government.

5401. ACCOUNTABILITY

1. Washers and dryers installed in barracks and BOQ's will be assigned to the unit primarily responsible for occupying the building in which installed.
2. All washers and dryers are owned and repaired by the contractor. These machines will not be carried on the unit's MAL/CMR.
3. Each unit will assign an individual that will be responsible for reporting any changes of on-hand quantities and serial numbers of washers and dryers to Base Property and Purchasing and Contracting. Periodic checks will be accomplished to verify quantities and serial numbers.

5402. INSTALLATION/REMOVAL REQUESTS

1. Washers and dryers are installed and serviced by the civilian contractor, and will not be removed, moved, or installed by any personnel other than the contractor representative.
2. Requests for installation of additional washers/dryers will be forwarded to the Assistant Chief of Staff, Logistics (Attn: Base Property Control Officer), and will include appropriate justification, and a statement as to the availability of appropriate hook-ups (water, sewer, electricity, vent, etc.). Barracks capacity, space limitations, hook-up availability and funding availability will be considered in the decision to approve or deny requests.

3. Requests for removal/relocation of washers and dryers will be forwarded to the Assistant Chief of Staff, Logistics (Attn: Base Property Control Officer), stating the reason for the requested action. In the case of relocation requests, the reinstallation in the new location will be considered in the same manner as a new installation.

5403. CARE AND OPERATION

1. Proper controls will be established by the assigned unit to prevent abuse, misuse, pilferage, and vandalism of machines.
2. Washers and dryers will be used only by bona-fide occupants of barracks and BOQ's.
3. Machines should not be moved for any reason, including cleanup/work details, since such movement may cause damage to the machines or gas lines, which could contribute to an unsafe condition.
4. Areas where machines are located will not be hosed down for cleaning purposes, as this can cause damage to timers, and severe electrical shock.
5. Individual equipment, such as 782 gear, sleeping bags, etc., will not be washed or dried in leased machines, as this can cause damage to the machines.

5404. REPAIR OF WASHERS AND DRYERS

1. Required repairs to leased washers and dryers will be performed only by the authorized contractor representative.
2. Prior to reporting an inoperative machine, the following actions should be taken:
 - a. Check to ensure the machine is plugged in, and fuses or circuit breakers are not blown/tripped.
 - b. Check the drain pipe and drain sink for clogging if washer fails to eject water.
 - c. Check the dryer lint screen and vent hose for clogging if the dryer appears to be over-heating or malfunctioning.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS 5404

d. It is a Base Maintenance responsibility to correct any problems external to the machine itself.

3. Prior to repairs being effected to machines which have been damaged through apparent abuse, misuse, or vandalism, the unit will be required to conduct an informal investigation to determine the cause of such damage, and the possible identification of responsible parties. This investigation need not necessary be a JAG Manual investigation, unless the extent of damage exceeds \$700. In any case, a report of findings and corrective action taken will be forwarded to the Assistant Chief of Staff, Logistics (Attn: BPCO).

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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SUB-SECTION 5: MAINTENANCE AND REPAIR OF EQUIPMENT

5500. REPAIR OF OFFICE MACHINES, LABOR-SAVING DEVICES AND OTHER SELECTED ITEMS

1. BPCD provides commercial maintenance service for the government-owned electric and electronic office machines, including copiers, typewriters, calculators and microfilm readers/printers. BPCD will, at its discretion, establish an annual contract for continued, year round maintenance support, or it will establish a "one time" repair contract to fix each item as it becomes unserviceable. The type of contract support is dependent upon the availability of funds for the current fiscal year. Units may call BPCD at 451-9487 to determine if equipment is on a maintenance contract or requires "one time" repairs.

2. Repair procedure for equipment on a Maintenance Contract. Equipment requiring repair will be brought to BPCD at Building 1212. BPCD will notify the commercial vendor, who will examine the machine, determine if the trouble is repairable under the terms of the maintenance contract and, if so, attempt to repair it. Machines will be returned as soon as repairs are complete.

3. Maintenance contracts do not cover machines which are damaged or worked on and taken apart by personnel other than authorized service technicians working for the contractor. Repair of such damaged machines must be paid for by BPCD over and above the maintenance charges. These machines will be turned in to BPCD through the appropriate RO on a Work Request and will contain the following information:

- a. Unit/activity designation.
- b. Unit Property account number.
- c. Type of machine and age (e.g., typewriter, calculator).
- d. Manufacturer's name.
- e. Serial number and model.
- f. A brief description of problem.

g. The work request will contain one or more of the following statements, as appropriate, and must be approved by the commanding officer. "By direction" correspondence cannot be utilized:

(1) No fault or negligence is suspected in connection with the repair required for the office machine listed hereon. A statement is required to explain the current status of the machine.

(2) Fault or negligence is suspected in connection with the repair to this machine and an investigation has been initiated by the command. Accordingly, request that an estimate of repairs be obtained and returned with the machines, to be used in support of investigation action which has been initiated.

(3) Repair is requested per the approved recommendation contained in the Report of Investigation (copy attached). The repair cost is within the limitations authorized by MCO 10460.2 as evidence by a copy of the repair estimate attached.

4. In general, electrically operated office machines (i.e., typewriters, adding machines, calculators, etc.) are expected to last 12 years. If the machine is less than eight years of age, repair cost cannot exceed 50 percent value of original cost on a "one time" repair. If the machine is older than eight years, it cannot exceed 25 percent of original cost on a "one time" repair.

5. The greatest single cause of office machine malfunction is negligence on the part of the operator. This includes such things as failure to replace dust covers when not in use, allowing erasure dropping to get into working mechanism, and failure to clean or perform first echelon maintenance of equipment by the operator. Prior to turn-in for repair of any machine to BPC, it must be evident that proper first echelon maintenance has been satisfactorily completed.

6. Some types of equipment not under maintenance contracts must be on an "as required" basis. Upon approval, BPC will send a requisition to the Contracting Office requesting a one time repair. Items falling into this category must be listed on the RO's Base Property or Plant Account CMR. Units requiring repairs will submit a letter to the BPCO containing the following information:

- a. Unit/Activity designation.
- b. Unit property account number.
- c. Plant account number/TAM NR/NSN.
- d. Type of machine.
- e. Manufacture's name.
- f. Serial number/model.
- g. A brief description of problem.
- h. Building number.
- i. POC with an extension.

7. Repair of end user computing (EUC) equipment will be accomplished by Information's Systems Management Department (ISMD).

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SUB-SECTION 6: PLANT PROPERTY PROCEDURES

5600. CLASSES OF PLANT ACCOUNT PROPERTY. For management, financial, and technical control purposes, plant account property items and expenditures are divided into the following classes:

Class 1 - Land

Class 2 - Buildings, structures, and utilities

Class 3 - Equipment (other than Industrial Plant Equipment)

Class 4 - Industrial Plant Equipment

5601. REQUIREMENTS FOR CLASS 3 AND 4 PLANT PROPERTY

1. The Assistant Chief of Staff, Logistics will solicit requirements for Command Support Equipment (Class 3 and 4 Plant Property). Requirements are forwarded to HQMC prior to 10 July each year, and is used as the basis for funds allocation for the next budget year.

5602. PLANT ACCOUNT PROPERTY CONTROL PROCEDURES

1. Class 3 and 4 Plant Property:

a. The Base Property Control Officer (BPCO) is responsible for distributing Consolidated Memorandum Receipts (CMR) on all plant account property to the responsible officers.

b. Responsible officers (RO's) are appointed to administer the receipt, custody, and control of plant account property.

2. Transfer of Plant Property Between Using Units: paragraph 5303 applies.

3. Inventory: paragraph 5210 applies.

4. Adjustment Transactions: paragraph 5306 applies.

5. Reporting of Acquisitions:

a. Upon receipt of plant property, the RO will report the acquisition to the BPCO within two working days after the property is physically on hand. BPCD will prepare the Class 3 or 4 Property Record (DD Form 1342) and debit the responsible account for the custody of the items and record the value into Plant Account. Responsible officers will verify the debit, sign and return to the BPCD with 10 working days.

b. Items found by inventory or received without proper documentation will be reported to the BPCO for approval before reporting in the Plant Account Property records.

5603. EXCESS SERVICEABLE, UNDETERMINED CONDITION, UNSERVICEABLE AND OBSOLETE PLANT ACCOUNT PROPERTY (EXCEPT TACTICAL AND RECOVERABLE ITEMS)

1. Excess serviceable, undetermined condition, unserviceable, and obsolete plant account property on charge to the using activity from the BPCO will be disposed of as follows:

a. Plant Equipment Class 3

(1) Each item of property will be listed on a separate DD Form 1348 (Request for Turn-in), showing plant account number, serial number and NSN.

(2) All requests for turn-in will be accompanied by a Base Maintenance statement or a Limited Technical Inspection (LTI) report indicating the condition of the property and estimated cost to repair excess repairable items.

(a) All requests for turn-in of unserviceable property will contain a statement to the effect that the present condition is due to normal wear and that no fault or negligence is involved. This statement will be signed by the commanding officer or authorized representative of the unit, or by the head of activities whose property does not come under the immediate cognizance of a Table of Organization Military Unit Commander.

(b) All requests for turn-in of excess and/or obsolete property will contain a statement to the effect that the property is serviceable and is not required by the organization and will

be signed by the commanding officer or authorized representative or by the head of activities whose property does not come under the cognizance of a Table of Organization Military Unit Commanders.

(3) The requests for turn-in and the appropriate maintenance statement will be forwarded to the Base Property Control Division, Services Branch.

(4) Upon receipt of the request for turn-in and the appropriate maintenance statement, the BPCO will:

(a) Provide the responsible officer having custody of the property with disposition instructions (without screening) for all items having a condition code of E, F, H, and S.

(b) Provide the responsible officer having custody of the property with disposition instructions (after screening has been accomplished) for items having condition code of A and B.

b. Class 4 Plant Property

(1) Class 4 equipment will be processed as outlined above, with the following exception: upon receipt of the DD Form 1348 and maintenance statement, the BPCO will furnish the RO a DD Form 1342, Property Record Card as applicable. The current condition code will be shown in block #52 of Section II of the Property Record Card. On the reverse side of the DD 1342, the RO will list the name of the person making the inspection, rank or grade, telephone number, estimate the cost and briefly describe the extent of the repairs. The signature of the RO will appear below this information.

(2) Usable items of Class 4 Plant property determined to be excess to mission requirements or no longer necessary for general support purposes will be reported to the Defense General Supply Center (DGSC) as idle and available for redistribution within 15 days after such determination is made.

5604. PROCEDURES FOR REPORT OF INVESTIGATION AND SPECIAL ADJUSTMENTS. Reports of Missing or Stolen Highly Negotiable Plant Property. Plant Account Property that is missing will be reported as outlined in paragraph 5307.

5605. EQUIPMENT REPLACEMENT PROGRAM

1. Replacement Analysis Procedures. The following procedures will be utilized when determining replacement requirements:

 a. The BPCO will furnish each RO a complete listing of Class 3 and 4 Plant Account Equipment on charge to unit in August of each year. This listing will show the plant account identification number, item, unit cost, and installation date. One copy of the listing will be retained in the BPCD.

 b. Upon receipt of the listing, the RO will review and update equipment condition code. An LTI will be performed if feasible. If an LTI cannot be performed, a cursory inspection, considering service being rendered by the equipment, will be used for updating the condition code. One copy of the updated listing will be returned to BPCD. MCO P10150.1 provides guidance for the assignment of condition codes.

 c. Obsolescence. It is realized that in many cases it is more economical to replace equipment than to retain serviceable equipment which has outlived its normal service life. This is a result of improved equipment having been manufactured which usually reduces consumption of material or operation codes. When RO's indicate the condition code of the equipment, consideration will be given to these items. In addition to the condition code, the word "obsolete" will be written after the item name. A statement will be made as to the reason for the equipment's obsolescence.

 d. Safety Factors. Equipment which is considered to be hazardous will be so indicated on the plant account listing. The Base Safety Manager should always be contacted in regard to equipment presenting safety hazards.

CH3 Chapter 5, page 5-46, paragraph 5606

5606. DOCUMENT RETENTION REQUIREMENTS FOR ACQUISITIONS AND
DISPOSALS OF PLANT PROPERTY

1. Acquisitions and Dispositions: Material receipts and expenditure invoices, together with supporting correspondence and paper, involved in the transfer of material can be destroyed after 2 years. Correspondence includes copies of requisitions, invoices, requisitions/issue documents, contract receiving reports, and similar forms.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 6

BASE CONTRACTING DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION	6000	6-3
ORGANIZATION.	6001	6-3

SECTION 1: GENERAL INFORMATION

AUTHORITY	6100	6-5
CONTROL	6101	6-5
IMPROPER BUSINESS PRACTICES AND PERSONAL CONFLICTS OF INTEREST.	6102	6-6
ADMINISTRATION.	6103	6-7
UNAUTHORIZED COMMITMENTS.	6104	6-7
COMPETITION	6105	6-8
GOVERNMENT SOURCE OF SUPPLY	6106	6-8
OPEN MARKET PURCHASING.	6107	6-8
GSA CREDIT CARD METHOD.	6108	6-8
SPECIAL CONTRACTING METHODS AND MISCELLANEOUS INSTRUCTIONS FOR PURCHASING.	6109	6-8

SECTION 2: LAUNDRY SERVICES

GENERAL	6200	6-9
CONTRACTING OFFICER REPRESENTATIVE (COR). . .	6201	6-9

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

PROCEDURES.	6202	6-9
CLEANING OF MATTRESSES.	6203	6-11
CLEANING OF DRAPES, RUGS, AND FURNITURE . . .	6204	6-11
DETAIL OF SERVICES.	6205	6-11
BILLING	6206	6-12
FISCAL YEAR RENEWAL FOR LAUNDRY SERVICES. . .	6207	6-12
REQUIREMENTS FOR ADDING OR DELETING OF LAUNDRY SERVICES	6208	6-12

SECTION 3: PROCUREMENT OF COMMERCIAL PERIODICALS

PURPOSE	6300	6-13
BACKGROUND.	6301	6-13
ACTION.	6302	6-13

SECTION 4: PROCUREMENT OF PORT-A-JOHN SERVICES

PURPOSE	6400	6-17
BACKGROUND.	6401	6-17
INFORMATION	6402	6-17
ACTION.	6403	6-18

FIGURE

6-1	REQUEST FORM.	6-14
6-2	INSTRUCTION FOR PREPARATION OF DD FORM 1348-6	6-15
6-3	INSTRUCTION FOR PREPARATION OF DD FORM 1348-6	6-20

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 6

BASE CONTRACTING DIVISION

MISSION AND ORGANIZATION

6000. MISSION. The mission of the Contracting Division is to provide timely procurement support utilizing the latest acquisition information technology that emphasizes competition to ensure the best value is obtained for all regionalized customers requiring acquisition assistance.

