



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

MCIEAST-MCB CAMLEJO 4400.1A

G-4

JUN 12 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 4400.1A

From: Commander
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR MANAGEMENT AND RECONCILIATION
OF GARRISON PROPERTY (GP) AND GARRISON MOBILE EQUIPMENT (GME)
CUSTODIAN ASSET REPORTS (CAR)

Ref: (a) DoD Instruction 5000.64, "Accountability and Management of DoD
Equipment and other Accountable Property," May 19, 2011
(b) SECNAVINST 7320.10A
(c) MCO 4400.150
(d) MCO 4400.201 Vol 3
(e) MCO 4400.203
(f) MCO 5530.14A
(g) MCO 8300.1D
(h) MCBul 4440.4
(i) MCICOMO 10100.1
(j) MCIEAST-MCB CAMLEJO 5230.5
(k) II MEFO 3000.11

Encl: (1) SOP for Management and Reconciliation of GP and GME CAR

Report(s) Required: I. Custodian Asset (Report Control Symbol
MCIEAST-MCB CAMLEJ 4400.1-01), pg. 1-1
II. Mission, Lost, Stolen, Recovered (Report Control
Symbol MCIEAST-MCB CAMLEJ 4400.1A-02), pg. 4-4
III. Crane (Report Control Symbol MCIEAST-MCB CAMLEJ
4400.1-03) pg. B-1

1. Situation. This Order implements standards and policies outlined in the references and establishes policy and procedures for the proper oversight and internal control of GP and GME, to include historical weapons and display equipment. This Order is designed to consolidate consumer and retail/intermediate level supply actions and streamline procedures in order to assist commands and departments achieve total asset accountability.

2. Cancellation. MCIEAST-MCB CAMLEJO 4400.1.

3. Mission

a. To provide guidance, instruction, and policy regarding the management and reconciliation procedures for GP and GME CAR.

b. Summary of Revision. This Order has been revised to incorporate policy and procedures from recently released references (d) and (h) and should be reviewed in its entirety.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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4. Execution

a. Commander's Intent. To promulgate an Order that provides common guidance for the continued management and reconciliation of accountable GP and GME, and their corresponding Defense Property Accountability System (DPAS) asset records as captured within each respective GP and GME CAR.

b. Concept of Operations. Upon receipt of this Order, execute the policy and procedures as outlined within the enclosure.

5. Administration and Logistics

a. Administration. This Order will be reviewed annually and updated as required to incorporate substantive changes directed by higher headquarters and supported organizations. Orders promulgated by this Headquarters are published electronically and located at:

<https://mcieast.usmc.afpims.mil/Staff-Offices/Adjutant/>.

b. Logistics. This Order does not modify resource requirements.

6. Command and Signal

a. Command. This Order is applicable to all of Marine Corps Base Camp Lejeune (MCB CAMLEJ), Marine Corps Air Station New River, and tenant commands within the Camp Lejeune complex.

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



M. L. SCALISE

DISTRIBUTION: A/B/C (less MCAS CHERPT, MCAS BFT, MCLB ALB GA and MCSF BI)

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RECORD OF CHANGES

Log completed change action as indicated.

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

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Chapter 1

General Information

1. It is the role of the unit's appointed RO to maintain custodial responsibility for GP and GME in accordance with the guidance contained within reference (a). The RO assumes accountability for all the assets, to the serial number detail, as listed in the unit's CAR. This accountability includes the immediate notification of assets that have become lost, damaged, destroyed or found, and the timely issue/turn-in of required assets.
2. ROs have direct access to the Base Property Control Office (BPCO) Customer Service Section for matters involving data input assistance, inquiry requests, and report requests. Additionally, all CARs are forwarded to the RO, via the BPCO customer service representatives.
3. The CAR is the asset report generated from DPAS, and is the record by which the BPCO accounts for property assigned to the organization's ROs. The DPAS CAR is similar in form and function to the consolidated memorandum receipt that is used for military equipment (ME). The BPCO will produce CARs for new RO, semi-annual, annual, and triennial inventories. CARs can be provided as requested by the RO and may be sorted by asset identification, location, item description, or stock number, and can be converted to an Excel spreadsheet or other Microsoft Office formats.

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Chapter 2

Inventory and Frequency

1. Inventories will be performed to comply with inventory requirements specified by this Order. The below link provides the current inventory schedules for both garrison property and historical weapons accounts:

<https://intranet.mcieast.usmc.mil/sites/G4/Supply/Pages/default.aspx>

2. On the first workday of the month for the scheduled inventory, the BPCO will release an e-mail to each RO that has a scheduled inventory. ROs will be provided with a copy of the current CAR on file and a blank NAVMC 11869.

3. In addition to the new RO inventory process described within chapter 4, the BPCO shall ensure physical inventories are performed, as aligned with references (d) and (i) as follows:

a. Monthly Serialized Inventories (MSIs). These inventories apply to the historical weapons only. An impartial third party is to conduct the inventory and results will be reported to BPCO, as described in chapter 5.

b. Semi-annual Inventories. These inventories will be conducted by the ROs and the results reported to BPCO as described within this chapter.

c. Annual Inventories

(1) Capitalized assets, those assets that have a unit price equal to or greater than 100,000 dollars, will be physically inventoried annually by BPCO personnel jointly with the RO. Results of this inventory are reported to Assistant Chief of Staff (AC/S), G-4, Marine Corps Installations Command (MCICOM). This inventory does not replace the semi-annual or the triennial inventory requirements.

