



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

MCIEAST-MCB CAMLEJO 4400.1C
G-4
JAN 13 2020

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

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR MANAGEMENT AND RECONCILIATION
OF GARRISON PROPERTY (GP) AND NON-TACTICAL VEHICLE (NTV) CUSTODIAN
ASSET REPORTS (CAR)

Ref: (a) DoD Instruction 5000.64 Ch 3, "Accountability and Management of
DoD Equipment and other Accountable Property," April 27, 2017
(b) SECNAVINST 5200.45
(c) SECNAV M-5200.45
(d) MCO 4400.201 Vol 1-17
(e) MCO 5530.14A
(f) MCO 5750.1H
(g) MCO 8300.1D
(h) MCO 11240.106C
(i) NAVMC 4000.5C
(j) II MEFO 3000.11

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

Report(s) Required: I. Custodian Asset Report (Report Control Symbol
MCIEAST-MCB CAMLEJ 4400.1-01), pgs. 4-3 & 4-4
II. Missing, Lost, Stolen, Recovered (Report Control
Symbol MCIEAST-MCB CAMLEJ 4400.1A-02), pg. 4-3
III. Crane (Report Control Symbol MCIEAST-MCB CAMLEJ
4400.1-03) 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 controls of GP and NTVs, 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 4400.1B.

3. Mission

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

b. Summary of Revision. This Order has been revised to incorporate policy and procedures from references (a) through (c) and should be reviewed in its entirety.

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

4. Execution

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

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://www.mcieast.marines.mil/Staff-Offices/Adjutant/Orders/>.

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 subordinate and tenant commands within the Camp Lejeune complex.

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



N. E. DAVIS
Chief of Staff

DISTRIBUTION: A/C (plus MCAS NR, H&S Bn, and WTBn)

RECORD OF CHANGES

Log completed change action as indicated.

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

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	GENERAL INFORMATION	1-1
Chapter 2	INVENTORY AND FREQUENCY	2-1
Chapter 3	RO DUTIES.	3-1
Chapter 4	RO NOMINATIONS, APPOINTMENTS, AND RELIEF	4-1
1.	Nomination of RO	4-1
2.	RO Appointments	4-2
3.	Relief of RO	4-2
4.	Joint Turnover Inventory and General Inventory Procedures	4-3
Chapter 5	HISTORICAL WEAPONS AND DISPLAY EQUIPMENT	5-1
Chapter 6	ACTIVATION AND DEACTIVATION OF ACCOUNTS AND DEPLOYING UNITS.	6-1
1.	Activation of New Accounts	6-1
2.	Deactivation of Accounts	6-1
3.	Disposition of Assets for Deploying Units.	6-1
Appendix A	BUSINESS PROCESS FLOW.	A-1
Figure 1	CAR Workflow (CMCA).	A-1
Figure 2	CAR Workflow (without CMCA).	A-2
Figure 3	FLIPL (DD Form 200) (Template).	A-3
Appendix B	CRANE REPORTS.	B-1
Figure 4	Crane Sub-Account.	B-1
Figure 5	Crane In-Bound Shipment Report	B-2
Figure 6	Crane Out-Bound Shipment Report.	B-2

Chapter 1

General Information

1. The Base Property Control Office (BPCO) manages the Camp Lejeune complex's DPAS accounts on behalf of the Commanding General (CG), Marine Corps Installation East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ). DPAS is the Accountable Property System of Record (APSR) for GP, NTVs, select heritage assets (e.g., historical weapons and display equipment), personal property and government furnished property/equipment (GFP/E), that is \$5,000 or greater and specified assets that are less \$5,000, regardless of cost (e.g., computers and radios), that are otherwise not accounted for in another approved APSR; figure 1-1 is provided below per reference (d). Additionally, the BPCO provides intermediate-level inventories of personal support equipment (PSE) and select assets for temporary loan in support of appointed responsible officers (ROs), maintains the base-wide washer and dryer maintenance service contract for designated bachelor housing quarters, maintains the commercial washers and dryers located at Camp Devil Dog in support of School of Infantry-East, and maintains a linen service contract for specified MCB CAMLEJ organizations.