6001. ORGANIZATION

1. Buying Branches. The Contracting Division is comprised of a Headquarters Section, a Simplified Acquisition Branch (Buying Branch #1), two contracting branches (Buying Branches #2 and #3), an Administrative Branch, and a Contract Surveillance Branch. Buying Branch #1 handles procurement actions below the Simplified Acquisition Threshold (SAT), Blanket Purchase Agreements (BPAs), Indefinite Delivery-Indefinite Quantity (IDIQ) contracts up to the Maximum Order Limit (MOL), and Delivery Orders against GSA contracts up to the MOL. The Credit Card Management Team (CCMT) is also located in Buying Branch #1, and is responsible for the overall administration of the Government Purchase Card Program. Buying Branches #2 and #3 handle various commodity areas of supply and service contracts which exceed the SAT or require special contract amendments. All Information Technology (IT) procurements are processed through Buying Branch #1.

2. Staffing. The Contracting Division is staffed in accordance with the Marine Corps Base, Camp Lejeune, Table of Organization 7511.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 6

BASE CONTRACTING DIVISION

SECTION 1: GENERAL INFORMATION

6100. AUTHORITY

1. Only the Contracting Division is authorized to purchase supplies, equipment and services with appropriated funds through commercial sources, with the exception of the following activities:

- a. Naval Hospital Purchasing.
- b. East Coast Commissary Complex.
- c. Public Works Department.
- d. Morale, Welfare, Recreation Contracting.
- e. IMPAC Card Holders.

2. The FAR, DFARS, NAPS, MCO P4200.15 and NAVSUP 4200.85 are the laws and regulations which must be followed in conducting the procurement of supplies, equipment and services with appropriated funds. This Standing Operating Procedure (SOP) will be used as the basic regulation or guide for accomplishing the Contracting Division mission. Specific in-depth guidance regarding contracting matters can be found in Base Order P4200.10_.

6101. CONTROL

1. The Assistant Chief of Staff, Logistics, Marine Corps Base, has staff cognizance and administrative control of the Contracting Division.

2. The Director, Contracts Division (Code LB), Headquarters, U.S. Marine Corps, retains cognizance on technical, legal, and contractual matters.

6102. IMPROPER BUSINESS PRACTICES AND PERSONAL CONFLICTS OF INTEREST

1. Policy

a. All personnel representing the Government in business dealings with commercial vendors are placed in positions of trust and responsibility. Many practices which are normal and generally acceptable in the private business sector are unacceptable for government officials and employees who are conducting business for the Government. Individuals conducting business for the Marine Corps must avoid the slightest perception of impropriety. It is essential that all personnel maintain the highest moral and ethical standards of personal conduct, thereby ensuring that they are beyond reproach in every respect.

b. FAR Part 3 prescribes policies and procedures for avoiding improper business practices and personal conflicts of interest and for dealing with their apparent or actual occurrence.

c. DOD 5500.7, Standards of Conduct, SECNAVINST 5370.2, Standards of Conduct and Government Ethics, and MCO P4200.15, Chapter 4, set forth the standards of conduct and Government ethics governing all Department of Defense (DoD) personnel, regardless of assignment.

d. MCO 7510.5 prescribes fraud, waste, and abuse program duties and responsibilities and establishes procedures for preparing and submitting fraud remedies plans. The DoD "HotLine" number for reporting cases of fraud, waste, and abuse is (800) 424-9098.

e. Any violation of the standards of conduct and defense ethics embarrasses and compromises the integrity of the Department of Defense, the Department of the Navy, and the United States Marine Corps to the extent of impairing the public's trust and confidence in business relations between the Government and commercial vendors. Individuals who violate the standards of conduct or government ethics will be dealt with swiftly and in the harshest manner possible.

2. Indoctrination. All personnel having dealings with the procurement process will be thoroughly indoctrinated in the

Standards of Conduct, Government Ethics, and the Federal Procurement Policy Act and will be re-indoctrinated on an annual basis.

3. Action. All Contracting Division personnel who are required to sign a Procurement Integrity certification and Standards of Conduct form must do so on an annual basis.

6103. ADMINISTRATION WORKDAY

1. Civilians. When authorized, civilians will operate on Flextime, also known as "5-4-9." When "5-4-9" is not in effect, the normal workday is from 0745 - 1615 Monday through Friday. Civilians may be required to work overtime, extended hours, or split shifts when circumstances warrant such action.

2. Marines. The normal workday is from 0730 - 1630 Monday through Friday (lunch 11:30 - 13:00, to allow adequate time for physical fitness training); however, Marines will stand duty as ordered. Phone watch and additional duties will be prescribed and posted by the SNCOIC.

6104. UNAUTHORIZED COMMITMENTS. The policy found in Title 31 U.S.C. 1501 requires that there be a binding agreement in writing before contracts may be recorded as an obligation against the Government. In accordance with the FAR, DFARS, NAPS, MCO P4200.15, and NAVSUP 4200.85, only Contracting Officers acting within the scope of their authority may enter into contracts on behalf of the Government providing all applicable requirements of law and regulations have been met. The ordering and acceptance of supplies, equipment, and services in advance of a legal contract constitute an illegal act and does not obligate the Government for the items ordered, but may incur a personal liability to the individual who made the commitment. Ratification of Unauthorized Commitments is a laborious function that can be avoided if activities ensure proper procedures are followed. If any activity has a question regarding proper procurement procedures they should call the Contracting Division.

6105 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

6105. COMPETITION. FAR and DFARS, Subchapter B. SECNAVINST 4210.10, and MCO 4200.28 require competitive acquisitions and a Competition Advocate Program. Accordingly, the OIC of the Contracting Division is appointed as the Competition Advocate for Marine Corps Base, Camp Lejeune, North Carolina. BO 5420.26 establishes and identifies the responsibilities of the Procurement Review Board for ensuring adequate competition.

6106. GOVERNMENT SOURCES OF SUPPLY. FAR Part 8 covers required sources of supplies and services. Marine Corps policy requires the procurement of supplies, equipment, and services from other military services, the General Service Administration (GSA), or commercial sources. Items stocked in the Marine Corps supply system or cataloged in other military service/GSA publications, will be requisitioned through normal supply channels in accordance with UM 4400-15 and the 4235 series of Marine Corps directives.

6107. OPEN-MARKET PURCHASING. Open-market purchasing is the method the Government uses to acquire ownership or control of supplies or receive the benefit of services from commercial sources in exchange for the payment of appropriated funds. Direct purchase from commercial vendors on an open-market basis is the least desirable procurement method.

6108. GSA CREDIT CARD METHOD. The International Merchants Purchase Authorization Card (IMPAC) is the directed method of purchase for Micro-Purchases (< \$2,500). A limited number of Micro-Purchases will be done using other procurement tools on an exception basis. See the Camp Lejeune Bankcard Instruction Manual for further guidance and NAVSUP 4200.85.

6109. SPECIAL CONTRACTING METHODS AND MISCELLANEOUS INSTRUCTIONS FOR PURCHASING. FAR Part 17 and MCO P4200.15 cover special contracting methods and provide miscellaneous instructions for purchasing.

STANDING OPERATING PROCEDURES LOGISTICS DEPARTMENT

CHAPTER 6

BASE CONTRACTING DIVISION

SECTION 2: LAUNDRY SERVICES

6200. GENERAL. The Laundry Service is a Contractor-Owned/ Contractor-Operated (COCO) facility and provides laundry and dry cleaning services for appropriated and non-appropriated activities at Marine Corps Base, Camp Lejeune and other satellite activities.

6201. CONTRACTING OFFICER REPRESENTATIVE (COR). To ensure proper performance by the contractor, a COR has been assigned. The COR will accomplish quality assurance (QA) surveillance and inspections at the contractor's plant and service points at Hadnot Point (Bldg 1116), Camp Geiger (Bldg TC-834), and Naval Hospital (Bldg NH 100), as well as ensuring customer satisfaction. Problems not immediately resolved between the customer and the contractor at the service points should be referred to the COR DSN 751-2129/2134, commercial 910-451-2129/2134.

6202. PROCEDURES

1. Turn-in and Pick-up Locations. Laundry turn-in and pick-up will be accomplished at Hadnot Point (Bldg 1116), and Camp Geiger (Bldg TC-834) by authorized individuals of organizations from Camp Lejeune and other satellite activities. Laundry turn-in and pick-up for the Naval Hospital, Camp Lejeune will be accomplished at the Naval Hospital (Bldg NH 100).

2. Turn-in Procedures

a. NAVMC 10192, Combined Work Request and Receipt. The NAVMC 10192 shall be the only authorized receiving and issuing document for laundry and dry cleaning services. The government will furnish the contractor the NAVMC form 10192. Contractor Laundry personnel will complete the form and obtain the required signatures. The third copy will be provided as a receipt to the organizational representative.

b. Even Exchange (DX) Laundry. This type laundry will be off-loaded at the turn-in locations by organizational representative(s). The organizational representative will turn-in separately bundled serviceable like items, all of which shall be directly exchanged for clean serviceable like items at the time of turn-in. The organizational representative will identify the separate bundles and the number count for each bundle to the contractor representative. The contractor representative shall verify the number count by counting all the items in the presence of the organizational representative, arriving at a mutually agreed upon count. Upon mutual agreement on the number count, the contractor shall separately account for serviceable and unserviceable like items on the NAVMC 10192.

c. Deferred (Organizational Bulk) Laundry. This type laundry will be off-loaded at the turn-in locations by organizational representatives. The organizational representative will turn-in serviceable items and the number count for each bundle to the contractor representative. The contractor representative shall verify the number count by counting all the items in the presence of the organizational representative, arriving at a mutually agreed upon count.

3. Pick-up Procedures

a. Even exchange (DX) Laundry. The organizational representative will receive direct exchange (one-for-one) serviceable items at the time that serviceable and unserviceable items are turned in. The contractor representative will identify and count the laundry items in the presence of the organizational representative, arriving at a mutually agreed upon count. Upon mutual agreement on the number count, the contractor shall separately account for serviceable and unserviceable like items on NAVMC 10192.

b. Deferred (Organizational Bulk) Laundry. The contractor shall return to the organizational representative the same number and articles furnished for service as listed on the NAVMC 10192. The contractor representative will identify and count the laundry items in the presence of the organizational representative, arriving at a mutually agreed upon count. The organizational representative must present the NAVMC 10192 when picking up laundered items.

6203. CLEANING OF BED LINENS. Dirty or unserviceable sheets, mattress covers, pillows, and pillowcases will be exchanged on a one-for-one basis on linen survey day for each unit at the laundry service points.

6204. CLEANING OF DRAPES, RUGS AND FURNITURE. The funding of cleaning of drapes, rugs, and furniture is the responsibility of the unit/activity. The unit/activity requesting the cleaning of drapes, rugs, and furniture will submit a requisition (either automated or DD 1348-6) with a complete purchase description, i.e., number and size of drapes, pleated or straight drapes, square footage of carpet to be cleaned, etc... to the Contracting Division.

6205. DETAIL OF SERVICES. It is the unit commander's responsibility to ensure that a vigorous textile maintenance program is provided in order that good environmental, sanitation, health, comfort, and morale conditions are established and maintained. The following textile maintenance guide is provided for programming and scheduling laundry services:

<u>ITEM</u>	<u>SERVICE</u>
Sheet	As required (folded 20 per bundle).
Pillowcases	As required (folded 50 per bundle).
Mattress Covers	As required, more often in hot climates, and change of occupant in barracks.
Mattress Pads	As required, more often in hot climates, and change of occupant in barracks.
Bedspreads	As required, more often in hot climates, and change of occupant in barracks.
Blankets	As required, more often in hot climates, and change of occupant in barracks.
Pillows	As required, more often in hot climates, and change of occupant in barracks.

6206 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Mattresses	Annually. In transient barracks, more frequent laundering may be required, and is the judgment of the command.
Box Springs	Annually.
Drapes	Annually.
Rugs	Annually.
Furniture	Annually.
Field Jackets	As required when in use and prior to issue/reissue (empty all pockets).
Sleeping Bags	As required when in use and prior to issue/reissue(unzipped and turned inside out).

6206. BILLING. Laundry service invoices will be submitted by the contractor to the Contracting Division (COR) who will certify the invoices per the contract and prompt payment clause.

6207. FISCAL YEAR RENEWAL FOR LAUNDRY SERVICES. Renewal letters are provided in the month of June requesting activities to review their requirements for laundry services. Fill out the "Activity Determination to Renew/Terminate Contracts" form and return it to the Contracting Division (Bldg 1116) by the specified date in July. Renewal notices must include requisitions prepared as prescribed by the renewal letter.

6208. REQUIREMENTS FOR ADDING OR DELETING LAUNDRY SERVICES. Activities having requirements to add or delete laundry services must submit written correspondence to the Contracting Officer (Bldg 1116), listing the item nomenclature(s) and estimated annual quantities for each item to be added or deleted and a point of contact.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 6

BASE CONTRACTING DIVISION

SECTION 3: PROCUREMENT OF COMMERCIAL PERIODICALS

6300. PURPOSE. To provide instructions for Marine Corps Base activities to follow when submitting requisitions for newspapers, magazines, and other commercial periodicals. Tenant commands are responsible for approving their activities requisitions for newspapers, magazines, and other commercial periodicals.

6301. BACKGROUND

1. DoD Instr. 4115.41 of 19 June 1986, directed a change in the Department of Defense policy regarding the procurement of commercial publications with appropriated funds.

2. All requests for procurement of newspapers, magazines, and other commercial periodicals for Marine Corps Base activities must be authorized by the library. Each request for a commercial publication will be accompanied by written justification. Only those newspapers, magazines, and other commercial periodicals issued at regular recurring intervals, that are absolutely essential for mission accomplishment, will be procured.

3. The Base libraries are the primary source for non-mission essential periodicals serving this installation. The Base Librarian is tasked by DoD Instr. 4115.41 of 19 June 1986 to determine the availability of a periodical in either the library system or in any other location where the periodical could be made immediately available to the library or the requesting office or agency.