(2) Annual Crane inventories will be conducted for historical weapons in Department of Defense Activity Address Code MMP200, as described in references (c), (d), (f), (g), and chapter 5 of this Order. This inventory meets the semi-annual and triennial inventory requirements, as long as the RO signs the applicable CAR.

d. Triennial Inventories. Triennial inventories are performed once every three years for all GP and GME assets per reference (b). Typically, joint incoming/outgoing RO and BPCO inventories are considered triennial inventories, resetting the triennial inventory date. These inventories are coordinated and conducted jointly with RO and BPCO personnel in order to:

(1) Physically verify all accountable property listed on the RO's CAR;

(2) Identify any accountable property not listed on the CAR;

(3) Update/attach/replace inventory identification barcoded labels/tags for all accountable assets; and

(4) Provide the RO with updated training as required.

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e. Other Inventories

- (1) When there is a change of RO;
- (2) When the RO is to be temporarily absent in excess of 60 days;
- (3) As directed by the Commanding General (CG), MCIEAST-MCB CAMLEJ or the unit Commanding Officer (CO). A special physical inventory may be necessary when there is evidence of forced or unlawful entry or upon the discovery of an open or an unattended storage area; and
- (4) As required by the Federal Acquisition Regulation (FAR) and the Defense FAR for Government Furnished Equipment in the possession of contractors.

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Chapter 3

Responsible Officer (RO) Duties

1. ROs must ensure supply management principles are adhered to, including:
 - a. Receipt for all on-hand property and maintain allocated property in a ready-for-use and serviceable condition.
 - b. Account for all equipment issued or sub-custodied and maintain a record of custody such as DD Forms 1348 or NAVMC 10359 (Equipment Custody Receipt) or other property accounting documentation.
 - c. Report changes to the responsible unit records and the BPCO within 15 days of occurrence.
 - d. Report all discrepancies that exist between the CAR and actual on-hand quantities immediately.
 - e. When necessary, request investigative action from the unit CO for missing, lost, stolen, or misused equipment. Notify the BPCO immediately, to ensure reporting requirements are met.
 - f. Conduct joint outgoing/incoming RO, semi-annual, annual, and triennial CAR reconciliations with the BPCO.
 - g. Conduct periodic inventories and random spot checks of the equipment assigned to the account.
2. The RO training package is available at the below intranet link:
<https://intranet.mcieast.usmc.mil/sites/G4/Supply/Pages/default.aspx>
3. Only the RO can request for replacement or additional personal support equipment (PSE) via the Base Property database; see above intranet site.
4. During the continuous PC Refresh process, conduct close coordination with the unit S-6, Major Subordinate Command G-6, MCIEAST-MCB CAMLEJ G-6, and the BPCO to ensure new computer assets and the replaced old computer assets have signed/dated DD Form 1348-1As with all the applicable serial numbers for the transfer of assets to and from the unit CAR account, where reference (j) applies.

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Chapter 4

RO Nominations, Appointments, and Relief1. Nomination of RO

a. COs exercising courts-martial convening authority (CMCA) (e.g., Battalion, Squadron, Regiment, or Group Commanders) will nominate, in writing, an RO to assume responsibility for GP and GME within their command, as depicted in Appendix A, Figure 1: CAR Workflow (CMCA). COs should nominate only those personnel that have responsibility/management for assets within their span of control. Individuals nominated will be officers, staff non-commissioned officers, or civilian grade General Schedule-07/Wage Grade-06 or above. Special considerations for lower grade assignments will be submitted to the Base Property Officer (BPO) with justification for consideration. The nominated RO should be readily available to assume these duties and not be scheduled for deployment or transfer within the next 12 months.

(1) Per references (c) through (e), Marine Corps property may be furnished to, or acquired by, contractors under the provisions of a contract as government furnished property (GFP). However, GFP will not be furnished to a contractor unless the original contract as the binding agreement specifically identifies the individual listed and uniquely identified GFP assets that will be provided to the contractor, and that the contractor is liable/accountable for GFP assets transferred to the contractor's control. Amended contracts reflecting the above requirements, as authorized by the awarding authority, serve as acceptable binding agreements. Additionally, GFP will be maintained on accountable records (regardless of any value) that have been furnished to contractors.

(2) II Marine Expeditionary Force organizations are reminded to adhere to reference (k) concerning the nomination of ROs.

(3) The nomination form letter is available at the Supply Management Division (SMD)/BPCO intranet website:

<https://intranet.mcieast.usmc.mil/sites/G4/Supply/Pages/default.aspx>

(4) The diagram contained within Appendix A, Figure 1: Base Property Unit/Commands (CMCA), displays the process.

b. For the purpose of this SOP, the title of CO may be replaced with AC/S, Officer-in-Charge (OIC), Director, or Department/Branch Head, as depicted in Appendix A, Figure 2: CAR Workflow (without CMCA).

(1) For example, the AC/S, G-6, MCIEAST-MCB CAMLEJ is responsible for the nomination of all ROs within the G-6 organization. This authority cannot be delegated to any subordinate branch or section. Additionally, the Deputy, G-6 can only nominate an RO when in an 'Acting' capacity.

(2) Diagram contained within Appendix A, Figure 2: Base Property AC/S - Director - OIC - Department Heads (without CMCA) applies.

c. Sufficient oversight must be exercised over ROs to ensure they are properly trained and given sufficient time and resources to execute sound supply management practices.

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d. All RO nomination letters will be addressed to the CG, MCIEAST-MCB CAMLEJ (Attn: AC/S, G-4/SMD/BPCO).