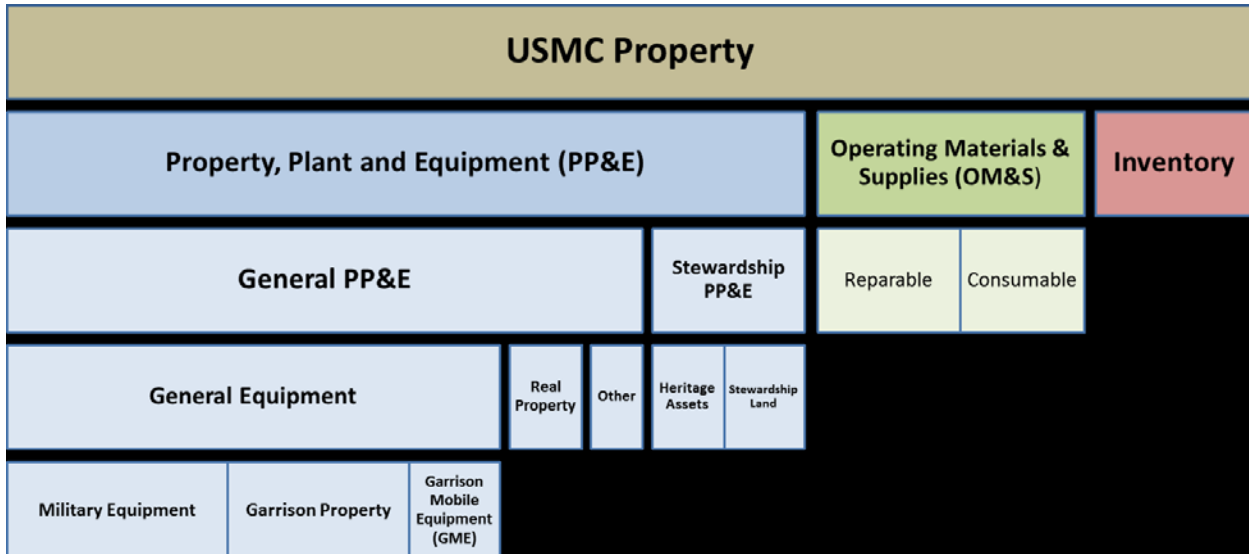


Figure 1-1. USMC Property

2. It is the role of the unit's appointed RO to maintain custodial responsibility for GP and NTVs in accordance with the guidance contained within references (a), (b), (d), and (e). The RO assumes accountability for all the assets, to the serial number detail, as listed on 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/transfer of assets.

3. ROs have direct access to the 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.

4. 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 ROs, and for semiannual, 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.

Chapter 2

Inventory and Frequency

1. Inventories will be performed to comply with inventory requirements specified by this Order.

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, "Notice of Delegation of Authority."

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 (a), (b), and (d), 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, by exception, to BPCO, as described in chapter 5.

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

c. Annual Inventories

(1) GP and NTV capitalized assets, those assets that have a unit price equal to or greater than \$100,000, to include allowable ancillary costs (e.g., shipping, installation) and capital improvements as defined by references (a), (b), (d), and (f), 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 semiannual or the triennial inventory requirements. Requirements for all capital assets (threshold of \$100,000) must be routed via the ServMart and the BPCO non-availability statement (NAS) process and forwarded by the BPCO for approval to Assistant Deputy Commandant, Installations & Logistics, Logistics Facilities (ADC I&L (LF))/MCICOM G-4. MCICOM G-4 will validate each requirements list (NAS), and will determine if Operation and Maintenance, Marine Corps or Procurement, Marine Corps (PMC) funding should be used, and whether the appropriate type of funding is available. PMC funding will be used for all purchases greater than \$250,000. MCICOM G-4 is responsible for all NTV procurements, and the subsequent approvals for any transfers and dispositions, less sub-minor NTV assets (less than \$5,000).

(2) Annual Crane inventories will be conducted for historical weapons in Department of Defense Activity Address Code MMP200, as described in references (d) and (g), and chapter 5 of this Order. This inventory meets the triennial inventory requirements.

d. Triennial Inventories. Triennial inventories are performed once every three years for all GP and NTV assets per references (a), (b), and (f). These inventories are coordinated and conducted jointly with the RO and the 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.

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 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 GFP/E in the possession of contractors.

(5) Component Inventories. Components for GP and NTV are generally
not accounted for within an APSR unless deemed sensitive. They are however,
identified as part of a components list for each system and accounted for by
the RO during routine inventories.