6302. ACTION. Each activity desiring to order newspapers, magazines, and other commercial periodicals must submit a request (figure 6-1) and a requisition (DD Form 1348-6, figure 6-2). The request will contain the mission essential justification statement and be signed by the responsible commander or his appointed representative. The request and requisition will then be routed to the Base Librarian prior to submission to the Contracting Division.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Document # _____
Requested Item _____

Requesting Activity _____

Justification _____

Signature _____ Requesting Official
Date _____

Recommend Approval ()
Disapproval ()

Comments _____

Signature _____ Base Librarian
Date _____

Figure 6-1.--Request Form.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

<u>COLUMNS</u>	<u>TITLE</u>	<u>EXPLANATION OR ENTRY</u>
1-3	Document Identifier	Enter "AOB"
8-11	Item Identification	Enter "7630"
23-24	Unit of Issue	Enter "EA"
25-29	Quantity	Enter quantity required
30-43	Document Number	Enter unit document number
52-53	Fund Code	Enter appropriate fund code
60-61	Priority	Enter priority code
74-80	Unit Price	Enter the estimated price

<u>BLOCKS</u>	<u>TITLE</u>	<u>EXPLANATION OR ENTRY</u>
7	Name of Item Requested	Enter "Subscription"
8	Description of Item	Enter the noun name of the subscription, requested period covered, and the address of the source of supply
9	End Item Application	In the "Clear" complete mailing address of the requisitioning activity
10	Requisitioner	Section, Division, or Department with the requester's full name, phone number and signature
11	Remarks	Enter the unit's full appropriation data and total price. Responsible commanders signature is also required in this block

Figure 6-2.--Instruction for Preparation of DD Form 1348-6

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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 6

BASE CONTRACTING DIVISION

SECTION 4: PROCUREMENT OF PORT-A-JOHN SERVICES

6400. PURPOSE. To provide instructions for Marine Corps Base, tenant and visiting activities when requesting procurement of port-a-john services.

6401. BACKGROUND. MCO P4200.15 delegates authority to establish contracts on behalf of the U.S. Government to duly appointed contracting officers. In this regard, Contracting Division has established a requirement contract for port-a-john services at Camp Lejeune and other satellite areas. All requests must therefore be submitted to the Contracting Division for procurement action unless the short-term request for port-a-johns is outside of the 50 mile radius of the Base, i.e., Morehead City.

6402. INFORMATION

1. Port-a-johns are authorized for use during training exercises and other special events as determined by each command. Port-a-johns are not designed nor will they be used as a permanent head facility.

2. Each tenant command is responsible for the funding of its port-a-john request. This includes command sponsored special events such as field demonstrations for visiting dignitaries, displays, and ceremonies.

3. Each Marine Corps Base command/school and separate staff section is responsible for funding its port-a-john request.

4. The delivery, pickup, and servicing of port-a-johns must be adjacent to a paved or passable dirt roadway and accessible by the vendors servicing equipment. Units may place port-a-johns in coordination with the vendor upon delivery, and these port-a-johns will not be moved without concurrence from the

Contracting Division. If the vendor has to relocate a port-a-john, there will be an additional charge per truck load. A truck load consists of one to eight port-a-johns.

6403. ACTION

1. Requisitioning Procedures. Organizations requesting port-a-john services will submit a requisition (either automated or DD Form 1348-6) filled out in accordance with figure 6-1. Activities must provide in the description the following information: number of servicings per week (example - two per week), and where port-a-johns are to be located using six digit grid coordinates and name of location, if applicable (example - 919309 TLZ Goose).

2. Routine Requirements. Requisitions must be submitted and received at the Contracting Division a minimum of 10 working days prior to the delivery date.

3. Emergency Requirements. Requisitions must be submitted and received at the Contracting Division a minimum of three working days prior to the delivery date.

4. Determining Number of Port-A-Johns Required. The following Table is recommended guidance for commands to assist in estimating their port-a-john requirements:

Number of Personnel *	No. Req'd with 2 Servicings per week**	No. Req'd with 3 Servicings per week**	No. Req'd with 5 Servicings per week**
001 to 025	1		
026 to 050	2	1	
051 to 075	3	2	2
076 to 100	4	3	2
101 to 125	5	3	2
126 to 150	6	4	3
151 to 175	7	4	3
176 to 200	8	5	3
201 to 225	9	5	4
226 to 250	10	6	4

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS 6403

Number of Personnel *	No. Req'd with 2 Servicings per week**	No. Req'd with 3 Servicings per week**	No. Req'd with 5 Servicings per week**
251 to 275	11	7	4
276 to 300	12	7	5
301 to 325	13	8	5
326 to 350	14	8	5
351 to 375	15	9	6
376 to 400	16	9	6
401 to 425	17	10	7
426 to 450	18	10	7
451 to 475	19	11	7
476 to 500	20	12	8

* Divide the above personnel numbers by 2 for 16 hour day
and by 3 for 24 hour day.

** Additional servicings may be required during the summer
months.

5. Cost. The cost of rental and servicings may be obtained by
calling the Contracting Division, DSN 751-3094, commercial
910-451-3094.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

<u>COLUMNS</u>	<u>TITLE</u>	<u>EXPLANATION OR ENTRY</u>
1-3	Document Identifier	Enter "ZBR"
4-6	Routing Identifier	Enter "JBB"
8-23	Item Identification	Enter "W04510PORTAJOHN"
23-24	Unit of Issue	Enter "EA"
25-29	Quantity	Enter quantity required
30-43	Document Number	Enter unit document number
52-53	Fund Code	Enter appropriate fund code
60-61	Priority	Enter priority code
62-64	Required Delivery Date	Enter date of requirement

<u>BLOCKS</u>	<u>TITLE</u>	<u>EXPLANATION OR ENTRY</u>
7	Name of Item Requested	Enter "Port-a-John"
8	Description of Item Requested	Enter six digit grid coordinates and noun name of location, number of servicings per week and period required (i.e., 1 Oct 1997 to 15 Nov 1997)
9	End Item Application	Name of the operation
9A	Source of Supply	Enter "Down East"
10	Requisitioner	Enter name and address of requesting unit with phone numbers and point of contact
11	Remarks	Enter the unit's full appropriation data and total price. Responsible commanders signature is also required in this block

Figure 6-3.--Instruction for Preparation of DD Form 1348-6

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 7

BASE FOOD SERVICE

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION	7000	7-3
BASE FOOD SERVICE CONTACTS	7001	7-3
LEJEUNE COMPLEX MESS HALL CONTACTS	7002	7-3
HOURS OF OPERATION	7003	7-4
WATCH - STANDER MEALS	7004	7-4
BAG LUNCHES	7005	7-4
RECREATIONAL EVENTS	7006	7-5
HOT FIELD MEALS	7007	7-6
SALE OF MESS HALL PREPARED CAKES/PASTRIES	7008	7-7
MARINE CORPS BIRTHDAY CAKES	7009	7-8
MRE ENHANCEMENTS	7010	7-8
SALE OF MEALS POLICY	7011	7-8
MEAL RATE POLICY	7012	7-10

FIGURE

7-1	SAMPLE SPECIAL MEAL REQUEST FORM . .	7-11
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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 7

BASE FOOD SERVICE DIVISION

7000. INTRODUCTION. The Base Food Service Division operates in a Consolidated Food Service System that encompasses the entire Camp Lejeune Complex. Base Food Service provides direct administrative support and indirect operational support to all command mess halls. All mess hall subsistence, equipment, maintenance, and contract personnel requirements are coordinated through Base Food Service. The Base Food Service Division functions under the criteria of MCO P10110.14 and other applicable directives.

7001. BASE FOOD SERVICE CONTACTS

Section	Bldg No.	Phone
FSO	914	451-2851
DEP	914	451-1567/2851
OPSO	914	451-1567/2716
FDTECH	914	451-1567/2851
OPSCHF	914	451-1567/2851
PROPCHF	1108	451-1567/2716
SUBSCHF	1108	451-2054/3230
ADMIN	914	451-2716/2851
FAX	914	451-3101

7002. LEJEUNE COMPLEX MESS HALL CONTACTS

Command	Bldg No.	Phone
<u>MCB</u>		
HQSPT BN	9	451-1737/3495
MCES	BB-7	450-7148/7330
BRIG	1041	451-1626
WPNSTRNG BN	RR-3	450-7923/7924
MCSSS	M-455	450-0754/0009
MCAS	AS-4012	450-6710/6716
SOI	G-640	450-0369/0438

7003 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

2D FSSG

8TH ENGSPT BN	FC-540	451-2704/1390
2D LSB	FC-420	451-1021/3292
8TH ENGSPT BN	FC-303	451-2704/1390
H&S BN	325	451-3600/1508

2D MARDIV

8TH MAR	122	451-2447/2010
10TH MAR	521	451-3909/3770
6TH MAR	411	451-1547/2940
2D MAR	211	451-1830/3519

7003. HOURS OF OPERATION. The hours of operation of the mess halls are commensurate with the needs of the individual command and tenant activities. Exact meal hours are available via contact with appropriate mess halls.

7004. WATCH - STANDER MEALS. Early regular meals and night meals (box lunches) are intended for personnel whose duties cause them to miss a regularly scheduled meal. Early meals are served on weekdays only. The night meal (box lunch), when provided, will only be made available to personnel who could not attend the breakfast or dinner (evening) meal because of their assignment/duty. The serving of night meals (box lunches) to replace missed/skipped meals is not authorized. Box lunch requests (figure 7-1) must reach the prospective mess hall three working days in advance of meal being requested.

7005. BAG LUNCHESES. The bag lunch is meant to provide a suitable meal for personnel who cannot possibly be fed a hot meal in the mess hall because of the nature of their official duties, and should be prepared with the same expertise and interest as a regular meal.

1. The bag lunch will replace a meal and will not be served in addition to the regular meal.
2. Issue and control of bag lunches are the responsibility of the commanding officer with management control of the mess hall.

a. Requests for bag lunches and other meals for consumption outside the mess hall (figure 7-1) must be submitted to the mess hall manager. Persons not entitled to subsistence-in-kind will pay for bag lunches prior to pickup. Such requests must be justified and kept to a minimum.

b. Requests must include the names and social security numbers of the persons entitled to subsistence-in-kind. The names of personnel not entitled to subsist at government expense are to be included and designated by an asterisk. All such requests will be attached to the Meal Verification Records to justify the credits for such meals.

c. A certification of the Meal Verification Record will be made by the person picking up the bag lunches.

d. Units are responsible for ensuring bag lunches are consumed within three hours of pick-up time when held at temperatures between 40 degrees fahrenheit and 140 degrees fahrenheit.

7006. RECREATIONAL EVENTS

1. The use of government subsistence and/or the facility and its staff to support unit picnics or parties is not authorized. Official unit recreational events such as military field meets, family day, open house, and military appreciation day may be supported by serving a meal and is authorized only when the meal replaces the normal lunch or dinner meal. Military field meets are required command functions and must be sponsored at the company level or higher and approved by the commanding officer. The menu should equal the basic daily food allowance value of the meal for which it is being served. Commanding officers with management control of mess halls are authorized to approve those specific recreational events listed above.

2. Commanding officers desiring meals for recreational events will submit a request (figure 7-1) to the unit commander responsible for the management of the mess hall in which they normally subsist. The request must reach the mess hall concerned 10 working days prior to the event for preparation of the subsistence and will include the following information:

- a. Name of the officer or NCO in charge.
 - b. The total number of personnel not entitled to subsist at government expense, i.e., commuted rations, officers, or authorized civilians.
 - c. The total number of personnel, with names and social security numbers, authorized to subsist at government expense.
 - d. The date, time, and place the official recreational event is to be held.
3. After approval of the request, the commanding officer will direct the officer or NCO in charge to contact the mess hall manager for instructions relative to the handling of funds, signing of the Meal Verification Record, when the subsistence will be available for pickup, and other related matters. Officers and authorized civilians will pay the food cost and surcharge in accordance with current directives.
4. Block signatures are authorized, with the supporting list of social security numbers for the personnel authorized to subsist at government expense.
5. The Base Master Menu lists those items to be used for recreational events.
6. Unauthorized diversion or misuse of Government subsistence, supplies and facilities through failure to maintain essential data and/or accurately document the headcount and/or cash collection is considered mismanagement, and must be investigated under the provisions of MCO P10110.14. When there is a difference in excess of 10 percent of the meals requested on the unit support request and the actual headcount as reflected on the headcount forms, a report of survey will be accomplished according to MCO P10110.14.

7007. HOT FIELD MEALS. The commanding officer having management control of the mess hall may authorize the furnishing of subsistence from the mess hall for field exercises.

1. Commanding officers or section heads desiring meals for field exercises with a duration of three days or less will submit a

request (figure 7-1) to the unit commander responsible for the management of the mess hall in which they normally subsist. The requests must reach the mess hall concerned 10 working days prior to the exercise for preparation of the subsistence and will include the following information:

- a. Name of the officer or NCO in charge.
- b. The total number of personnel not entitled to subsist at government expense; i.e., 10 commuted rations, 15 officers.
- c. The total number of personnel authorized to subsist at government expense.
- d. The date, time, and place the field meals will be served.

2. After approval of the request, the commanding officer will direct the officer or NCO in charge to contact the mess hall manager for instructions relative to the handling of funds, signing of the Meal Verification Record, when the subsistence will be available for pickup, and other related matters. Charges will be as currently prescribed for the meal the hot field meal is replacing and payment will be made prior to pickup of the meals. All personnel not authorized subsistence-in-kind will pay the food cost only, unless they are receiving per diem, in which case they will be required to pay the food cost and the appropriate surcharge.

3. Block signatures are authorized on the Meal Verification Record for hot field meals.

4. The subsistence items provided will be the same items that are being served in the mess hall for the same meal. Changes to the Master Menu must be approved by Base Food Service Officer.

7008. SALE OF MESS HALL PREPARED CAKES/PASTRIES. The use of appropriated subsistence funds, facilities and/or mess hall staff (military or civilian) for the preparation and resale of cakes and pastries in support of non-appropriated fund social functions is no longer authorized. Support for such functions must be obtained from other resale facilities or commercial sources.

7009. MARINE CORPS BIRTHDAY CAKES. Decorated cakes for the Marine Corps Birthday in support of the command's ceremonial events will be prepared by each mess hall. After the ceremonies, the cakes will be returned to the mess halls for consumption. The cost of these cakes will be absorbed by each individual mess hall. Cakes for major balls supported by the Morale, Welfare and Recreation Departments of Camp Lejeune and Marine Corps Air Station, New River will be obtained through commercial sources.

7010. POR (MRE/RCW) ENHANCEMENTS. MCO P10110.14 and MARFORLANTO 4400.18B, paragraph 6, subparagraph f. (Policy for managing Packaged Operational Rations, Trioxane (FBTs), Bread, Shelf Stable (BSS), and Ration Supplement, Flameless Heaters (RSFHs)), provides authority and guidance for the requisition of POR enhancements. MRE enhancements are authorized only when MRE's are the sole dietary intake (three MRE's per day). The commander may also authorize warming/cooling beverage enhancements when extreme weather conditions dictate. MRE enhancements are strictly limited to eight percent of the total MRE cost.