2. RO Appointments

a. The CG MCIEAST-MCB CAMLEJ will appoint ROs as nominated by their respective leaders. On behalf of the CG MCIEAST-MCB CAMLEJ, the BPO will appoint the nominated RO in writing.

b. Upon appointment, the BPCO will provide the original signed RO appointment letter, a copy of the current CAR, and a NAVMC 11869 'Notice of Delegation of Authority' form. A NAVMC 11869 may be submitted to authorize individual(s) to request, receipt, and/or turn-in property on behalf of the RO.

c. Once the RO has been appointed, the RO will be required to sign the RO's acceptance letter upon completion of the initial inventory and review of records.

d. RO's should establish Responsible Individuals (RIs), as coordinated with the organization's leadership. RIs are sub-custody holders of accountable equipment originally signed for by the RO. They are appointed by the RO, in writing and will sign for all accountable assets as assigned within their sub-custody. The use of the NAVMC 10359 Equipment Custody Receipt is recommended or the RO may request read only access to DPAS and utilize the RI feature to create sub-custody accounts. However, the appointment of RIs does not relieve the RO of the ultimate responsibility of the account.

3. Relief of RO

a. The following are conditions for the relief of an RO:

- (1) When the RO is to be temporarily absent in excess of 60 days; or
- (2) When the RO is to be transferred, separated, terminated, or retired from military/civilian service; or
- (3) When the RO fails to demonstrate trustworthiness, proper safekeeping, or the ability to accurately account for the property in their charge.

b. Commanders will make every effort to ensure outgoing ROs do not depart until the new RO is appointed, a joint inventory has been conducted, and requests for adjustments to the property records are reconciled.

c. In the event an outgoing RO is not available to reconcile the account prior to being relieved, the unit/organization remains responsible for all the assigned property.

4. Joint Turnover Inventory and General Inventory Procedures

a. ROs will conduct a joint inventory upon appointment/relief. The RO being relieved will reconcile the property records to include verification

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that receipt signatures are valid and current. The new RO will visually sight and inspect all items on the property records. These inventories are coordinated and conducted jointly with both the incoming and outgoing ROs and BPCO personnel, provided resources are available.

b. The joint inventory will be completed within 15 calendar days of appointment. The account will be suspended and will remain suspended until the CAR reconciliation process is fully completed, to include any follow-on investigative actions. A CAR reconciliation is considered fully completed when the following documentation is provided:

(1) RO Acceptance Letter, signed and dated (for initial acceptance of the account);

(2) Inventory Completion Letter (no discrepancies) signed and dated, and the inventory completion form letter is made available at the SMD/BPCO intranet website; or Discrepancy Letter signed and dated with all available supporting documentation;

(3) CAR, each page initialed, last page signed and dated;

(4) Approved/accepted investigative action/DD Form 200 (as required);
and

(5) Completed NAVMC 11869 (optional).

c. Requests for extension will be processed prior to the 15th day of the inventory cycle. It must contain a thorough justification for an extension and identify the requested new completion date. The RO will forward requests for extension via the unit Commander to the CG MCIEAST-MCB CAMLEJ (Attn: AC/S, G-4/SMD/BPCO) for consideration/approval. The request for extension form letter is available at the SMD/BPCO intranet website.

d. A discrepancy letter will be submitted by the RO detailing inconsistencies between the assets listed in the CAR and the assets that are on-hand, either as gains, losses, serial number modifications, and other administrative modifications, or otherwise not appropriately captured in an accountable property systems of record (APSR) (e.g., Global Combat Support System-Marine Corps (GCSS-MC) or DPAS). Asset location/sub-location changes are not required to be included within the discrepancy letter. Only location modifications need to be reconciled with the Property Team Lead/Representatives within the BPCO in order to make the necessary changes to the unit's CAR. The discrepancy letter will include all available key supporting documentation, and detail the causative research that has been conducted by the RO/unit to justify the requested modifications. The discrepancy form letter is available at the SMD/BPCO intranet website.

e. CAR Reconciliations

(1) If the BPO and the RO agree the CAR is in error and there is supporting documentation, the BPO will make appropriate pen changes (e.g., asset ID, stock number, serial number, quantity) to the CAR, and both the BPO and RO will initial the changes.

(2) If the BPO and RO do not agree on disputed CAR errors, as identified in the discrepancy letter, the RO will still sign the CAR and

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discrepancy letter. The CAR will be annotated with the statement, "Discrepancy Letter dated DD MM YY has been submitted" and both the BPO and RO will initial the statement. This letter documents the RO's position on disputed quantities.

f. CAR Discrepancies

(1) For those discrepancies identified in the RO's discrepancy letter that the BPO and RO do not agree on, the discrepancy letter will typically be returned to the RO for additional causative research.

(2) If additional causative research conducted by the RO does not provide additional justification that will meet the threshold to support the correction of the remaining discrepancies, the RO will notify their unit commander in order to request investigative actions. For those organizations that have a nominated RO per paragraph 1b of this chapter with titles AC/S, OIC, Director, or Department/Branch Head, the RO will request investigative actions via their chain of command to the first commander exercising CMCA.

(3) In the event the unit commander declines to conduct investigative actions or the subsequent investigative actions do not meet the threshold to support the correction of the remaining CAR discrepancies, a request for further investigative action may be requested by the BPCO to the Accountable Officer (AO) for the CG MCIEAST-MCB CAMLEJ, who may then coordinate a preliminary inquiry and/or a command investigation to further determine the circumstance(s) surrounding the remaining CAR discrepancies.

g. Reference (h) defines the responsibilities that govern the management of the Financial Liability Investigation of Property Loss (FLIPL) process for the Marine Corps. This bulletin introduces new procedures, regulations, and processes within the Marine Corps for documenting, investigating, and assessing financial liability for government property that is lost, damaged, or destroyed that must be adhered to for GP and GME assets.

