



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE NC 28542-0004

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4400
S-4/SMD

10 FEB 2012

COMMANDING OFFICER'S POLICY LETTER 02-12

From: Commanding Officer
To: Distribution List

Subj: ASSIGNMENT OF GARRISON PROPERTY RESPONSIBLE OFFICER

Ref: (a) SECNAVINST 7320.10A
(b) MCO P10150.1
(c) MCO P4400.150E

1. Property accountability is inherent to the command and must be taken very seriously. The assignment of Garrison Property Responsible Officers (RO) is critical in ensuring proper accounting of public property. The references establish policy and detail the requirements for RO assignment; specifically, an RO is an individual appointed by proper authority to exercise custody, care, and safekeeping for the property entrusted to the possession or under the supervision of that individual. Financial liability may be incurred for losses occurring from the individual's failure to exercise this obligation.

2. To ensure effective property accountability, the following direction is given:

a. The RO will be held both personally and professionally responsible for all property within their assigned account.

b. The RO must be able to accomplish all obligations and possess sufficient seniority and experience, whether military or civilian, to enable them to properly execute their duties. Maturity and good judgment are critical characteristics. At a minimum, the appointed RO will be a Staff Non-Commissioned Officer and above or a GS-07/WG-06 and above. Special considerations for lower grade assignments will be submitted to the Base Property Officer with justification.

c. The RO will be assigned in writing by the Commanding Officer, Marine Corps Base (MCB), Camp Lejeune (Base S-4 (Logistics)); RO will assume responsibility for only those assets that they can reasonably control, RO's will not be assigned large accounts that fall outside of their effective span of control.

d. Commanders/Directors. Commanding Officers and Directors will nominate the RO, in writing, for garrison property accounts and forward the nomination letter to the Base Property Officer, MCB Camp Lejeune who will prepare the appropriate RO appointment letter for my signature or designated representative (Base S-4 (Logistics)).

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e. RO Duties. The RO is a custody holder of garrison property who accounts for the equipment on behalf of an organization.

(1) An RO will be formally charged with the duty to care for and control all assets within their custody. Responsible Individuals (RI), if used, are subcustody holders of accountable property who perform that function on behalf of an RO. Additionally, RI's will be formally charged, in writing, with the duty to care for and control the equipment within their custody.

(2) RO Absence. If an RO anticipates being separated from the assets for 60 days or more, a new RO will be appointed and a joint turn over inventory will be conducted. Use the same process as normal for change of the RO.

(3) RO's must ensure supply management principles are applied, to include:

(a) Receipt for all on hand equipment; maintain assigned equipment in a ready-for-use and serviceable condition.

(b) Account for equipment issued or subcustodied and maintain a record of custody for such equipment.

(c) Report changes to the Base Property Officer within 15 calendar days.

(d) Report all discrepancies that exist between the Consolidated Asset Report (CAR) and what is actually on hand.

(e) Request necessary investigative action in writing for equipment abuse and gains or losses via the Base Property Officer to the commander.

(f) Conduct semiannual CAR reconciliations with the Base Property Branch.

(g) Conduct periodic inventories, at least annually, for all equipment assigned to the account.

3. The RO will report all discrepancies to the Base Property Officer before transferring responsibility for the property to the RO's successor. The relieving RO will visually inventory and carefully inspect all items on the property records for that account. Within 15 calendar days of appointment, the RO's will inform the Commanding Officer of the condition of the account, by submitting an acceptance letter as an endorsement to their appointing letter. The above endorsement will be provided to the Base Property Officer for action.

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4. Point of contact for any questions or information concerning the assignment and/or duties of an RO is the Director, Supply Management Division, at (910) 451-7571 or Mrs. Nancy Kalm, Director, S-4 (Logistics), MCB Camp Lejeune, at (910) 451-1031.



D. L. LECCE

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