Chapter 3

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. Per reference (d), this includes assets procured via the Purchase Request (PR) Builder system, which populates the Electronic Document Access repository with contracts and contract modifications, assets procured via military interdepartmental PR, assets procured via the government commercial purchase card, and assets procured via the ServMart referral process. Per reference (d), receipt transactions must be processed for shipments of material no later than **two business days** from the date material is received. Per references (a) through (c), GP and NTVs shall be supported by all related key supporting documentation (KSD). The below diagram provides example minimum requirements for most KSD requirements:

Documentation	Primary Use
Purchase Order (Form DD 1155)	Procurement validation
Receiving Report (Any one of the following) - Form DD 1155 (Box 26) - Form DD 250 (Box 22) - Form DD 1348-1A (Box 23 & 27)	Depreciation activation date
Vendor Invoice	Acquisition cost and ancillary costs
Form DD 1149	Transfer
Form DD 1348-1A	Disposal

Diagram 3-1. Summary of primary uses of Key Supporting Documentation

Typically, assets with a total cost (unit cost plus allowable ancillary costs) less than \$5,000, are defined as sub-minor property, and are not required to be accounted for within DPAS, less the specified assets (e.g., computers and radios), per references (a) and (b). However, assets that are deemed pilferable, critical to the activity's business/mission, **and** hard to repair or replace will be reviewed for consideration to be added to DPAS. Additionally, all assets coded as classified or sensitive items are required to be loaded to DPAS, regardless of cost, if not currently accounted for in an approved APSR.

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 Record", or other property accounting documentation.

c. Report changes to the responsible unit records and the BPCO within 15 days of occurrence, to include disposals conducted at the local Defense Logistics Agency - Disposition Services (DLA-DS) per reference (d).

d. Report all discrepancies that exist between the CAR and actual on-hand quantities or serial numbers immediately.

e. When necessary, request investigative action from the unit CO/Department Head for missing, lost, stolen, or misused equipment. Notify the BPCO immediately, to ensure reporting requirements are met.

f. Conduct joint outgoing/incoming RO, semiannual, 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 brief is available at the below link:

<https://eis.usmc.mil/sites/mcieg4/SMD/SitePages/Home.aspx>

3. Only the RO can request for replacement or additional PSE via the Base Property database; see above intranet site.

Chapter 4

RO Nominations, Appointments, and Relief

1. 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 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. COs are highly encouraged to nominate their Supply Officers, or at minimum their Supply Chiefs for this role. Individuals nominated will be officers, staff noncommissioned 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 (a), (b), (d), and (e), Marine Corps property may be furnished to, or acquired by, contractors under the provisions of a contract as GFP/E. However, GFP/E will not be furnished to a contractor unless the original contract, as the binding agreement, specifically identifies the individually listed, and uniquely identified GFP/E assets that will be provided to the contractor, and that the contractor is liable/accountable for GFP/E 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/E will be maintained on accountable records (regardless of value) that have been furnished to contractors.

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

(3) The nomination form letter is available at the Supply Management Division (SMD)/BPCO website:
<https://eis.usmc.mil/sites/mcieg4/SMD/SitePages/Home.aspx>

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

b. For the purpose of this Order, 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 AC/S, 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. The AC/S, G-4, MCIEAST-MCB CAMLEJ is the RO nominating authority for the NTV DPAS account.

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.

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 BPCO 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 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 Record" 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 for 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.

(2) When the RO is to be transferred, separated, terminated, or retired from military/civilian service.

(3) When the RO fails to demonstrate trustworthiness, proper safekeeping, or the ability to accurately account for the property in their charge.

b. Commanders should 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 that receipt signatures are valid and current. The new RO will visually sight and inspect all items on the property records. Additionally, the new RO will ensure that all accountable equipment on hand, procured, discovered or transferred will be immediately identified for potential inclusion with the organization's CAR within DPAS and as applicable within the MCIEAST-MCB CAMLEJ Crane report; figures 1 and 2 CAR Workflows apply.

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, "Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200)," (as required); and

(5) Completed NAVMC 11869, "Notice of Delegation of Authority" (new RO; updated semiannually) per reference (d).

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 CO to the CG, MCIEAST-MCB CAMLEJ (Attn: AC/S, G-4/SMD/BPCO) for consideration/approval. On the 16th day or thereafter, accounts may be suspended until all required RO actions are completed to bring the CAR account into good standing. This suspension applies to stock and issue requests for PSE, and to temporary loan requests, only.

d. Prior to submitting a FLIPL (DD Form 200), 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 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 BPCO in order to make the necessary changes to the unit's CAR. The discrepancy letter will include all available KSD, and detail the causative research that has been conducted by the RO/unit to justify the requested modifications. The discrepancy letter will be reviewed to determine if a FLIPL (DD Form 200) will be required. The discrepancy form letter is available at the SMD/BPCO website.

e. CAR Reconciliations

(1) When the BPO and the RO agree the CAR is in error and there is supporting documentation, the BPO will formally endorse the RO's inventory completion letter/inventory discrepancy letter, and the BPCO customer service personnel will make the associated subsequent adjustments to the RO's CAR.