(1) The RO's command/organization is responsible for initiating the FLIPL. Upon determination of financial liability, the completed FLIPL investigation will be forwarded to the CG MCIEAST-MCB CAMLEJ (Attn: AC/S, G-4/SMD/BPCO) for proper disposition of the property from the property records.

(2) Per references (h) and (i), the FLIPL investigative process and the use of the DD Form 200 will be used to document the circumstances leading to the loss or damage of government property (see appendix A, figure 4, DD Form 200 (Template)). In the event the Approving Authority/Appointing Authority declines to appoint a Financial Liability Officer (FLO) to conduct the FLIPL, the DD-200 remains a requirement to track the FLIPL process. Additionally, ROs are required to fill out block #12 of the DD-200. Mandatory initiation of a FLIPL is required for one or more of the following conditions:

(a) Any controlled item as identified by a Controlled Inventory Item Code (CIIC), (e.g., CIIC 3, unclassified AA&E, historical weapons);

(b) Missing, lost, stolen, and recovered (MLSR) reportable assets (e.g., historical weapons);

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(c) Greater than or equal to 5,000 dollars (unit value);

(d) Evidence of abuse, gross negligence, willful misconduct, deliberate unauthorized use, fraud, theft, or if negligence is suspected in the management of government property;

(e) Initial causative research for lost or missing property is non-conclusive and does not identify the cause of the discrepancy in the property account;

(f) Marine Corps property in the possession of a contractor is lost, damaged, or destroyed;

(g) Repetitive cases of loss, damage, or destruction occur, even though any one by itself would not warrant the processing of a FLIPL;

(h) Marine Corps property is lost, damaged or destroyed while under the control of a non-appropriated fund (NAF) organization; or

(i) Unrecorded Property. The requirements for a FLIPL apply whether or not the government property is recorded on an accountable record.

(3) Copies of investigation preliminary inquiry/command investigation results and police reports will be enclosed with the DD Form 200.

(4) The RO's Approving Authority/Appointing Authority (e.g., CO, AC/S, Department Head) is required to sign/endorse DD Form 200.

(5) The AO for MCIEAST's DPAS account is the final authority for the discrepant property contained within the DD-200.

h. Adjustment of Property Records

(1) Property record adjustments for assets less than 5,000 dollars and total transaction value less than or equal to 50,000 dollars can be approved by the BPO.

(2) Property record adjustments for assets greater than or equal to 5,000 dollars or a total transaction value greater than 50,000 dollars must be pre-approved by the MCIEAST-MCB CAMLEJ AO.

(3) Property Team Leads will induct the approved transactions, reconcile the subsequent adjustments to the account, and produce a new CAR to be furnished to the RO. At this time, the RO may elect to sign the new adjusted CAR.

(4) The signed, original CAR and all associated documentation will be maintained by the BPCO.

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Chapter 5

Historical Weapons and Display Equipment

1. The Marine Corps defines small arms/light weapons (SA/LW) in four sub-categories: heritage assets, ceremonial SA/LW, competition match SA/LW, and display SA/LW.

a. Heritage assets will not be addressed within this policy letter as they belong to the National Museum of the Marine Corps (NMMC) and are accountable within a separate APSR. For purposes of this document, the remaining three sub-categories of SA/LW will be referred to as historical weapons.

b. Display equipment is defined as old or obsolete ME, which is not considered to warrant museum-level heritage significance but is on display at military installations. Display equipment is not considered a heritage asset and will be accounted for as general equipment, as approved by MCICOM for unit retention, within the applicable garrison property CAR in DPAS.

(1) ROs must engage their historical officers to ensure their assets, which are no longer accounted for in GCSS-MC or are not eligible for accountability in GCSS-MC, are reported to the NMMC for heritage asset determination and/or disposition instructions.

(2) In the case an asset is not deemed a heritage asset, the unit must request permission to display the equipment if desired, and the asset(s) will be captured in DPAS in accordance with references (c), (d) and (g).

(3) Display weapons will be accounted for in DPAS. The supported unit (i.e., a command in possession of display SA/LW which has AO authorities) is responsible for reporting display SA/LW to the supporting unit (i.e., Installation Commander (BPCO), which is assigned GP AO responsibilities) for inclusion and adjustment to DPAS in accordance with reference (d).

(4) Units are required to obtain, retain, and provide to the Installation commander copies of the associated NMMC request and response letters, and the demilitarization/inert certifications for each weapon.

(5) The acquisition, transfer and/or disposal of SA/LW, as defined by this chapter, must be coordinated through the Installation commander. Typically, any such movement of weapons must be preceded by MILSTRIP transactions inducted into Naval Surface Warfare Center (NSWC) Crane's web site by the shipping organization, then received by MILSTRIP transactions within NSWC Crane's web site by the receiving organization for each individual weapon. Deviations from this policy are not authorized.

2. Historical weapons require an increased level of accountability. As such, historical weapons require daily sight counts maintained by the unit/organization and monthly serialized inventories (MSIs) to be conducted by a disinterested third party inventory officer (IO) from within the command per guidance contained in references (d), (f), and (g).

a. The BPCO maintains a separate Department of Defense Activity Address Code MMP200 within DPAS to support the accountability of weapons. DPAS will

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generate the Historical Weapons Inventory Listing that will be provided to the IO for each MSI. A separate historical weapons CAR will also be generated for the RO's required semi-annual and annual inventories.

b. Figure 3: CAR Workflow (Historical Weapons) applies.