7011. SALE OF MEALS POLICY

1. As defined in MCO P10110.14, the primary purpose of the enlisted mess hall is to provide subsistence for active duty enlisted personnel entitled subsistence-in-kind (SIK). Additionally, current directives authorizes enlisted and officer personnel receiving commuted rations/basic allowance for subsistence, to purchase mess hall meals at applicable costs.

2. The sale of meals is authorized to the below categories of personnel:

a. Enlisted personnel on COMRATS are permitted to purchase meals at the mess hall on a reimbursable basis at any time, regardless of duty status.

b. Officers, other than duty officers, are permitted to subsist in the mess hall on an occasional basis, which is considered to be in the best interest of the Government.

c. Civilian personnel on official duty are permitted to purchase meals under any of the following conditions:

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
	Budget Branch	Resolve funding transfer w/service			
		Finalize Commitment/Billing Procedures			
	Ammo Branch	Ammunition Requirements	ASP	DSN: 484-3812	C-90
			ESO	NON-DOD owned ammunition and explosives	C-90
		Ammunition Supply Point Users Guide	ASP	DSN: 484-3812	C-90
		Training Site for FASP	TSD	DSN: 484-5803	C-45
		Ammunition Transportation Plan	ESO		C-30
		Ammunition Storage at Ammunition Supply Point (ASP)	ASP	DOD owned ammunition and explosives	C-30
		Field Ammunition Supply Point (FASP)	ESO	Authorization is required in excess of seven days storage	C-7
	Safety Branch	Waste Disposal			
		Access to Grey Water Disposal			
Supply Division	Direct Support Stock Control Branch	Fuel Requirements			C-30
		--Point of Contact			C-30
		--Required Delivery Date (RDD)			C-30
		--Fuel Type			C-30
		--Bulk Fuel Source			C-30
		--Establish Credit Card Account			C-30
		--Authorized Shopper(s) memo			C-30

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		Shop Store Requirements			C-30
		--Point of Contact			C-30
		--Facilities Maintenance items			C-30
		--Hardware items			C-30
		--Construction items			C-30
		--Establish Credit Card Account			C-30
		--Authorized Shopper(s) memo			C-30
		SelfService Requirements			C-30
		--Point of Contact			C-30
		--Administrative Requirements			C-30
		--Cleaning Requirements			C-30
		--Housekeeping Requirements			C-30
		--Establish Credit Card Account			C-30
		--Authorized Shopper(s) memo			C-30
	Base Property Control Branch (BPCB)				
		PSE	MFL		
		--Beds/Cots		Used if avail/if new will require-	C-90
		--Office Furniture		Used if avail/if new will require-	C-90
		--Admin Furniture		Used if avail/if new will require-	C-90
		--Headquarters Furniture		Used if avail/if new will require-	C-90

Figure 8-1.--Planning Overview Timeline Matrix--Continued

(1) Personnel performing food service duties.

(2) Marine Corps Base firefighters.

(3) Base Maintenance personnel, when performing work at the mess hall during a meal period.

d. Civilian employees of private contractors, when performing work at the mess hall during a meal period.

e. Dependents of military personnel during emergency conditions. Reimbursement procedures will be determined by the Commanding General, Marine Corps Base, based on the situation, and promulgated by the most expeditious means.

f. Guests of military personnel as defined below:

(1) Dependents, relatives, and guests of military members when accompanied by their sponsors.

(2) Dependents and relatives of military persons who are POW, MIA, or serving a remote tour of duty.

(3) Subparagraphs 7011.1f(1) and 7011.1f(2) are permitted to promote good will and morale, or enhance public relations. However, judicious use of this authorization must be exercised, and must not jeopardize the primary mission of the mess hall. Requests for dependent guests of military personnel to purchase a meal in the mess hall must be submitted in writing to the commander having management control of the respective mess hall 10 work days prior to the event. Commanders will ensure a letter of approval is available at the mess hall to identify those authorized individuals.

g. Guests at Holiday Meals. The sale of the Marine Corps Birthday, Thanksgiving, Christmas, and New Year's Day meals to immediate members of the family, retirees, and bonafide guests of authorized military personnel is permitted in all enlisted mess halls.

h. Requests for all other civilians (i.e., retiree groups, tour groups, civic groups, athletes, Boy Scouts, etc.) to purchase meals from a mess hall must be submitted in writing to the Commanding General (AC/S, Logistics), Marine Corps Base, 10

7012 STANDING OPERATING PORCEDURES FOR BASE LOGISTICS

working days prior to the event. Approval will be granted on a case-by-case basis, depending on the capability of the mess hall to support the function.

7012. MEAL RATE POLICY. Regular and discount meal rates are published annually in an ALMAR released by Headquarters, Marine Corps.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SPECIAL MEAL REQUEST

MCBCL 10110/25 (REV. 4-84)

FROM (Organization and Section)		DATE	
I CERTIFY THAT I WILL BE RESPONSIBLE FOR THE CASH COLLECTION FOR ALL SUBSISTENCE FURNISHED TO PERSONNEL NOT ENTITLED TO SUBSIST AT GOVERNMENT EXPENSE PRIOR TO CONSUMPTION.			
REQUESTOR NAME, RANK, TITLE, AND PHONE		SIGNATURE	
TO: ENLISTED DINING FACILITY		VIA: COMMANDING OFFICER	
APPROVED	DISAPPROVED	SIGNATURE AND DATE	
REQUEST THE FOLLOWING RATIONS BE FURNISHED:			
DATE AND TIME OF PICKUP		CONSUMPTION LOCATION	
TOTAL QUANTITY	TYPE OF RATION	TOTAL QUANTITY	TYPE OF RATION
	BREAKFAST (Field)		PICNIC RATION
	LUNCH (Field)		BAG LUNCH
	DINNER (Field)		
REIMBURSEMENT	ENLISTED ON COMMUTED RATIONS \$	OFFICERS \$	CIVILIANS \$
			CHILDREN \$
			ENLISTED AT GOVERNMENT EXPENSE
RECEIPT	DATE AND TIME RECEIVED	TOTAL FUNDS COLLECTED \$	NAME OF REMITTER (Type)
	I CERTIFY THAT THE SUBSISTENCE ITEMS WERE RECEIVED AND MONIES REMITTED.		SIGNATURE AND RANK
PAYMENT	DATE AND TIME MONEY RECEIVED	AMOUNT \$	NAME OF PERSON RECEIVING MONIES
	I CERTIFY RECEIPT OF MONIES COLLECTED FROM SALE OF SUBSISTENCE ITEMS.		SIGNATURE AND RANK

INSTRUCTIONS

1. ALL MEALS WILL BE SOLD ON A CASH BASIS. COLLECTION WILL BE AT THE TIME AND PLACE OF PICKUP AND BEFORE CONSUMPTION.
2. AN ORIGINAL AND TWO COPIES SHALL BE SUBMITTED TO THE DINING FACILITY FOR EACH DAY AND EACH REQUIREMENT REQUESTED. REQUESTS FOR PREPARED MEALS IN THE FIELD AND PICNIC REQUEST SHALL BE SUBMITTED TO REACH THE DINING FACILITY FIVE (5) WORKING DAYS PRIOR TO PICKUP. ROUTINE REQUESTS FOR BAG LUNCHES WILL BE SUBMITTED TWENTY-FOUR (24) HOURS PRIOR. SPECIAL REQUESTS OF LARGE AMOUNTS (TROOP MOVEMENTS) REQUESTS SHALL BE SUBMITTED TO REACH THE DINING FACILITY FIVE (5) WORKING DAYS PRIOR TO PICKUP. ALL BAG LUNCHES ARE TO BE CONSUMED WITHIN 3 HOURS FROM TIME OF PICKUP.
3. FOR BAG LUNCHES OR PICNIC RATIONS THE REQUESTOR WILL PROVIDE ON THE REVERSE OR BY SEPARATE CORRESPONDENCE A LIST OF THOSE PERSONNEL ENTITLED TO SUBSIST AT GOVERNMENT EXPENSE. THIS LISTING IS TO PROVIDE THE NAME, RANK, ORGANIZATION AND MEAL CARD NUMBERS OF THOSE PERSONNEL. ADDITIONALLY, THE NAMES OF THE PERSONNEL NOT ENTITLED TO SUBSIST AT GOVERNMENT EXPENSE ARE TO BE INCLUDED AND DESIGNATED BY AN ASTERISK.

Figure 7-1.--Sample Special Meal Request Form



STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	8000	8-5

SECTION 1: OPERATIONS DIVISION

EXERCISE SUPPORT	8100	8-7
REQUIREMENT IDENTIFICATION	8101	8-7
POINTS OF CONTACT	8102	8-9

SECTION 2: MOTOR TRANSPORT DIVISION

MISSION	8200	8-25
REQUEST FOR TRANSPORTATION	8201	8-25
CANCELLATION OF TRANSPORTATION REQUESTS. . .	8202	8-26
DISPATCHING "OFF BASE" TRIPS	8203	8-26
WRECKER SERVICE	8204	8-27
POINTS OF CONTACT	8205	8-27
HOURS OF OPERATION	8206	8-28

SECTION 3: TRAFFIC MANAGEMENT DIVISION

MISSION	8300	8-29
PASSENGER BRANCH	8301	8-29

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
REQUEST FOR TRANSPORTATION	8302	8-29
CANCELLATION	8303	8-30
COST	8304	8-30
GENERAL	8305	8-30
REQUIREMENTS:	8306	8-30
ORDERS:	8307	8-31
WEAPONS:	8308	8-31
SHIPMENT CONTROL BRANCH.	8309	8-31
HEAVY LIFT BRANCH	8310	8-32
SHIPMENTS BY RAIL	8311	8-32
SHIPMENTS BY TRUCK	8312	8-32
MHE:	8313	8-32
POINTS OF CONTACT:	8314	8-33

SECTION 4: SUPPLY DIVISION

SUB-SECTION 1: DIRECT SUPPORT STOCK CONTROL (DSSC)

PURPOSE	8410	8-37
EXERCISE SUPPORT	8411	8-37
POINTS OF CONTACT	8412	8-37
HOURS OF OPERATION	8413	8-38

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SUB-SECTION 2: BASE PROPERTY CONTROL

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	8420	8-39
BACKGROUND	8421	8-39

SECTION 5: CONTRACTING DIVISION

PURPOSE	8500	8-41
EXERCISE SUPPORT	8501	8-41
REQUIRMENT IDENTIFICATION.	8502	8-41
POINTS OF CONTACT	8503	8-41
HOURS OF OPERATION	8504	8-42

SECTION 6: FOOD SERVICE DIVISION

MISSION	8600	8-43
POINTS OF CONTACT	8601	8-43
HOURS OF OPERATION	8602	8-43
INFORMATION.	8603	8-43

SECTION 7: GENERAL

POINTS OF CONTACT,	8700	8-51
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STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

FIGURE

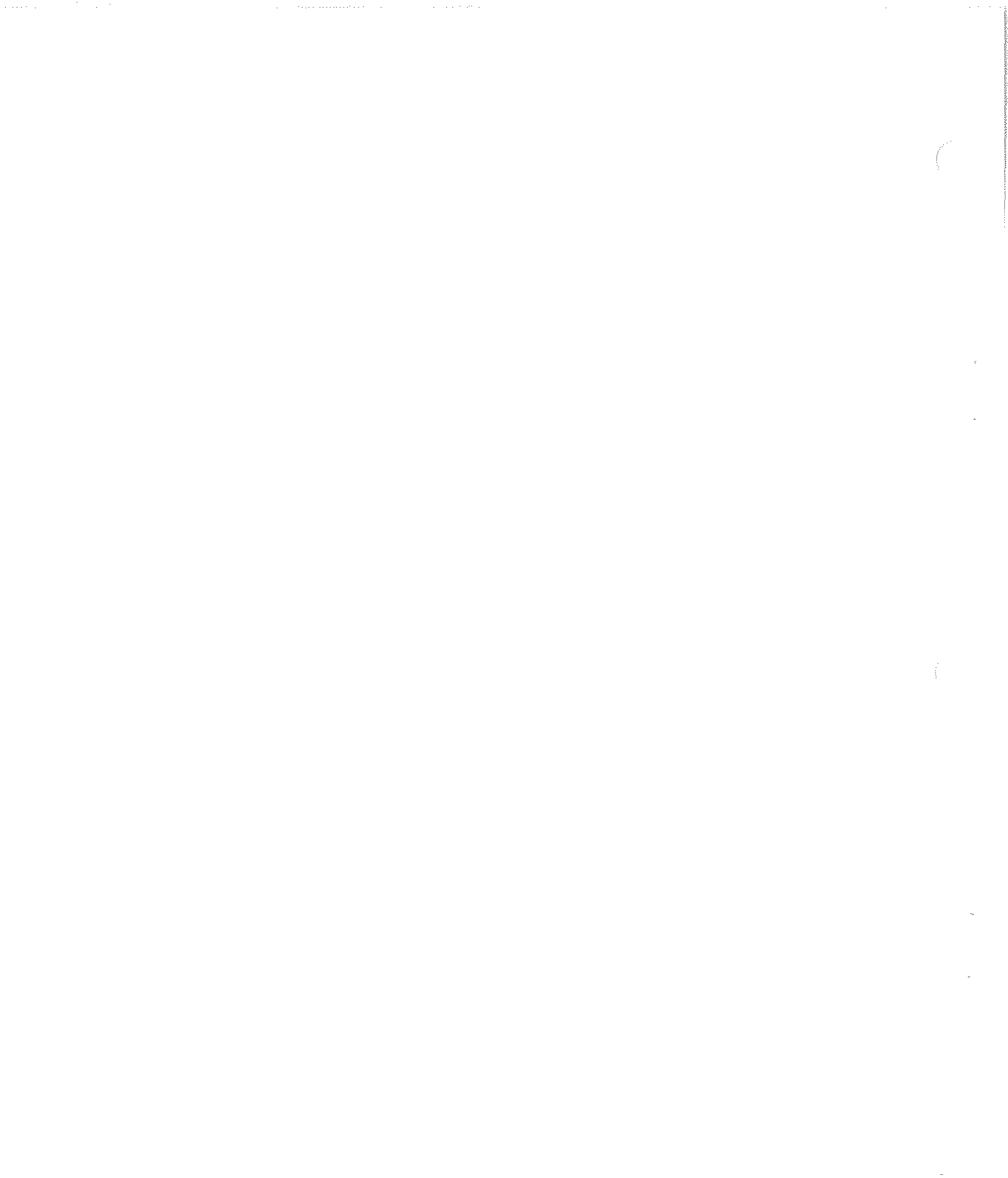
	<u>PAGE</u>
8-1 PLANNING OVERVIEW TIMELINE MATRIX	8-10
8-2 REQUEST FOR TEMPORARY LOAN.	8-20
8-3 EQUIPMENT SUPPORT	8-21
8-4 ORDER FOR WORK AND SERVICES	8-22
8-5 MILITARY INTERDEPARTMENTAL PURCHASE REQUEST	8-23
8-6 REQUEST FOR COMMERCIAL BUS SUPPORT.	8-34
8-7 REQUEST FOR COMMERICAL TRUCK SUPPORT.	8-35
8-8 SAMPLE FOOD SERVICE WORKSHEET FOR UNITS WHO REQUEST SUBSISTENCE AT CAMP LEJEUNE . . .	8-45
8-9 FOOD SERVICE INFORMATION ON FOOD PROVIDED FROM PRIME VENDOR/OTHER LOCAL VENDORS . . .	8-49
8-10 MOBILIZATION TIMELINE OF EVENTS	8-53

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

8000. PURPOSE. The purpose of this Chapter is to promulgate policies, procedures, and guidance for the management and control of Exercise Support Logistics aboard Marine Corps Base, Camp Lejeune.



STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 1: OPERATIONS DIVISION

8100. EXERCISE SUPPORT. All units requiring logistical support from MCB participating in training/exercises in the Camp Lejeune area will obtain logistics support from the AC/S, Logistics. Initial notice of exercise or training support will be provided to the Operations Officer. The Operations Division will coordinate operational staff functions of the various divisions within the Logistics Department. Requests for obtaining support from the AC/S, Logistics will be submitted in writing to the Commanding General, MCB, Camp Lejeune (AC/S, Logistics). Figure 8-1 provides a detailed listing of goods/services normally required and the timeframe for identifying and submitting the written request for support.

8101. REQUIREMENT IDENTIFICATION

1. The following examples of the type of support available from the Logistics Department are:

a. Contracting Support. Detailed guidance for obtaining contract support is contained in paragraph 8500.

b. Food Services Support. Detailed information concerning type of support available is contained in paragraph 8600.

c. Direct Support Stock Control (Facilities maintenance materials, lumber administrative and housekeeping supplies and bulk petroleum from the Issue Points within DSSC). Paragraph 8411 provides additional information for obtaining DSSC support.

d. Base Property Control Support (Includes personnel support equipment, temporary loan of available property such as tables, chairs, etc.).

8101 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

e. Traffic Management Support. Refer to paragraph 8300 for detailed information.

f. Motor Transport Support. Paragraph 8200 provides detailed information of the types of motor transport support available and how to obtain this support.

2. In addition to coordinating support for services listed above the Operations Division also coordinates support for matters relating to:

a. Ammunition and Explosives Safety (i.e., ammunition and temporary storage of ammunition).

b. Temporary loan of equipment. See figure 8-2 for detailed information required to effect temporary loans. Requests for temporary loan of equipment should be submitted 10 working days prior to the required date.

c. Equipment with equipment operator support. Refer to figure 8-3 for detailed information required to effect this type of support. Requests for equipment/equipment operator support should be submitted 10 working days prior to the required date.

3. The following information for matters relating to funding for requirements for goods and services obtained from the Assistant Chief of Staff, Logistics is provided:

a. Organizations requesting support will submit from their Organizational Comptroller to Marine Corps Base, Camp Lejeune Comptroller, a completed Order for Work and Services, NAVCOMPT Form 2275 (figure 8-4) or Military Interdepartmental Purchase Request (MIPR), DD Form 448 (figure 8-5) establishing requirements and providing appropriation data.

b. The Marine Corps Base, Comptroller will establish a Reimbursable Order Number and Reimbursable Bill Code for each tasking assigned to various organizations aboard the Base and provide copies of the Logistics FA's for their cognizant requested services.

c. A specific fund administrator (FA) within the department will be tasked to ensure reimbursable support is billed back to

the RON/RBC. The FA's are responsible for ensuring that the documents process in the system, are obligated and charges to the reimbursable.

d. The Logistics Department Budget Officer (FA 32) receives a completed requisition, DD Form 1348-6 for the item(s) required for the exercise. Personnel in the Budget Division monitor the obligations charged against the established reimbursable authorization. If obligations reach or exceed the authorization, the FA will inform the Base Comptroller to contact the exercise financial point of contact to increase the funding document.

e. At the conclusion of the exercise, charges are reconciled and 2275/MIPR is increased/decreased accordingly and closed out.

Note: An activity can cite their own appropriation on requisitions. Another alternative is for the unit to use its own Government credit card (IMPAC) after requirements have been coordinated with the Operations Division.

8102. POINTS OF CONTACT

<u>Branch</u>	<u>Building</u>	<u>Phone</u>	<u>FAX</u>
Operations Officer	1	451-2536	451-5388
Ammunition Safety Explosive Officer	914	451-3310	451-5388
Matl Mgmnt Officer	914	451-2535/2507	451-5388
Budget Officer	914	451-3896	451-5388

BASE LOGISTICS

PLANNING OVERVIEW TIMELINE MATRIX

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
Operations Division		Conduct Initial Planning Conference			C-180
		Preliminary Estimate of Supportability			C-160
		Validate requirements			C-120
		MOU/ISA negotiated between USMC and other service			C-120
		Identify/source equipment shortfalls			C-100
		Request appropriation data			C-60
		Finalize all Garrison Support			C-60
		Coordination Meeting			C-60
		Coordinate weapons storage			C-60
		--Facilities			
		--Portable Pre-Fab Armory			
		Publish LOI	LANT		C-60
		Coordinate support requirements w/ Divisions			C-45
		Coordinate Temp Loan of T/E			C-30
		Coordinate Exercise Garrison Support			C-30
		Finalize deliberable planning			C-30
		Provide Liaison Officer			C-15
		Establish a Base Logistics Operations Center (LOC)			C-1

Figure 8-1.--Planning Overview Timeline Matrix

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		--Joint Visitors Center Furniture		Used if avail/if new will require-	C-90
		--Folding chairs/tables		Temp Loans	C-90
Contract Division	Contract Support	Preliminary Estimate of Supportability	LOG		C-60
		Coordinate Contract Requirements	LOG		C-45
		Washdown at Port	LOG		C-30
		--APOE			C-30
		--APOD			C-30
		Portable Shower/sink units	LOG		C-45
		--POC w/ name and phone number			C-45
		--Size/qty required and included dates			C-45
		--Coordinates w/ name of LZ			C-45
		--Map Overlay			C-45
		--Funding			C-45
		Gray Water Removal	LOG		C-45
		--POC w/ name and phone number			C-45
		--Size/qty required and inclusive dates			C-45
		--Number of cleanings/week			C-45
		--Coordinates w/ name of LZ			C-45
		--Map Overlay			C-45
		--Funding			C-45
		PortAJohns	LOG		C-45
		--POC w/ name and phone number			C-45

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		--Size/qty required and inclusive dates			C-45
		--Number of Cleanings/week			C-45
		--Coordinates w/ name of LZ			C-45
		--Map Overlay			C-45
		--Funding			C-45
		Refrigeration units	LOG		C-45
		--POC w/ name and phone number			C-45
		--Type and qty required			C-45
		--Coordinates w/ name of LZ			C-45
		--Funding			C-30
		Dumpsters	LOG		C-30
		--POC w/ name and phone number			C-30
		--Size/qty required and inclusive dates			C-30
		--Number of cleanings/week			C-30
		--Coordinates w/ name of LZ			C-30
		--Map Overlay			C-15
		--Funding			C-15
		Radios/Cell phones	LOG		C-15
		--POC w/ name and phone number			C-15
		--Type and qty required			C-15
		--CEO clearance/approval			C-15
		--Estimated amount of air time required			C-15
		--Funding			C-15
		Copiers	LOG		C-15

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		--POC w/ name and phone number			C-15
		--Type and qty required			C-15
		--DOD printing clearance/approval			C-15
		--Estimated amount of copies required			C-15
		--Funding			C-15
		ICE	LOG		C-15
		--POC w/ name and phone number			C-15
		--Type and qty required			C-15
		--Coordinates w/ name of LZ			C-15
		--Funding			C-15
		Vehicles	LOG		C-30
		--POC w/ name and phone number			C-30
		--Type and qty required			C-30
		--Delivery and pick-up information			C-30
		--Funding			C-30
Food Service	Subsistence Requirements	Provide garrison dining facilities for participating units		By Exception	C-180
		Preliminary Estimate of Supportability			C-45
		Location of Training Site			C-30
		Dates of Exercise			C-30
		Time of Delivery/Pickup of Food			C-30
		Unit's Availability of Vac Cans/Jugs			C-30
		Number of Personnel to Subsist			C-30

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		Breakdown of Meals (if subsisting in Mess Halls)			C-30
		Unit's Availability of Cooks to Augment CLNC mess halls			C-30
		Designate garrison mess hall to provide subsistence support			C-30
		Contracted civilian full food service/mess attendant personnel			C-30
		Type of Payment			C-30
		Coordination w/AC/S, COMPT (if necessary) for reimbursement			C-30
		Submission of Subsistence Requisitions			C-20
		Final Food Plan			C-7
		Final Cost/Funding Estimates			C+15
BMT	Passenger/Cargo				
		Lease Vehicles (Long-term > 60days)	MTO/HQ Approved	Unit Funded	C-60
		Rental Vehicles (Short-term < 59 days)	MTO/Control	Unit Funded	C-10
		VIP lease sedans to augment VIP Pool	MFL		As Required
	Bus/Cargo Support (Surge)				

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		Intra-Camp Lejeune passenger transportation		Scheduled; Required by MCO P11240.106A	As Required
		Finalize cost/funding estimates			
		Licensing support			C-30
		Transportation Request which requires Out-Of-State Permit			C-30
		Acquire Commercial Containers			C-30
		Request for RoadMaster support			C-10
		Coordination meeting with LMCC	LMCC		C-10
		Requirements on moving Tracked Vehicles on State Highways	MSC	Annual NC Permit	
		Special Permits for oversized equipment to move on state highways	MSC	Annual NC Permit	
Traffic	Heavy Lift Requirements	Truck Load Estimates			C-1
Management		Rail Load Estimates			C-1
Division					
		Crane Support			C-2
		RTCH Support			C-2
		Forklift Support Requirements			C-2
		Blocking/Bracing			C-2
		Switch Rail Cars			C-2
		Equipment Weighing			C-1
		Equipment Pick-up			C-1
		Training			C-3

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		Meeting with Units			C-2
		Inbound Planning Requirements			C-2
	Shipment Control Requirements:				
		Truck Load Request			C-45
		Rail Load request			C-45
		Ammo -Shipment Request			C-45
		Classified Shipment Request			C-45
		Appropriation Data			C-45
		Ordering Rail Cars			C-25
		HazMat Certifications			C-10
		Preparing Paperwork			C-3
		Planning			C-2
		Meeting with Units			C-2
		Booking of T/L Equipment			C-2
	Passenger Requirements:				
		Government Air (AMC)			C-30
		--Receive MSG-30 days out			C-30
		--POC			C-30
		--Receive Funding Sites			C-30
		--Roster			C-30
		--Reserve AMC			C-30

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		--Reserve Commercial Air to APOE			C-30
		--Issue Endorsement			C-30
		Commercial Air			C-30
		--Receive Msg			C-30
		--POC			C-30
		--Obtain bids from airlines			C-30
		--Award Bids			C-30
		--Coordinate airt/ground transportation			C-30
		--Request orders/Funding site			C-30
		--Receive Orders/rosters			C-5
		--Issue Tickets			C-5
		Charter Bus			C-30
		--Receive MSG			C-30
		--POC			C-30
		--Obtain appropriation/move data			C-30
		--Obtain bids			C-30
		--Award bids			C-30
		--Coordinate requirements/changes			C-30
		--If cancellation is required			C-1
		--Verify additional charges			C-1

Figure 8-1.--Planning Overview Timeline Matrix--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

4400
SECTION
DATE

From: [REQUESTING BATTALION]

To: Commanding General, Marine Corps (Base/Schools),
Camp Lejeune

Subj: REQUEST FOR TEMPORARY LOAN

Ref: (a) UM 4400.124
(b) Logistics SOP

1. The below listed equipment is requested to be temporarily loaned to the REQUESTING UNIT, Marine Corps (Base/Schools), Camp Lejeune. The equipment will be utilized to (Statement of what the equipment will be used for) in support of the (EVENT OR EXERCISE) from/on (DATES):

<u>TAMCN</u>	<u>NSN</u>	<u>NOMEN</u>	<u>SIZE</u>	<u>QTY</u>
--------------	------------	--------------	-------------	------------

2. Responsible Officer is [NAME] (UNIT), extensions (####).

3. Point of contact is [NAME] (UNIT), extensions (####).

T. LOAN
By direction

Figure 8-2.--Temporary Loan

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

4400
SECTION
DATE

From: REQUESTING ORGANIZATION
To: Commanding General, Marine Corps (Base/Schools), Camp
Lejeune

Subj: EQUIPMENT SUPPORT

Ref: (a) Logistics SOP

1. The below listed equipment is requested to be provided to the REQUESTING UNIT, Marine Corps (Base/Schools), Camp Lejeune. The equipment will be utilized to (Statement of what the equipment will be used for) in support of the EVENT/EXERCISE from/on DATES:

<u>TAMCN</u>	<u>NSN</u>	<u>NOMEN</u>	<u>QTY</u>	<u>W/OPERATOR</u> (YES/NO)
--------------	------------	--------------	------------	-------------------------------

2. The Responsible Officer is [NAME] (UNIT) extensions (####).

3. Point of contact is [NAME] (UNIT), extensions (####).

J. O. BENOTZ
By direction

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

ORDER FOR WORK AND SERVICES - NAVCOMPT FORM 2275 (2-81) S/N 0104-LF-702-2750

Page 1 of Pages

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.										2. DOCUMENT NUMBER	
3. REFERENCE NUMBER			4. FUNDS EXPIRE ON		5. WORK COMPLETION DATE		6. DATE PREPARED 4 Mar 98		7. AMENDMENT NO.		
8. FROM:						9. FOR DETAILS CONTACT:					
10. TO: UIC L						11. MAIL BILLINGS TO:					
12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS											
A. ACRN	B. APPROPRIA- TION	C. SUB- HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT	
L. TOTAL THIS DOCUMENT											
M. CUMULATIVE TOTAL											
13. THIS ORDER IS ISSUED AS A <input type="checkbox"/> PROJECT OFFICER <input type="checkbox"/> AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A <input type="checkbox"/> FIXED PRICE <input type="checkbox"/> COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THIS ORDER IS PLACED IN ACCORDANCE WITH THE PROVISIONS OF 41 U.S. CODE 23 AND DOD DIRECTIVE 7220.1. THE FOLLOWING SUPPLEMENTARY ITEMS ON REVERSE ALSO APPLY AND ARE AN INTEGRAL PART OF THIS ORDER:											
14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS											
15. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE WORK OR SERVICES REQUESTED.											
AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)								DATE			
16. THIS ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HERewith.											
ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)								DATE			

Figure 8-4.--Order for Work and Services

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF 1 PAGES	
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MIPR NUMBER
7. TO:		8. FROM: (Agency, name, telephone number of originator)				
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO. <i>a</i>	DESCRIPTION <i>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</i> <i>b</i>	QUANTITY <i>c</i>	UNIT <i>d</i>	ESTIMATED UNIT PRICE <i>e</i>	ESTIMATED TOTAL PRICE <i>f</i>	
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.					11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)			13. MAIL INVOICES TO (Payment will be made by)			
PAY OFFICE DODAAD						
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT	
15. AUTHORIZING OFFICER (Type name and title)			16. SIGNATURE		17. DATE	

DD FORM 448, JUN 72 (EF)

PREVIOUS EDITION IS OBSOLETE.

