



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5830.7  
MCCS  
17 JUN 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 5830.7

From: Commanding General  
To: Distribution List

Subj: INVESTIGATION OF MISSING, LOST, STOLEN, OR DAMAGED MARINE  
CORPS COMMUNITY SERVICES, CAMP LEJEUNE (MCCS) PROPERTY

Ref: (a) MCO P4400.150E (NOTAL)  
(b) JAGMAN (NOTAL)

Encl: (1) Report of Lost or Damaged MCCS Property  
(2) Certificate of Counsel

1. Situation. This Order publishes procedures for the conduct of investigations concerning missing, lost, stolen, or damaged MCCS property on charge to unit/organization/MCCS activity responsible officers (ROs).

2. Cancellation. BO 5830.7D.

3. Mission. Paragraph 6001 of reference (a) requires that missing, lost, stolen, or damaged property belonging to, or in the custody of, the Marine Corps be made the subject of an investigation, as prescribed in chapter II of reference (b), if the cause of the condition is unknown, if an investigation is required to relieve an individual of responsibility, or to determine responsibility. MCCS Property accounts are found within both organic and tenant commands and the ROs are members of those commands. This Order establishes that the responsibility for convening or waiving any required investigation lies with the RO's Commanding Officer (CO)/MCCS Division Director.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The RO's CO or appropriate MCCS Division Director will initiate investigative action into the circumstances surrounding missing, lost, stolen, or damaged MCCS

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property. Investigative action is not required when it is the opinion of the CO/MCCS Division Director that no negligence is indicated in the loss of, or damage to, the property, or for reasons known to the CO/MCCS Division Director, that no negligence or responsibility can be determined, and an investigation under those conditions would constitute an unnecessary administrative burden. Investigative action is not usually required when an individual accepts responsibility for the loss of, or damage to, MCCS property and voluntarily offers to replace it through in-kind or cash reimbursement.

(2) Concept of Operations. All MCCS property to be dropped from an inventory record and not subject to investigation may be placed on a Certificate of Disposition (CofD). The document should show a valid reason, such as missing, lost, or damaged. The CofD should contain a statement that investigation is waived, per this Order, and that no carelessness or negligence on the part of any individual charged with responsibility for the item can be determined, and that an investigation would impose an unnecessary administrative burden. The report of investigation submitted by an investigating officer must contain a specific opinion as to fault or negligence, per paragraphs 6000.4 and 6006.4a of reference (a), and a specific recommendation to hold or not hold an individual responsible. Items that have been reported stolen to the Provost Marshal Office (PMO) will be put on a CofD and a copy of the report attached. The RO and the CO/MCCS Division Director must sign the CofD. Using enclosure (1), unit/organization/MCCS activity ROs will report all cases of missing, lost, stolen, or damaged MCCS property to their CO/MCCS Division Director within 48 hours of discovery/notification. Prepare all required documents if investigation is waived. All losses involving suspected theft will be reported to the PMO.

b. Subordinate Element Missions. The Unit/Organization CO/MCCS Division Director will convene an investigation to determine the circumstances of the loss or damage by appointing an officer, staff noncommissioned officer, or civilian employee to conduct the inquiry and submit the required reports. If the investigation is waived, direct the RO to submit a CofD as outlined above. Attach a copy of the PMO report for all suspected thefts. Ensure that the RO for the missing, lost, or damaged property is counseled on voluntary replacement-in-kind or cash reimbursement, per paragraph 6011 of reference (a), and

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that enclosure (2) is completed and attached to the investigation or CofD and waiver of investigation. When an individual elects to replace an item in kind, the replacement item will be of equivalent quality and value and procured at the individual's own expense. The replacement item will be turned into the MCCS Property Control Section to adjust property records as necessary. All cash reimbursements will be made to the MCCS Chief Financial Officer who in turn will make distribution to Appropriated Funds or Nonappropriated Funds.