3. On the first workday of each month, the BPCO will release a mass e-mail in order to notify each RO that maintains a historical weapons CAR to initiate the month's MSI process. ROs will be provided with the following to supply to the unit commander-nominated IO:

a. Historical Weapons Inventory Listing (a copy of the unit's historical weapons CAR);

b. Crane listing for unit's sub-account (Figure 4: Crane Sub-Account); and

c. Inbound/outbound Crane shipment report (Figure 5: Crane In-Bound Shipment Report and Figure 6: Crane Out-Bound Shipment Report).

4. Upon completion of the historical weapons inventory by the IO, the IO will initial each page of the Historical Weapons Inventory Listing, and sign and date the last page. The unit supply officer will endorse the results for the unit commander's review. With the unit commander's endorsement, the RO will forward the entire package to the BPCO. The unit MSI for organic weapons, those assets within the unit's GCSS-MC APSR for Table of Organization-Table of Equipment weapons, is not required.

5. Per reference (d), MSIs, physical security screenings, investigations, MLSRs, etc. are the responsibility of the supported unit. MSIs along with all key supporting documents shall be retained by the supported unit and will only be forwarded to the Installation commander whenever there is a required inventory change/adjustment to DPAS/NSWC Crane accounts.

6. If the IO discovers a discrepancy during an MSI, the actual Historical Weapons CAR will only be modified after reconciliation with the RO, and subsequently endorsed by the unit supply officer and CO with all the required supporting documentation.

7. The IO/RO has that entire month to provide the completed MSI package. If not completed by the 1st day of the following month, an RO's account will be suspended until the Historical Weapon's MSI is submitted, to include any follow-on investigative actions. Historical Weapon MSIs are considered fully completed when all of the following documentation is provided:

a. IO Appointment Letter (signed by unit CO);

b. IO Inventory Results/Discrepancy Letter (signed by IO and addressed to unit CO via unit supply officer);

c. Supply officer's endorsement of IO Inventory Results/Discrepancy Letter;

d. CO's endorsement of IO Inventory Results/Discrepancy Letter;

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e. Historical Weapons Inventory Listing, each page initialed by IO, last page signed and dated by IO; and

f. Approved/accepted investigative action/DD Form 200/MLSR (as required).

8. Semi-annual inventories for the historical weapons accounts will correspond to the process described within chapter 4 of this enclosure. Semi-annual inventories will be conducted by the RO in conjunction with the MSI process described within chapter 5 of this enclosure.

9. Annual Crane inventories will include all the noted processes within chapters 4 and 5 of this enclosure. These inventories are coordinated and conducted jointly between the RO and BPCO personnel. The BPCO is required to physically inventory each weapon, identify new assets, and consolidate individual RO inventories for the CG MCIEAST-MCB CAMLEJ's Crane report for all historical weapons.

10. Per reference (f), historical weapons are MLSR reportable arms, ammunition, and explosives. Historical weapons lost or recovered must be reported immediately to BPCO and Crane, within 48-hours. The affected RO/unit will only draft the initial MLSR message per the format provided by reference (f) (figure 10-1 and within appendix M). This draft only MLSR message will be expeditiously forwarded to the CG MCIEAST-MCB CAMLEJ (Attn: AC/S, G-4/SMD/BPCO) for follow-up and release. Continuous communications between the affected unit and the BPCO are required for future supplemental/final MLSR messages.

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Chapter 6

Activation and Deactivation of Accounts and Deploying Units1. Activation of New Accounts

a. The preferred method for the identification of a new unit account is during the feasibility of support coordination process. The sponsoring activity should identify early within this process if a requirement exists to maintain GP and GME, temporary loan of equipment requests, and/or the requirement for future requests of PSE.

b. As a result of internal restructuring and other factors, unit commanders may decide to separate accounts into multiple accounts. The following information is required in order to accommodate this request:

(1) Identify the new RO for the new account and provide RO nomination letter;

(2) Identify the commodity section/CAR account that currently has accountability for the assets;

(3) Identify the assets that are to populate this new CAR from the original, parent CAR;

(4) Identify the locations of assets for this new CAR Account;

(5) Identify the required date for this new CAR account and the availability of the previous RO and the new RO to conduct a joint inventory with the BPCO; and

(6) Provide justification for this new CAR account.

c. The BPCO will then establish the new CAR in DPAS and the naming conventions based on the above input.

2. Deactivation of Accounts. As a result of internal restructuring and other factors, unit commanders may decide to deactivate accounts and/or consolidate assets. ROs are encouraged to notify the BPCO immediately to begin this coordination.

3. Disposition of Assets for Deploying Units. Prior to deployment, the unit RO must coordinate the disposition of assets resident on the CAR with the BPCO. This coordination will include the identification/nomination of the new RO. Normally a member of the remain behind element (RBE) is designated as the new RO. In the event an RBE representative is not available, the unit's next higher headquarters should make arrangements for a new RO while the unit is deployed. A joint inventory between the old and new RO will be conducted to ensure account discrepancies are addressed prior to deployment.