Figure 8-5.--Military Interdepartmental Purchase Request

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 2: BASE MOTOR TRANSPORT

8200. MISSION. The mission of Base Motor Transport (BMT), Marine Corps Base, Camp Lejeune, North Carolina (MCB, CamLej, NC), is to provide efficient, economical, and safe motor vehicle services to MCB, Marine Corps Air Station (MCAS) units, U.S. Marine Force, Atlantic (MARFORLANT) units and other activities as may be assigned utilizing the minimum number of vehicles and personnel to meet essential transportation support within the Camp Lejeune/New River Complex.

8201. REQUESTS FOR TRANSPORTATION

1. VIP Transportation Request

a. Requests for VIP transportation services will be made through the requesting unit's or host command's G-4 and forwarded to the BMTO via Base Protocol. Requests will be in writing and must be submitted at least 48 hours in advance. Should an impromptu visit occur, requests may be made, via telephone, to Base Protocol, 451-2523/2528.

b. Requests must include points of contact, date and time vehicle is to report, to whom, and where vehicle is to report, destination of the vehicle, number and status of personnel to be transported, and any special requirements/instructions.

c. BMT will provide equipment quantities and type based on information contained in the request, as approved by Base Protocol; however, vehicle operators are to be provided by the requester, if possible.

2. Routine Transportation Request. Requests for transportation services within the confines of MCB, CamLej, NC, will be submitted to the BMTO, via appropriate chain of command, at least two working days in advance. Requests for transportation services within the confines of MCAS, New River will be submitted to the MCAS, MT Section, Bldg AS119. MCBCL Form 4600/4,

8202 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Transportation Request, will be utilized when requesting transportation, to include the following information:

- a. Number of personnel and/or amount and type of cargo to be transported:
- b. Date and time vehicle is to report:
- c. To whom and where the vehicle is to report:
- d. Destination of vehicle:
- e. Whether or not operator is requested:
- f. Date and time vehicle is to return:

3. Transportation for Movement of Personnel and/or Cargo:

During working hours - call 451-2806
After 1630 (MT Dispatcher) - call 451-1639

8202. CANCELLATION OF TRANSPORTATION REQUESTS. When it becomes necessary to cancel a transportation request, such cancellation will be made at the earliest possible time, via the appropriate chain of command, by telephone to the BMT Operations Branch (telephone 451-3537/3585).

8203. DISPATCHING "OFF-BASE" TRIPS

1. Request for utilizing administrative-use vehicles outside the MCB, CamLej, and MCAS, New River area will be submitted at least two working days prior to the desired departure date to the CG, MCB, CamLej, (Attn: BMT0), via appropriate chain of command, for approval. All requests for transportation must be mission essential related. The permissible operating distance (POD) is 250 miles in a westerly direction (Fort Bragg, NC), 250 miles northerly (Norfolk, VA), and 250 miles southerly (Charleston, SC).

2. Vehicles being dispatched outside the confines of MCB, CamLej, complex will be properly dispatched and will have stamped across the face of the Trip Ticket (DD Form 1970), "Authorized

for Use Off Station." Under no circumstances will such authorization on the DD Form 1970 be considered as authority for removal of government property other than the dispatched vehicle from MCB, CamLej, NC.

8204. WRECKER SERVICE

1. GME wrecker service can be obtained, during normal working hours (0800-1630, Monday through Friday), by calling 451-5167 (mainline) or 450-6705 (MCAS). After working hours, weekends and holidays, wrecker service can be obtained by calling 451-3537/3585. Wrecker service requests are to be screened by the BMT Maintenance Shop, during normal working hours, in order to use the Road Service Mechanic when practicable.

2. GME wreckers, when requested by MCB or MCAS PMO, will back up or assist as necessary to move military vehicles which are involved in accidents in order to minimize or prevent injury or damage to personnel and property and to eliminate traffic hazards.

3. GME wreckers, when requested by MCB or MCAS PMO, will be immediately dispatched to move privately owned vehicles which are to be impounded or retained by the Provost Marshal.

8205. POINTS OF CONTACT:

	<u>Building</u>	<u>Phone</u>	<u>FAX</u>
Motor Transport Officer	1502	451-5608	451-3437
Operations Director	1407	451-2803	"
Licensing Section	1502	451-5273	"
Motor Transport Chief	1502	451-5608	"
Dispatcher	1407	451-1639	"
Bus Section	1407	451-3585	"
Maintenance Director	1502	451-5273	"
Maintenance Shop	1502	451-5273	"
Inspection Station	1504	451-3116	"
Tire Shop	1504	451-2107	"
Wrecker Section	1502	451-5273	"
Wrecker Section after hours	1407	451-3585	"

8206 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

8206. HOURS OF OPERATION:

Administrative Branch: 0730-1230 and 1230-1700, Monday-Friday.
Operations Branch: Dispatch 24 hours daily.

STANDING OPERATING PROCURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 3: TRAFFIC MANAGEMENT DIVISION

8300. The Traffic Management Division is responsible for providing the acquisition of all commercial transportation necessary for the effective support of units training within the Camp Lejeune complex. Support is provided via the following three branches:

Commercial Bus/Passenger Support	- Passenger Transportation Office, Bldg 233
Commercial Truck Support	- Shipment Control Branch Bldg 1011
Heavy Lift, Outsized Cargo, ISO Container Support, Material Handling Support	- Heavy Lift Branch, Lot 201

8301. The Passenger Branch is responsible for arranging charter bus transportation for commands within the U.S. Marine Corps Forces, Atlantic, i.e., 2d Marine Division; 2d Force Service Support Group; and elements of the 2d Marine Aircraft Wing. Passenger Branch also provides commercial bus transportation for other military units within the Camp Lejeune area. The majority of these requests are forwarded to the Passenger Branch via the Logistics Movement Control Center (LMCC), 2d FSSG.

8302. REQUEST FOR TRANSPORTATION: Requests not routed via LMCC should be forwarded to Passenger Branch and include the following information: (See figure 8-6)

1. Number of buses;
2. Number of passengers;
3. Movement date and time;

8303 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

4. Report to point (optional);
5. Pick-up point;
6. Destination and physical address;
7. Point of contact and phone number;
8. Special requirements; e.g., passengers will carry weapons and alics packs; VCR required; air condition required;
9. Appropriation data and standard document number;
10. Name of operation (if applicable).

8303. CANCELLATIONS: Any cancellations should be called in to Passenger Branch immediately. Normally there is a charge for any buses not canceled within 24 hours of departure from the equipment point.

8304. COST: Passenger Branch obtains a minimum of three bids, if circumstances permit. The move is awarded to the carrier with the lowest bid that can meet the mission requirements. Cost estimates will be forwarded to the unit once the move is awarded.

8305. GENERAL: Any groups requiring commercial airlift should be forwarded to the Passenger Branch. Passengers will obtain bids from the airlines via the Commercial Travel Office or Military Traffic Management Command for all group moves in excess of 10 passengers. Normally these bids come back at a cost considerably less than the normal government fare.

8306. REQUIREMENTS: Units must forward a list of names to Passenger Branch before bids can be obtained. Once the move has been awarded to an airline, Passenger Branch will notify the unit of the cost and airline reservations. In order to get the less costly fare for the group move, most airlines require the tickets be issued at least five days prior to departure. Travel orders must be in the Passenger Office five days prior to departure.

8310 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

8310. HEAVY LIFT BRANCH: Responsible for providing direct support and technical assistance in shipping and receiving of all heavy equipment. Provides blocking and bracing to ensure all loads are secure for shipment via commercial modes, (rail, truck).

8311. SHIPMENTS BY RAIL:

1. Determine the type of railcars to be used by commodity of cargo to be shipped, to include tie down chains in the case of vehicles.
2. Provides liaison between the military and railroad as to what DoD requires, and what the railroad will accept.
3. Operates train to move and replace railcars for multi-loads.
4. Operates RATCH to set 20 foot and 40 foot containers on railcars.
5. Provides knowledge for loading/unloading of railcars at ports for various military missions.

8312. SHIPMENTS BY TRUCK:

1. Ensure that the cargo being shipped is prepared correctly.
2. Make sure that the inspection data form for all vehicles being shipped is current.
3. Ensures that vehicles being loaded at the ports are broken down to shipping dimensions.
4. Load trucks as to maximize the number of vehicles that may be safely loaded and transported.

8313. MHE available for both shipping and receiving unit exercise cargo:

1. Locomotive.
2. RATCH.
3. Crane.

8307. ORDERS: A copy of the travel orders must be in the Passenger Office at the time the tickets are issued. Most airlines give a reduced fare for large groups, especially when booked at least five days prior to departure.

8308. WEAPONS: Commands must let the Passenger Branch know if weapons will be transported so that airlines can be notified.

8309. SHIPMENT CONTROL BRANCH: Responsible for all administrative support, documentation, and securing transportation for the movement of cargo via all modes; (truck, rail, air), at the most advantageous cost for the Camp Lejeune complex.

1. Shipment Control receives shipment requests from Logistics Movement Control Center; (2d FSSG), and Division Embarkation Officer (2d MarDiv) for all exercises.

2. The following information is required on all requests received for movement: (See figure 8-7)

- a. Type of cargo, including list of materials being moved with the dimensions, weight and cube.
- b. Date and time cargo will be ready for loading.
- c. Location where cargo is to be picked up from.
- d. Destination.
- e. Date and time cargo is required to be at destination.
- f. A point of contact at both origin and destination with a commercial phone number.
- g. Appropriation data.

3. The Shipment Control Branch will provide to the requester, the most economical transportation possible that will meet the requirements of the shipment request.

4. Fifty thousand lb Forklift.
5. Fifteen thousand lb Forklift.
6. Ten thousand lb Forklift.
7. Six thousand lb Forklift.
8. Four thousand lb Forklift.

8314. POINTS OF CONTACT:

	<u>Building</u>	<u>Phone</u>	<u>FAX</u>
1. Traffic Management Officer	1011	451-2501	451-2986
2. Traffic Manager	1011	451-2501	451-2986
3. Traffic Chief	1011	451-2501	451-2986
4. Passenger Supervisor	233	451-1971	451-2510
5. Shipment Control Supervisor	1011	451-2542	451-5635
6. Heavy Lift Supervisor	Lot 201	451-3551	451-2378

STANDING OPERATING PORCEDURES FOR BASE LOGISTICS

UNIT HEADING

Date

From: Requesting Unit
To: Traffic Management Officer, AC/S, Logistics, Marine Corps
Base, Camp Lejeune

Subj: REQUEST FOR COMMERCIAL BUS SUPPORT

1. Transportation Requests for commercial Bus Transportation shall include the following:

- a. Number of passengers.
- b. Date/time of pickup.
- c. Report to (if different than actual pick-up).
- d. Pick-up point.
- e. Destination.
- f. Point of contact and phone number.
- g. Baggage requirements (e.g. seabags, alics packs, weapons).
- h. Remarks.
- i. Request number and name of operation.
- j. Appropriation data (this must be complete).

2. Commercial air orders for emergency leave/travel must be signed and approved by the responsible unit and must contain the following:

- a. Full name of traveler.
- b. Appropriation data (this must be complete).

RO Signature

Figure 8-6.--Request for Commercial Bus Support

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UNIT HEADING

Date

From: Requesting Unit
To: Traffic Management Officer, AC/S, Logistics, Marine Corps
Base, Camp Lejeune

Subj: REQUEST FOR COMMERCIAL TRUCK SUPPORT

1. Transportation requests for commercial trucks shall include the following:

- a. Cargo
- b. Date/time
- c. Pick-up point
- e. Destination
- f. Required delivery date/time
- g. Point of contact
- h. Phone number
- i. Remarks
- j. Request number and name of operation
- k. Appropriation data (this must be complete)

RO Signature

1

2

3

4

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 4: SUPPLY DIVISION

SUB-SECTION 1: DIRECT SUPPORT STOCK CONTROL (DSSC) EXERCISE SUPPORT

8410. PURPOSE: To provide instructions in obtaining facilities maintenance materials, general administrative, and housekeeping support for training and exercise operations at Camp Lejeune.

8411. EXERCISE SUPPORT: Training and exercise participants in the Camp Lejeune area, can obtain facilities maintenance materials, lumber, administrative and housekeeping supplies and bulk petroleum from the Issue Points at DSSC. Initial notice of exercise or training support requirements should be provided to the Operations Division in accordance with guidance in Section 1. A DSSC credit card will be issued for Exercise or Training units to use to obtain supplies from the Issue Points. Units should provide, in advance, a memo stating RUC, appropriation data, personnel authorized to shop, and any known requirements for items in large quantities, or items with long leadtimes. Contact the Self-Service Center, (451-2306), for additional information on obtaining a credit card.

8412. POINTS OF CONTACT:

<u>Branch</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
OIC	1108	451-5762	451-5301
AOIC	1108	451-5762	451-5301
DSSC Chief	1108	451-5762	451-5301
Self-Service Supervisor	1606	451-2207	451-5414
Customer Service, Self Service	1606	451-1667	
Shop Stores Supervisor	1301	451-3684	
Main Issue Point (MLV65)	1301	451-1975	
Tire Shop (MLV65)	1503	451-3494	
MCAS (MLV73)	AS124	451-6529	
LOT 201 (Bulk Issue Lumber,	LOT201	451-1625	
Main Fuel Farm (MLV20)	1070	451-5186	451-1460

8413 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

8413. HOURS OF OPERATION. Issue Points and Administrative
Offices: 0730-1200 and 1230-1700, Monday-Thursday; Friday,
0730-1600.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SUB-SECTION 2: BASE PROPERTY CONTROL

8420. PURPOSE. To provide instructions regarding the deployment or field use of garrison property.

8421. BACKGROUND. The Commandant of the Marine Corps approved a model installation program proposal, submitted by Camp Lejeune, for Marine Corps wide application giving the Base Commander the authority to approve requests to remove, transport and use away from the confines of the Base, garrison property used in the field to support local training exercises. The authority stipulates that requests exceeding five months are not authorized.