c. Coordinating Instructions

(1) The investigation will be conducted in accordance with chapter 6 of reference (a) and chapter 2 of reference (b). CO/MCCS Division Directors will review all investigations and be specific in their endorsements regarding approval or disapproval of facts, opinions, and recommendations made by the investigating officer. The endorsement must also include any administrative or disciplinary action taken. CO/MCCS Division Directors will forward their completed reports through their chains of command to the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (Attn: Chief Financial Officer, Marine Corps Community Services) via the Staff Judge Advocate (SJA). Commanders within II Marine Expeditionary Force, 2d Marine Division, 2d Marine Logistics Group, U.S Marine Corps Forces, Special Operations Command, and Naval Hospital should route their completed reports through their respective chain of command via their:

(a) Assistant Chief of Staff (AC/S), G-1

(b) SJA

(c) CG/CO

(2) The AC/S, MCCS (Attn: Chief Financial Officer) will review and forward all investigations and waivers of investigation for missing or damaged MCCS property to the MCCS Property Control Section for action. The AC/S, MCCS will request an investigation or approve any waiver of investigation for missing or damaged MCCS property signed for by any MCCS Division Director who is assigned as an RO.

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(3) The CO, Headquarters and Support Battalion, MCIEAST-MCB CAMLEJ will appoint investigating officers to conduct such investigations as may be required by the AC/S, MCCS, for missing or damaged property on the accounts of ROs assigned to, or employed by, MCCS.

(4) The PMO is responsible for providing assistance, as required, with suspected theft of MCCS property. A copy of all reports will be forwarded to the CO/MCCS Division Director.

5. Administration and Logistics. This Order has been coordinated with and concurred in by the CGs of II Marine Expeditionary Force, 2d Marine Division, 2d Marine Logistics Group, U.S. Marine Corps Forces, Special Operations Command, and the COs of Marine Corps Air Station, New River, Naval Hospital, and Special Missions Training Center, U.S. Coast Guard.

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ, its subordinates, and all tenant commands.

b. Signal. This Order is effective the date signed.



BRIAN T. PALMER  
Deputy Commander

DISTRIBUTION: A/B

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Report of Lost or Damaged MCCS Property

From: \_\_\_\_\_

Name Rank/Grade Unit/Organization

To: Commanding Officer/MCCS Division Director

Subj: MISSING, LOST, OR DAMAGED MCCS PROPERTY

Ref: (a) MCIEAST-MCB CAMLEJO 5830.7

1. As required by the reference, the following items I have charged to me are missing, lost, or damaged:

MCCS Number	Description	Cost

2. Provide completed and detailed circumstances surrounding the reason(s) for the missing, lost or damaged items, attaching additional sheets, if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Copy to:  
MCCS Property Control Section

Enclosure (1)

Certificate of Counsel

From: \_\_\_\_\_  
To: Commanding Officer  
Via: Assistant Chief of Staff, Marine Corps Community Services  
Subj: CERTIFICATE OF COUNSEL

Ref: (a) MCO 4400.150E  
(b) MCIEAST-MCB CAMLEJO 5830.7

1. As required by the references, I certify that a disinterested party, not in my chain of command, has counseled me, and I acknowledge that:

a. There is no administrative process requiring replacement in-kind or reimbursement for lost, missing, stolen, or damaged property on charge to me.

b. If negligence is involved, action may be taken to require reimbursement for lost, missing, stolen, or damaged property on charge to me.

c. Any offer for replacement in-kind or cash reimbursement must be done freely and voluntarily.

d. Voluntary offer for replacement in-kind or cash reimbursement is not a relief for a wrongful act.

e. Voluntary offer for replacement in-kind or cash reimbursement for lost, missing, stolen, or damaged property will be considered a free act for personal reasons and will not imply admission of responsibility, fault, or negligence for any purpose.

f. I have the right to consult with a Judge Advocate prior to any replacement in-kind or cash reimbursement.

2. I do/do not waive my right to counsel by a Judge Advocate.

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Subj: CERTIFICATE OF COUNSEL

3. I do/do not accept responsibility for the missing, lost, stolen, or damaged property on charge to me.

4. I do/do not desire to replace in-kind or cash reimbursement for the missing, lost, stolen, or damaged property on charge to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Counselor Signature