APPENDIX A

BUSINESS PROCESS FLOW

Unit / Commands with Courts-Martial Convening Authority (CMCA)

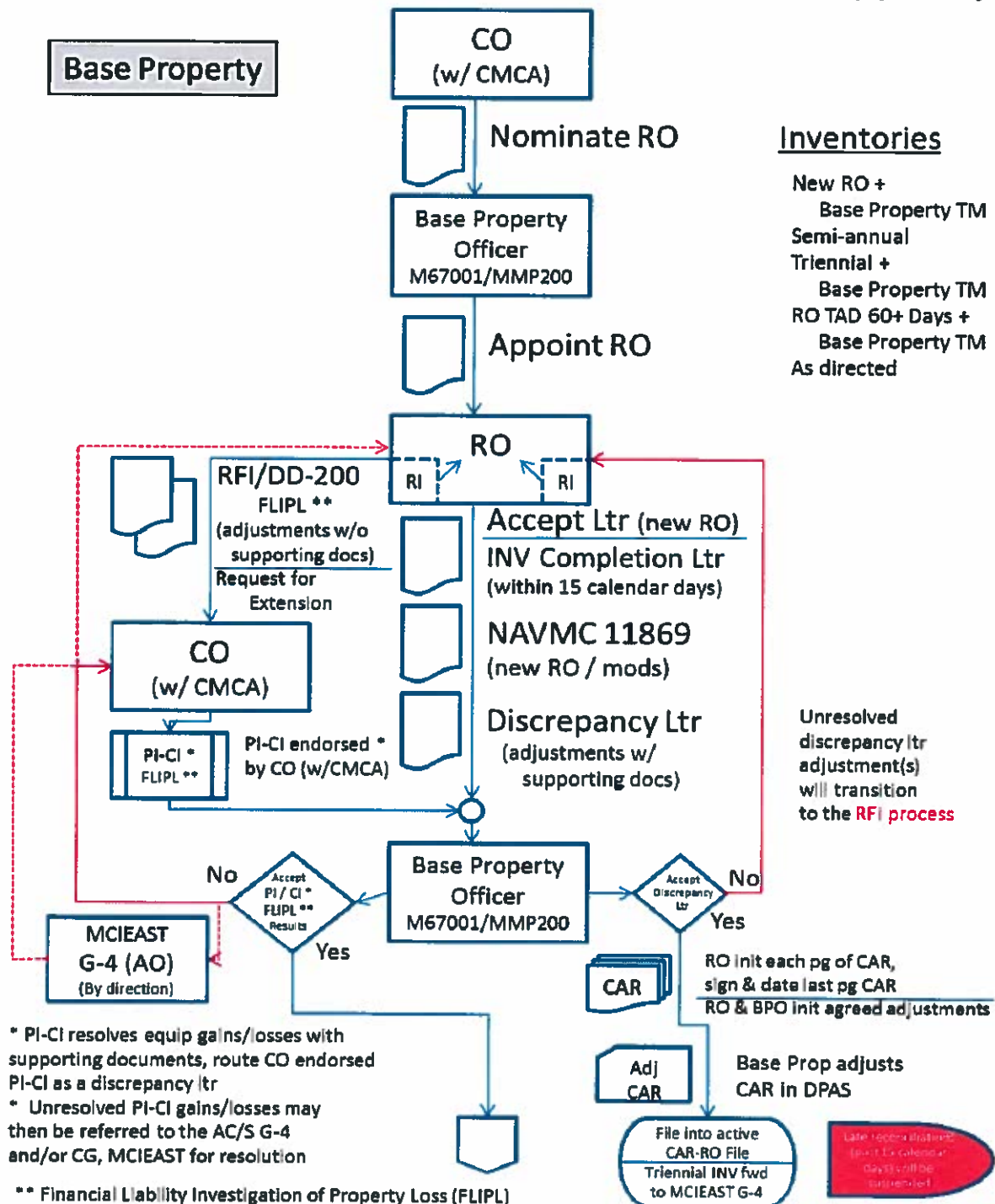


Figure 1.--CAR Workflow (CMCA)