1. Requests regarding deployment or field use of garrison property will be submitted via chain of command to this Headquarters (AC/S, Logistics) for consideration.
2. Requests must contain complete justification as to why Base Property items are required in lieu of T/E assets. The request must also enumerate precisely what items of property are required, its classification (garrison, minor, or plant property), the location of the training exercise and the duration/dates of the requirement.
3. Requests containing major command endorsement must be received not less than 10 working days prior to scheduled use or staging.
4. Upon approval, the requesting unit will be notified by letter with a copy sent to the Base Property Control Officer for retention during the authorized period. Disapproved requests will be returned to the unit with appropriate explanation.
5. Requests which exceed the parameters established by CMC concurred with locally will be forwarded to Headquarters Marine Corps via Naval message for final determination.
6. Upon return from the training exercise, Garrison Property Responsible Officers will ensure the return of all property and assess its serviceability. Unserviceable and/or lost equipment will be reported to the Organic Supply Officer for replacement utilizing the organization's O&MMC funds. GPRO's will turn in

funded replacement requisitions to the Base Property Control Officer within 30 calendar days of return from field/deployment use. The replacement of property determined unserviceable/lost due to field/deployment use is required regardless of whether or not the using unit desires replacement. In those cases where the unit does not desire/require replacement, the requisitioned property will be posted to the inventory of the appropriate property manager upon receipt. Disposition of unserviceable assets will be per current directives.

7. Commanders are urged to monitor subordinate organization/units employment of Base Property for field/deployment use as a potential indicator of problematic conditions within their supply/maintenance communities and/or inadequate Tables of Equipment. To preclude use of Base Property in lieu of T/E assets becoming a routine matter, this Headquarters (AC/S, Logistics) will monitor usage. Recurring requests from the same organization/unit will not generally receive favorable consideration.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 5: CONTRACTING DIVISION

8500. PURPOSE. To provide instructions in obtaining contracting support for training and exercise operations at Camp Lejeune.

8501. EXERCISE SUPPORT. Training and exercise participants in the Camp Lejeune area can obtain contracting support from the MCB Contracting Division. This support can provide for known, or unforeseen requirements. Requirements can be submitted directly to the Contracting Division or through the Logistics' Operations Division utilizing a reimbursable concept. Initial notice of exercise or training support requirements should be provided at the earliest date possible. Units should provide, in advance, a memo stating RUC, appropriation data, and personnel authorized to submit requirements to both the Contracting Division and the Operations Division.

8502. REQUIREMENT IDENTIFICATION. The following are examples of the type of support the Contracting Division is capable of providing:

- Hotel Accommodations
- Translation Services
- IT Support; Copiers,
- Cell Phones, Computers,
- Fax Machines
- Exercise Mementos
- Port-a-Johns
- Rental Vehicles
- Meals
- Ice

8503. POINTS OF CONTACT:

<u>Branch</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
OIC	1116	451-5520	451-2193
A/OIC	1116	451-5520	451-2193
Supplies	1116	451-3016	451-2331
Services	1116	451-3094	451-2332
Laundry	1116	451-2129	451-2332

8504 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

8504. HOURS OF OPERATION. Contracting Office: 0715-1645,
Monday-Friday. Weekend, or special, hours can be arranged given
proper advanced notice.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 6: BASE FOOD SERVICE DIVISION

8600. MISSION: To administer the Consolidated Food Service System aboard Camp Lejeune for tenant organizations' messing facilities and coordinating messing support for visiting units.

8601. POINTS OF CONTACT:

<u>TITLE</u>	<u>BUILDING</u>	<u>PHONE NO.</u>	<u>FAX NO.</u>
Food Service Officer	914	451-1567	451-3101
Deputy Food Service Officer	914	451-1567	451-3101
Food Service Ops Officer	914	451-2851	451-3101
Food Service Technician	914	451-2851	451-3101
Food Service Ops Chief	914	451-2851	451-3101
Food Service Subsistence Supervisor	1108	451-3076	451-2101

8602. HOURS OF OPERATION:

Administrative Branch: 0730-1130 and 1300-1630 Monday - Friday

8603. INFORMATION: Units/organizations who plan to conduct exercises or visit Camp Lejeune and request subsistence should complete figure 8-8 of this Manual and provide to one of the points of contact above. If the unit/organization is requesting food to be delivered by the subsistence prime vendor/other local subsistence vendors, figure 8-9 provides additional information.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

FOOD SERVICE WORKSHEET
FOR
UNITS WHO REQUEST SUBSISTENCE AT CAMP LEJEUNE

1. NAME OF UNIT: _____

2. BASE/CITY UNIT IS COMING FROM: _____

3. DATES OF EXERCISE: _____
4. TYPE OF SUPPORT REQUIRED: (PLEASE CIRCLE APPROPRIATE TYPE(S))
 - A. REQUEST "A" RATION SUPPORT
 - FOOD TO BE DELIVERED BY PRIME VENDOR TO HARD PAVED SURFACE NEAREST TO TRAINING SITE.
 - APPROPRIATION DATA/MIPR MUST BE PROVIDED TO CAMP LEJEUNE COMPTROLLER'S OFFICE FOR REIMBURSEMENT FOR SUBSISTENCE. (FIGURE 8-_____ OF B0 P4400.5F CONTAINS SPECIFIC INSTRUCTIONS.)
 - B. SUBSIST IN MESS HALL
 - UNIT WILL PROVIDE IN PARAGRAPH 10 BELOW, OR ON A SEPARATE SHEET, THE NUMBER OF PERSONEL TO BE SUBSISTED AT EACH MEAL, AND THE ESTIMATED TIME REQUESTED TO ATTEND EACH MEAL.
 - C. REQUEST FOOD IN VACUUM (MIRAMITE) CANS FROM MESS HALL
 - (1) UNIT REQUIRED TO PROVIDE OWN VACUUM (MIRAMITE) CANS
 - (2) UNIT WILL PROVIDE PICKUP TIME TO MESSHALL
 - (3) UNIT WILL PROVIDE ALPHA ROSTER AND BLOCK SIGN FOR ALL PERSONNEL TO BE SUBSISTED IN THE UNIT.
 - D. REQUEST BOX LUNCHES FROM MESS HALL

Figure 8-8.---Sample Food Service Worksheet for Units
who request Subsistence at Camp Lejeune

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

- (1) UNIT WILL PROVIDE PICKUP TIME TO MESS HALL.
- (2) UNIT WILL PROVIDE ALPHA ROSTER AND BLOCK SIGN FOR ALL PERSONNEL TO BE PROVIDED BOX LUNCHES.
- E. REQUEST RAW FOOD FROM A MESS HALL (SMALL UNITS ONLY)
 - (1) MESS HALL WILL ORDER FOOD AND ISSUE TO UNIT.
 - (2) UNIT WILL PROVIDE ALPHA ROSTER, AND BLOCK SIGN FOR ALL PERSONNEL TO BE SUBSISTED IN THE UNIT.
 - (3) FOOD THEN BELONGS TO THE UNIT FOR THEIR ACCOUNTING.
5. NUMBER OF PERSONNEL TO BE SUPPORTED: _____
6. AREA WHERE BILLETED (TO DETERMINE MESS HALL TO PROVIDE SUPPORT:

7. MESS HALL/COMMAND REQUESTED TO SUBSIST PERSONNEL, IF KNOWN:

8. NUMBER OF HOT MEALS PER DAY TO BE PROVIDED BY MESS HALL: _____
9. COOK SUPPORT -- NUMBER OF COOKS WHICH CAN BE PROVIDED TO ASSIST IN FOOD PREPARATION AT THE MESS HALL (REQUEST 1 COOK PER 50 PERSONNEL SUBSISTED)

NUMBER OF COOKS WHICH CAN BE PROVIDED: _____
10. BREAKDOWN OF MEALS REQUESTED:
 - A. TIMES REQUESTED TO SUBSIST: (MEAL HOURS AT MESS HALLS VARY AND MAY BE OBTAINED FROM THE POINTS OF CONTACT AT THE BASE FOOD SERVICE OFFICE.)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

BREAKFAST: _____
 LUNCH: _____
 DINNER: _____
 BREAKFAST/BRUNCH: _____
 DINNER/BRUNCH: _____

- B. PLEASE PROVIDE THE NUMBER OF PERSONNEL TO BE SUBSISTED FROM A CAMP LEJEUNE MESS HALL BY MEAL. IF THE UNIT IS PURCHASING "A" RATIONS DIRECTLY FROM THE BASE FOOD SERVICE SUBSISTENCE OFFICE , THIS INFORMATION IS NOT REQUIRED. IF ADDITIONAL SPACES ARE REQUIRED, PLEASE ATTACH THE BREAKDOWN ON A SEPARATE SHEET.

DATE	BREAKFAST	LUNCH	DINNER	B/BRUNCH	D/BRUNCH

11. MEAL CARD/CASH MEAL PAYMENT STATUS: (PLEASE CHECK APPROPRIATE BLOCK(S)) (NOT APPLICABLE WHEN UNIT IS PURCHASING "A" RATIONS FROM BASE FOOD SERVICE SUBSISTENCE OFFICE AND PREPARING OWN MEALS.)

ALL PERSONNEL ON MEAL CARDS AUTHORIZED SUBSISTENCE AT GOVERNMENT EXPENSE _____

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SOME PERSONNEL ON MEAL CARDS AND SOME WILL PAY FOR MEALS

PERSONNEL HAVE NO MEAL CARDS BUT ARE AUTHORIZED TO SUBSIST
AT GOVERNMENT EXPENSE (EXPLAIN BRIEFLY:) _____

12. POINTS OF CONTACT: (PLEASE PROVIDE DSN NUMBER WHEN
AVAILABLE)

NAME	TITLE	*PHONE NUMBER	*FAX NUMBER

Figure 8-8.--Sample Food Service Worksheet for Units
who request Subsistence at Camp Lejeune--
Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

FOOD SERVICE INFORMATION

ON

FOOD PROVIDED FROM PRIME VENDOR/OTHER LOCAL VENDORS

1. ACCOUNTING/APPROPRIATION DATA: The unit should provide accounting/appropriation data to the Marine Corps Base, Camp Lejeune Comptroller's Office for reimbursement for subsistence purchased from the Camp Lejeune prime vendor and associated local vendors.

COMPTROLLER POINT OF CONTACT:

Reimbursable Budget Analysis, 451-3023

2. METHOD TO USE TO DETERMINE ESTIMATED COST OF THE EXERCISE:

MULTIPLY TOTAL NUMBER PERSONNEL _____

TIMES CURRENT LEJEUNE BDFA: \$ _____

EQUAL TOTAL COST FOR THREE
MEALS "A" RATIONS PER DAY \$ _____ ***

NOTE: IF SERVING 2 HOTS (BREAKFAST AND
DINNER NORMALLY) OF "A" RATIONS
AND ONE POR (MRE, T-RATION, ETC.)
MULTIPLY BY 60% (20% FOR BREAKFAST
AND 40% FOR LUNCH) X 60%

EQUALS TOTAL COST FOR TWO MEALS "A" RATIONS
PER DAY \$ _____ ###

MULTIPLY BY NUMBER OF DAYS IN EXERCISE BY
EITHER *** OR ### ABOVE X _____ (#DAYS)

EQUALS TOTAL EST. COST FOR SUBSISTENCE FOR
EXERCISES \$ _____

3. COORDINATION WITH BASE FOOD SERVICE OFFICE: Coordinate with the following personnel for requisition and delivery of food:

Figure 8-9.--Food Service Information on Food
Provided From Prime Vendor/Other
Local Vendors

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

<u>Title</u>	<u>Phone No.</u>
Base Food Service Operations Chief or Deputy Food Service Officer	451-1567/2851
Base Food Service Subsistence Supervisor	451-3076/3134

- a. A printout of all subsistence items available in the prime vendor catalog (SPVI printout) will be provided to the unit.
- b. The unit can then write their requested quantities of items on the SPVI printout.
- c. The Base Food Service Subsistence Supervisor will then coordinate with the prime vendor and other vendors (bread, milk, ice cream) to deliver the food to a hard surface road nearest to the field site. Close direct coordination with the Base Food Service Subsistence Officer on this delivery is very important.
- d. Request that a representative from the unit continue liaison with the Base Food Service Subsistence Supervisor until the exercise is completed to ensure they are billed correctly, food is delivered appropriately, etc.

Figure 8-9.--Food Service Information on Food
Provided From Prime Vendor/Other
Local Vendors--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 7: GENERAL

8700. POINTS OF CONTACT

<u>BASE LOGISTICS</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Assistant Chief of Staff	1	451-2536	451-5388
Deputy Assistant Chief of Staff	1	451-2536	451-5388
Logistics Chief	1	451-2536	451-5388
<u>OPERATIONS DIVISION</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Operations Officer	1	451-2536	451-5388
Operations Chief	1	451-2536	451-5388
<u>AMMO Branch</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Ammo OIC	914	451-2535	451-5388
Ammo SNCOIC	914	451-2535	451-5388
<u>BUDGET Branch</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Budget Officer	914	451-3896	451-5388
Budget Analyst	914	451-3896	451-5388
<u>Contract Division</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Contracting Officer	1116	451-5520	451-2193
A/OIC	1116	451-5520	451-2193
Supplies	1116	451-3016	451-2331
Services	1116	451-3094	451-2332
Laundry	1116	451-2129	451-2332
<u>SUPPLY DIVISION</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
OIC	1108	451-5762	451-5301
AOIC	1108	451-5762	451-5301
DSSC Chief	1108	451-5762	451-5301
Self-Service Supervisor	1606	451-2207	451-5414
Customer Service, Self Service	1606	451-1667	
Shop Stores Supervisor	1301	451-3684	
Main Issue Point (MLV65)	1301	451-1975	
Tire Shop (MLV65)	1503	451-3494	
MCAS (MLV73) AS	124	451-6529	
LOT 201 (Bulk Issue Lumber)	201	451-1625	
Main Fuel Farm (MLV20)	1070	451-5186	451-1460

8700 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

<u>PROPERTY CONTROL BRANCH</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Property Control Officer	1212	451-5513	451-5180
Property Control Chief	1212	451-5513	451-5180
Accounting Supervisor	1212	451-3062	451-5180
Customer Service	1212	451-3061	451-5180
Service Contracts	1212	451-5513	451-5180
Warehouse Supervisor	1212	451-3890	451-5180