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APPENDIX A

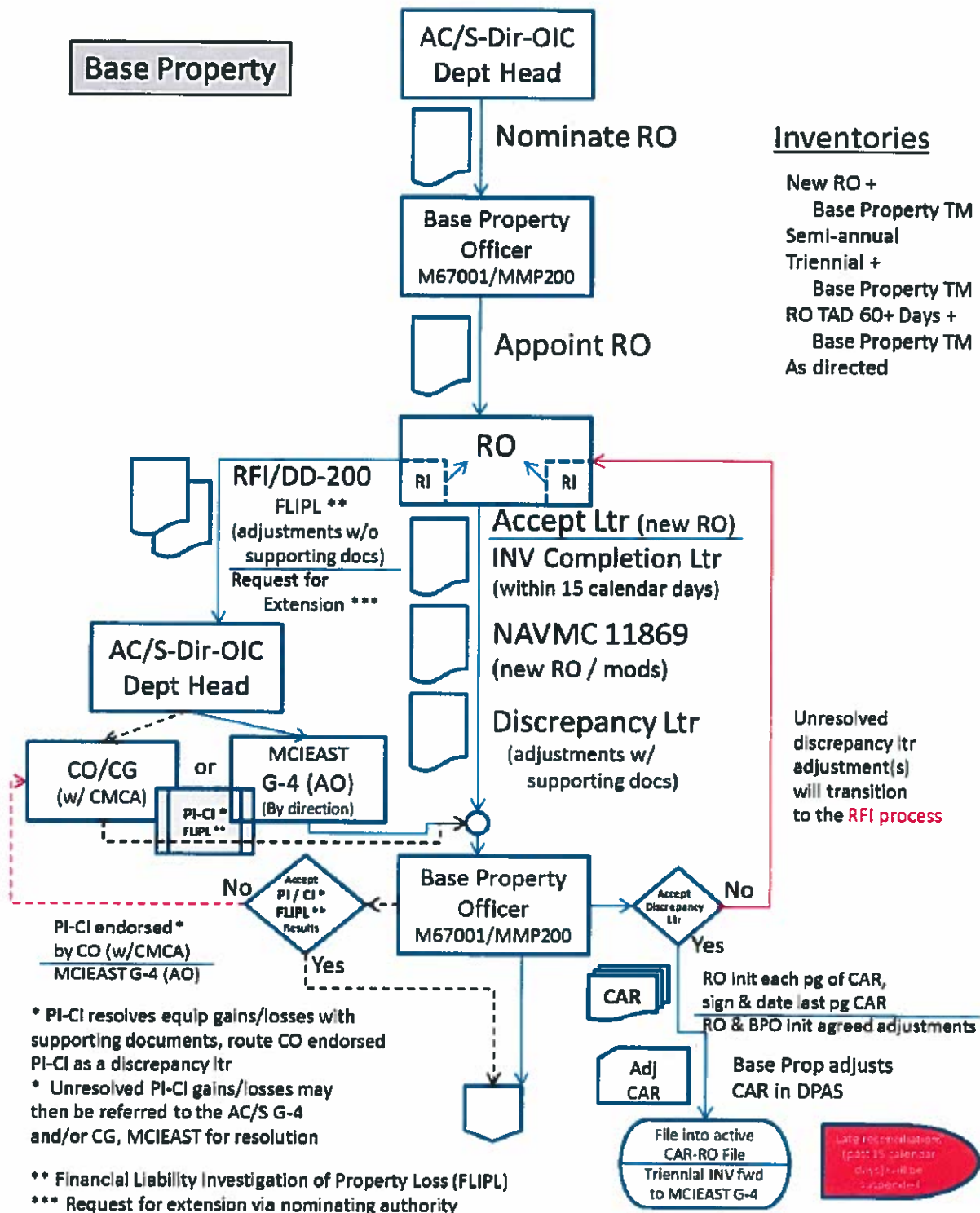
AC/S – Director – OIC – Department Heads (w/o CMCA)

Figure 2.--CAR Workflow (without CMCA)

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APPENDIX A

Historical Weapons

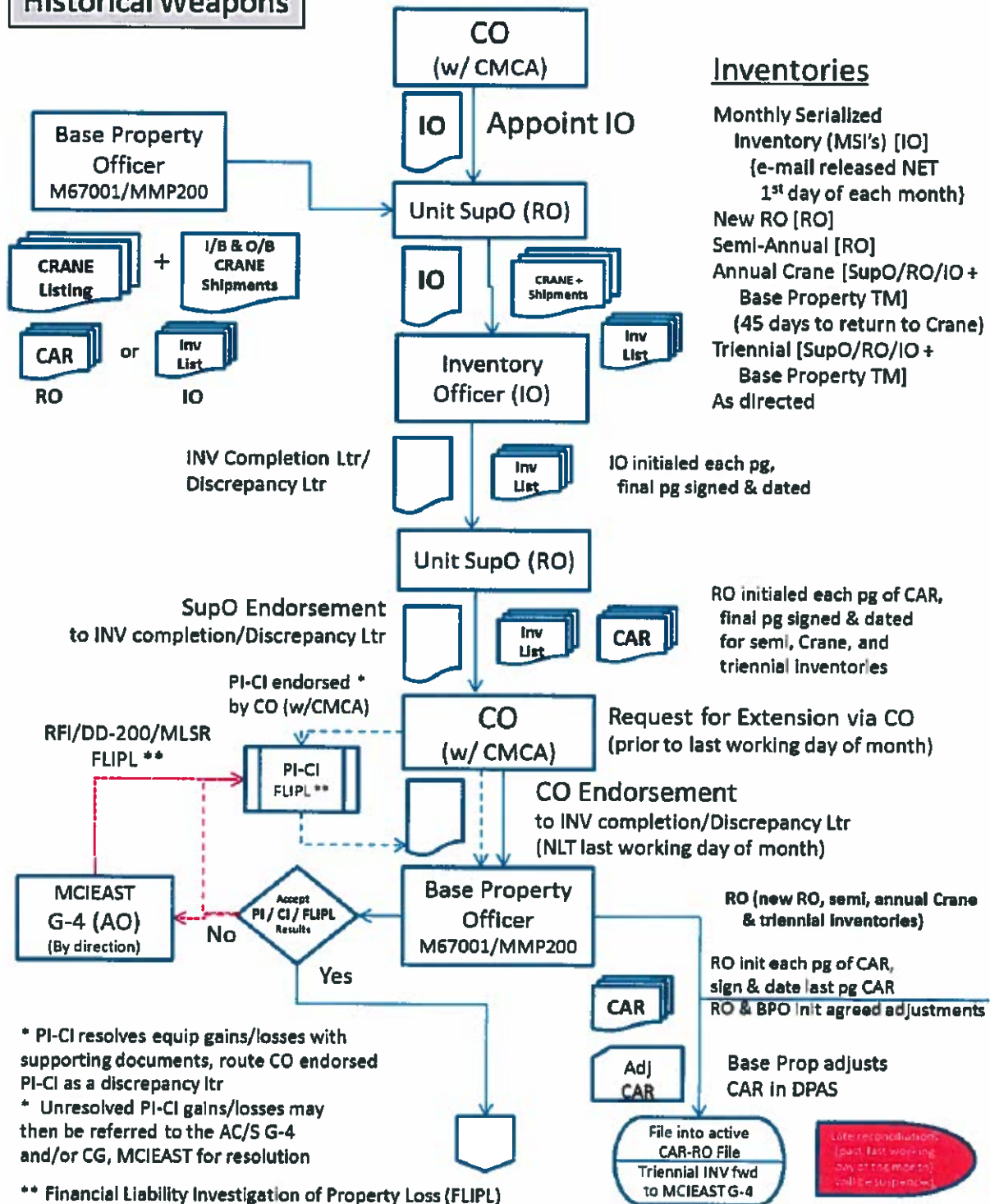


Figure 3.--CAR Workflow (Historical Weapons)