<u>FOOD SERVICE DIVISION</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Food Service Officer	914	451-1567	451-3101
Deputy Food Service Officer	914	451-1567	451-3101
Food Service Ops Officer	914	451-2851	451-3101
Food Service Technician	914	451-2851	451-3101
Food Service Ops Chief	914	451-2851	451-3101
Food Service Supervisor	1108	451-3076	451-2101

<u>MOTOR TRANSPORT DIVISION</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Motor Transport Officer	1502	451-5608	451-3437
Operations Director	1407	451-2803	"
Licensing Section	1502	451-5273	"
Motor Transport Chief	1502	451-5608	"
Dispatcher	1407	451-1639	"
Bus Section	1407	451-3585	"
Maintenance Director	1502	451-5273	"
Maintenance Shop	1502	451-5273	"
Inspection Station	1504	451-3116	"
Tire Shop	1504	451-2107	"
Wrecker Section	1502	451-5273	"
Wrecker Section after hours	1407	451-3585	"

<u>TRAFFIC MANAGEMENT DIVISION</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Traffic Management Officer	1011	451-2501	451-2986
Traffic Manager	1011	451-2501	451-2986
Traffic Chief	1011	451-2501	451-2986
Passenger Supervisor	233	451-1971	451-2510
Shipment Control Supervisor	1011	451-2542	451-5635
Heavy Lift Supervisor	Lot 201	451-3551	451-2378

TIME LINE OF EVENTS

NORMAL
OPERATIONS

PRE-CRISIS
MOBILIZATION

MRC#1
MOBILIZATION

PSB

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SUPPORTING EST:

Training Support:
Operational Forces

Schools

Logistics Support:
Operation Forces
Deployments
Exercises (Combined/
Joint)

Schools

Tenants

Property

LANT:

Planning
Readiness Training

SUPPORTING EST:

Increased Support: (24 Hour Op)

Training Support:
Operational Forces
Readiness/Certification/
Qualification

Schools:

- Normal Student Thru put
for pipeline.
- Refresher
- CRC
- Combat Refresher
- Theater Specific

Logistic Support:

- Operational Forces:
Transportation/Supply/
Food Service/Fuel/
Contracting/Garrison
Property
- Schools:
Ammunition/
Transportation
Supply/Food Service/
Fuel
Contracting/ Garrison
- Deployment of Reserve T/E
- Mobilization Battalion:
--Station of Initial Assignment
- Manpower:
--FAPS Returned
--Call up of IMA/IRR

LANT:

RBE
4th Echelon
Maintenance

Figure 8-10.--Mobilization Timeline of Events

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

APPENDIX A

ACRONYMS/DEFINITIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
ACRONYMS.	A	A-3
DEFINITIONS	B	A-5

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

APPENDIX A

ACRONYMS/DEFINITIONS

A. ACRONYMS

Z0A	Additional Demand
AMC	Air Mobility Command
ATLASS	Asset Tracking for Logistics and Supply System
BPCD	Base Property Control Division
CC	Cost Code
CEL	Collateral Equipment Listing
CIL	Consolidated Inventory Listing
CMR	Consolidated Memorandum Receipt
CWR	Cold Weather Rations
DLA	Defense Logistics Agency
DOD	Department of Defense
DPM	Direct Procurement Method
DRMO	Defense Reutilization Marketing Office
DSSC	Direct Support Stock Control
GBL	Government Bill of Lading
HHG	Household Goods
ITGBL	International Through Government Bill of Lading

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

JFTR	Joint Federal Travel Regulations
LFT-5	International Headquarters Marine Corps Address Code for Programs and Budget Section, Traffic Management Branch
LUAF	Loaded Unit Allowance File
MAL	Mechanized Allowance List
MARFOR	Marine Forces
MARFORLANT	Marine Forces Atlantic
MCLB	Marine Corps Logistics Base
MILSTAMP	Military Standard Transportation and Movement
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MLSR	Missing, Lost, Stolen, Recovered
MOA	Modification of Allowance
MPS	Military Prepositioning Ships
MRIC	Memorandum Receipt Indicator Code
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
O&MMC	Operations and Maintenance Marine Corps
PCS	Permanent Change of Station
PE	Personal Effects
POR's	Packaged Operational Rations

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

RO	Responsible Officer
RUAF	Reported Unit Allowance File
SAAM	Special Assignment Airlift Mission
SIK	Subsistence-in-Kind
TAC	Transportation Account Code
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TMO	Traffic Management Officer

B. DEFINITIONS

ACCESSIBILITY (United States Only) - For transportation purposes, a school shall be considered accessible if it is within walking distance, or if the regular means of transportation and walking distance involves an elapsed travel time of 1 hour or less each way. (See also Walking Distance)

ACCOUNT NUMBER - A six position alphanumeric code which designates the RO's CMR account.

ACTIVITY ADDRESS CODE (AAC) - A six position alphanumeric code assigned to identify specific units, activities, or organizations authorized to ship or receive material, documentation, or billing. The first position of the code is the service code (M for Marine Corps units), the other five digits identify the specific unit. AAC codes for all units are provided in MCO P4420.4H.

ADMINISTRATIVE SUPPORT - Common support of installations and personnel using commercial design vehicles. All DoD sedans and most station wagons are included in the administrative support category. (See also Tactical and Nontactical Vehicle.)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

COMMANDING OFFICER/OFFICER-IN-CHARGE - For the purpose of these instructions relative to garrison property operations, the term "Commanding Officer" refers to the commanding officer of a battalion or squadron level organization. The term "Officer-in-Charge" refers to the officer-in-charge of the Marine Corps Base Division or department below the general officer level, as appropriate.

COMMERCIAL DESIGN VEHICLE - A vehicle designed to meet civilian requirements and used without major modifications by DoD activities for routine transportation of supplies, personnel, or equipment.

CONSUMABLE SUPPLIES - Material which, after issued, is not chemically or physically altered with use and can not be economically reused for its original purpose and/or which is not normally returned for repair to a storage or industrial activity.

DEPENDENT SCHOOL CHILDREN (United States Only) - Those minor dependents of DoD personnel (and of members of other Federal Agencies when specifically indicated) attending primary or secondary schools, including kindergarten (or "pre-primary" or "junior primary", etc.) where this group or class is:

a. Conducted during the regular school year to provide educational experiences for the year immediately preceding the first grade.

b. Under control of the local public board of education or other legally constituted local school authority having administrative control and direction of free public education in a county, township, independent, or other school district within a State.

DoD DEPENDENT SCHOOLS (DoDDS) - Schools established by the Department of Defense in overseas areas to provide primary and secondary education for minor dependents of DoD sponsors.

DOMICILE - A place of residence, regardless of where located, excluding TDY residences.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

EMPLOYEE - An employee of an agency in either the competitive or excepted service or an enrollee of the Job Corps established by Section 102 of Title 42 U.S.C.

EXPENDABLE SUPPLIES - All consumable supplies and repair parts, regardless of price, and other items of supply not defined as nonexpendable property.

EXTENDED VALUE - The unit price multiplied by the quantity equals the extended value ($U/P \times Qty = \text{Extended Price}$).

GARRISON PROPERTY/EQUIPMENT - Those items of property/equipment intended for garrison use which are controlled by the Assistant Chief of Staff, Logistics (BPC) for budgetary purpose, e.g., barracks furniture and equipment, water coolers, fans, office machines, furniture and equipment and dining facility furniture. This category includes all items meeting the criteria of Class 3 and 4 Plant Account property. All MCB property in the hands of tenant commands is garrison property, and all property/equipment in the hands of MCB units not listed in the T/E or the CO's Allowance List is garrison property. Garrison property and equipment is accounted for under two different systems, depending on the original acquisition cost of the item involved. Garrison property items with a current unit cost of more than \$100,000 are accounted for as Plant Account items. Items with a current unit cost of \$100,000 or less are accounted for as Garrison Property.

GROUP TRANSPORTATION - A service generally limited to those situations where there is a need to move personnel from within or outside installations, and for which a fare is normally charged.

HANDICAPPED CHILDREN - Children who have been evaluated and classified by competent authority as being mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multiple handicapped, or having specific learning disabilities and who, because of those impairments, need special education and related services.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

IDENTIFICATION - The legend, "For Official Use Only," the name or title of the DoD Component by which the vehicle is used and the vehicle registration number.

IDENTIFICATION CARD - The United States Government Motor Vehicle Operator's Identification Card, OF 346, or an agency-issued identification card that names the types of motor vehicles the holder is authorized to operate.

INCIDENT OPERATOR - An employee, other than one occupying a position officially classified as a motor vehicle operator, who is required to operate a government-owned or leased motor vehicle to properly carry out his or her assigned duties.

INSTALLATION OR ACTIVITY - Real property owned or leased by the United States, and under the jurisdiction of one of the DoD Components, including family housing designed for rent for residential use by civilian or military personnel of the Army, Navy, Marine Corps, or Air Force, and constructed under the National Housing Act.

INVESTIGATION - An investigation is a procedure which affords the commanding officer a means of determining the facts relating to the loss, damage or destruction of Government property, and/or determining the responsibility, and extent of responsibility for the current condition of the property. Investigations will be conducted in accordance with the JAG Manual, the current edition of reference (d), and this Manual.

LODGING - Temporary sleeping place or quarters.

MAINTENANCE - All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation.

MILITARY DESIGN VEHICLES - Motor vehicles (excluding general purpose commercial design) designed in accordance with military specifications to meet transportation requirements for the direct

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

support of combat or tactical operations, or for training of troops for such operations.

MOTOR VEHICLE - A vehicle designed and operated principally for highway transportation of property or passengers, but does not include a vehicle designed or used for military field training, combat, or tactical purposes.

NON-DoD SCHOOLS - Schools including dormitory facilities, other than DoD Dependent Schools, that provide suitable educational programs, usually on a tuition basis. The term includes resident facilities operated by approved non-DoD schools to provide room and board for eligible handicapped dependents when DoD Dependents Schools cannot provide an appropriate education.

NONEXPENDABLE SUPPLIES - Material which, after issue, is not chemically or physically altered with use to such an extent that would preclude economical reuse of its original purpose and/or which is normally returned to a storage or industrial activity for repair. Non-consumable supplies do not lose their identity in the process of work or in the rendering of services. Includes vehicles, machines, tools, furniture, instruments, etc. Garrison nonexpendable items have a unit cost of \$800 or greater (non-Serialized), or \$100 or greater for serialized assets.

NON-TACTICAL VEHICLE - A motor vehicle or trailer of commercial design acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered "nontactical."

a. Administrative Support. Commercial design vehicles used for common support of installations and personnel. All DoD sedans and most station wagons are included.

b. Direct Mission Support. Commercial design vehicles used by military activities directly supporting combat or tactical units, or for training of personnel for such activities.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

c. Operational Support. Commercial design vehicles in use by units conducting combat or tactical operations, or for training personnel for such operations.

OFFICIAL PURPOSES - Any application of a motor vehicle in support of authorized DoD functions, activities, or operations.

OPERATIONS - Those functions associated with the organization responsible for administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

OPERATOR - An employee who is regularly required to operate DoD motor vehicles.

OPERATOR INSPECTION and SERVICE - Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the vehicle is safe and serviceable.

PARENT - A legal guardian or other person standing in loco parentis.

PERMISSIBLE OPERATING DISTANCE (POD) - The maximum distance in a given direction to which an activity normally shall dispatch administrative use vehicles. A distance of 250 miles one way is considered the normal permissible operating distance.

PLANT ACCOUNT PROPERTY - CLASS 3 - Class 3 property includes all Marine Corps owned personal property of a capital nature with an estimated or actual initial acquisition cost of more than \$100,000. Equipment specifically excluded from reporting as Class 3 property as listed in the NavComptMan, Vol III, Chapter VI.

PLANT ACCOUNT PROPERTY - CLASS 4 - Class 4 property includes all equipment with an acquisition cost of more than \$100,000 in Federal Supply Group 34 used to cut, abrade, grind, shape, form, join, test, measure, heat, treat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items used in manufacturing, maintenance,

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

supply, processing, assembly, or research and development operations. Class 4 property is under Defense General Supply Center (DGSC) cognizance. Equipment specifically excluded from reporting as Class 4 plant property is in the NavComptMan, Vol III, Chapter VI.

POOLING - A technique to ensure minimum assets are required to service the maximum number of requirements and to provide centralized control. Vehicles are rotated to get an even distribution of mileage on similar vehicle types at an installation.

PUBLIC TRANSPORTATION - Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

REASONABLE DISTANCE - A term used in connection with providing transportation to private schools. As a guide, a distance of approximately 20 miles from the installation to the school is considered to be a reasonable distance.

REGULAR MEANS OF TRANSPORTATION - Includes regular public school transportation, regular private school transportation, regular inter- and/or intra-installation transportation, or any combination of such means of transportation. In the case of secondary school children, it also includes regular public transportation.

RESPONSIBLE OFFICER (RO) - The appointed individual who performs the garrison property control function within the using unit or activity. This function may be performed by an officer, staff non-commissioned officer, or civilian, as designated in writing by the CO/OIC.

SCHEDULED DoD BUS SERVICES - Scheduled bus services provided by DoD components, to include bus services contracted by DoD components.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SCHEDULED INSPECTION AND SERVICE - Maintenance performed at established intervals with an inspection of systems in sufficient detail to determine the current and projected safety, reliability, and serviceability of the vehicle services performed. Normally, this is a part of maintenance cycle recommended by the manufacturer to minimize wear and maximize serviceable life.

SPECIAL PURPOSE VEHICLES - Vehicles used or designed for a specialized function.

STATE LICENSE - A valid driver's license that would be required for the operation of similar vehicles for other than official government business by the states, District of Columbia, Puerto Rico, or territory or possession of the United States in which the employee is domiciled or principally employed.

SUB-POOLS - An element of the central transportation motor pool that is required to be physically located in another area due to lack of space, mission, requirements, or geographic conditions of the installation.

TACTICAL VEHICLE - A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations. The USAF uses commercial design vehicles in tactical roles due to the on pavement environment of their flight lines.

UNITED STATES - The 50 States and the District of Columbia. For transportation of dependent school children, this definition is expanded to include the Commonwealth of Puerto Rico and the possessions of the United States including the Trust Territory of the Pacific Islands and Midway Island.

UNSCHEDULED MAINTENANCE SERVICE - Maintenance required between scheduled inspection and service intervals.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

USING UNIT - As used in this Manual, the activity which maintains a garrison property account with Base Property Control, and has a Unit Property Officer assigned.

WALKING DISTANCE - In overseas areas, the walking distance is the distance between a student's primary residence and school or designated bus stop normally not to exceed 1 mile for students in kindergarten through grade 6, and 1 1/2 miles for students in grades 7 through 12. To the degree possible, these areas should be expanded and/or contracted to conform to natural boundaries such as a housing area, a neighborhood, etc. For the United States, walking distances shall be established by local school authorities.