APPENDIX A

Marine Corps Installations East		Indlv: 1,3-9,11,16 BPO/FUPL Manager: 2,[10],17 FLO: 15 RO & Chain of Cmd: [9&10], 12-14	DD 200 Completed																																	
FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS #2																																				
#1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">1. DATE INITIATED (YYYYMMDD)</th> <th colspan="2" style="text-align: left;">2. INCIDENT INVESTIGATION NUMBER</th> <th colspan="2" style="text-align: left;">3. DATE LOSS INCURRED (YYYYMMDD)</th> </tr> <tr> <td colspan="2">7/1/2016</td> <td colspan="2">MCTON 7001 P01</td> <td colspan="2">7/1/2016</td> </tr> <tr> <th>4. NATIONAL STOCK NO.</th> <th>5. ITEM DESCRIPTION</th> <th>6. QUANTITY</th> <th>7. UNIT COST</th> <th colspan="2">8. TOTAL COST</th> </tr> <tr> <td>70000-000000</td> <td>Dualing, Cam 2, Quad PC</td> <td>1</td> <td>1,805.00</td> <td colspan="2">1,805.00</td> </tr> <tr> <td colspan="6"> 9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS LOST (and attach additional pages as necessary) - Individed (S/L Taylor provides overview/narrative concerning the FPL and how the PC was lost, with HQ input. - Individed (S/L Taylor, and was not submitted to HQ as an individual. </td> </tr> </table>	1. DATE INITIATED (YYYYMMDD)		2. INCIDENT INVESTIGATION NUMBER		3. DATE LOSS INCURRED (YYYYMMDD)		7/1/2016		MCTON 7001 P01		7/1/2016		4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST		70000-000000	Dualing, Cam 2, Quad PC	1	1,805.00	1,805.00		9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS LOST (and attach additional pages as necessary) - Individed (S/L Taylor provides overview/narrative concerning the FPL and how the PC was lost, with HQ input. - Individed (S/L Taylor, and was not submitted to HQ as an individual.						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">10. 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1. DATE INITIATED (YYYYMMDD)		2. INCIDENT INVESTIGATION NUMBER		3. DATE LOSS INCURRED (YYYYMMDD)																																
7/1/2016		MCTON 7001 P01		7/1/2016																																
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST																																
70000-000000	Dualing, Cam 2, Quad PC	1	1,805.00	1,805.00																																
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS LOST (and attach additional pages as necessary) - Individed (S/L Taylor provides overview/narrative concerning the FPL and how the PC was lost, with HQ input. - Individed (S/L Taylor, and was not submitted to HQ as an individual.																																				
10. ACTUAL LOSS TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (attach additional pages as necessary)																																				
Security provided after FPL was conducted (FLO: 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 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JUN 12 2017

APPENDIX B

CRANE REPORTS

rpt5563

MARINE CORPS ASSET VERIFICATION LIST

For Official Use Only

CAGR: M00

MMP200

MCB PROPERTY CONTROL CAMP LEJEUNE

SUBLOCATION: M21590

RIC: 2080	MSN: 1005-01-054-8319	CMD: A	GRP: 7	STA: 1	WOMEN: RIFLE 7.62MM AK-47 SOVIET
786142	XM13196	5629914			

ITEM TOTAL: 3

RIC: 2083	MSN: 1005-00-283-7695	CMD: A	GRP: 1	STA: 1	WOMEN: RIFLE 7.62MM M14 TRG DEVICE
10063	560594	1249054	1521718		

ITEM TOTAL: 4

RIC: 2085	MSN: 1005-01-017-0483	CMD: A	GRP: 1	STA: 1	WOMEN: RIFLE SNIPER ROMANIAN PSL 7.62MM
P-2989					

ITEM TOTAL: 1

RIC: 5000	MSN: 1010-LL-MC9-2443	CMD: A	GRP: 7	STA: 1	WOMEN: LAUNCHER GUN RPG-78 SOVIET
2668-90					

ITEM TOTAL: 1

04 Jan 2016

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Figure 5.--Crane Sub-Account

MCIEAST-MCB CAMLEJO 4400.1A
JUN 12 2017

APPENDIX B

Naval Crane Small Arms Registry

Home | Asset | Transactions | ROC | Other Links

Asset: Incoming Shipments (ACTIVITY FILTER = 1 of 307)

Incoming Shipments

Arrival	Shipment	Pilot	To	From	Qty	Status

Figure 6.--Crane In-Bound Shipment Report

Naval Crane Small Arms Registry

Home | Asset | Transactions | ROC | Other Links

Asset: Outgoing Shipments (ACTIVITY FILTER = 1 of 307)

Outgoing Shipments

Arrival	Shipment	Pilot	To	From	Qty	Status

Figure 7.--Crane Out-Bound Shipment Report