(2) 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.

(3) 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 be required to submit a FLIPL (DD Form 200) per reference (d). 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.

(4) In the event the unit commander declines to submit a FLIPL (DD Form 200), 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.

f. Reference (d) defines the responsibilities that govern the management of the FLIPL (DD Form 200) process for the Marine Corps. This order provides current procedures, regulations, and processes for documenting, investigating, and assessing financial liability for government property that is lost, damaged, or destroyed.

(1) The RO's command/organization is responsible for initiating the FLIPL (DD Form 200). Upon determination of financial liability, the completed FLIPL (DD Form 200) 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 (d), the FLIPL (DD Form 200) will be used to document the circumstances leading to the loss or damage of government property (see appendix A, figure 3, DD Form 200 (Template). Additionally, ROs are required to fill out block 12 of the FLIPL (DD Form 200). Mandatory initiation of a FLIPL (DD Form 200) 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 arms, ammunition and explosives (AA&E), historical weapons);

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

(c) Greater than or equal to \$5,000 (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 (DD Form 200);

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

(i) Unrecorded Property. The requirements for a FLIPL (DD Form 200) 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 FLIPL (DD Form 200).

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

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

g. Adjustment of Property Records

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

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

(3) BPCO personnel 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.

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 Order as they belong to the National Museum of the Marine Corps (NMMC) and are accountable within a separate APSR, per reference (i). 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 GP, as approved by MCICOM for unit retention, within the applicable GP CAR in DPAS, as directed within reference (d).

(1) ROs must engage their command 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 (d) and (k).

(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., CG, MCIEAST-MCB CAMLEJ (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 CG, MCIEAST-MCB CAMLEJ (BPCO) 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 CG, MCIEAST-MCB CAMLEJ (BPCO). Typically, any such movement of weapons must be preceded by Military Standard Requisitioning and Issue Procedures (MILSTRIP) transaction(s) 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. The BPCO maintains a separate Department of Defense Activity Address Code MMP200 within DPAS to support the accountability of weapons. As such, historical weapons require daily sight counts maintained by the unit/organization and MSIs to be conducted by a disinterested third party inventory officer (IO) from within the command per guidance contained in references (d) and (g).

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 their unit's MSI process. ROs will be provided with the following to supply to the unit commander-nominated IO:

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

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

4. Per referenced (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 BPCO whenever there is a required inventory change/adjustment to DPAS/NSWC Crane accounts.

5. 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.

6. 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 by the BPCO.

7. The below procedures only apply to organizations that do not have COs exercising CMCA and the associated table of organization logistics structure (e.g., Marine Corps Community Services).

a. The BPCO will provide the organization with the Historical Weapons Inventory Listing (a copy of the unit's historical weapons CAR), in addition to the Crane listing for unit's sub-account and the inbound/outbound Crane shipment report.

b. 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 organization's RO will endorse the results for the Department Head's review. With the Department Head's endorsement, the RO will forward the entire package to the BPCO.

c. The IO/RO has that entire month to provide the completed MSI package. If not completed by the first day of the following month, an RO's account may 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:

(1) IO Appointment Letter (signed by Department Head);

(2) IO Inventory Results/Discrepancy Letter (signed by IO and addressed to Department Head via the RO);

(3) RO's endorsement of IO Inventory Results/Discrepancy Letter;

(4) Department Head's endorsement of IO Inventory Results/Discrepancy Letter;

(5) Historical Weapons Inventory Listing, each page initialed by IO, last page signed and dated by IO; and

(6) Approved/accepted investigative action/FLIPL (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 Annual Crane Verification Inventory for all historical weapons.

10. Per reference (j), historical weapons are MLSR reportable AA&E. 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 (j) (figure 10-1 and 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.

Chapter 6

Activation and Deactivation of Accounts and Deploying Units

1. Activation of New Accounts

a. The unit/organization should expedite the identification if a requirement exists to maintain GP, 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 location for each asset for this new CAR Account;

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

(6) Provide justification for this new CAR account.

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

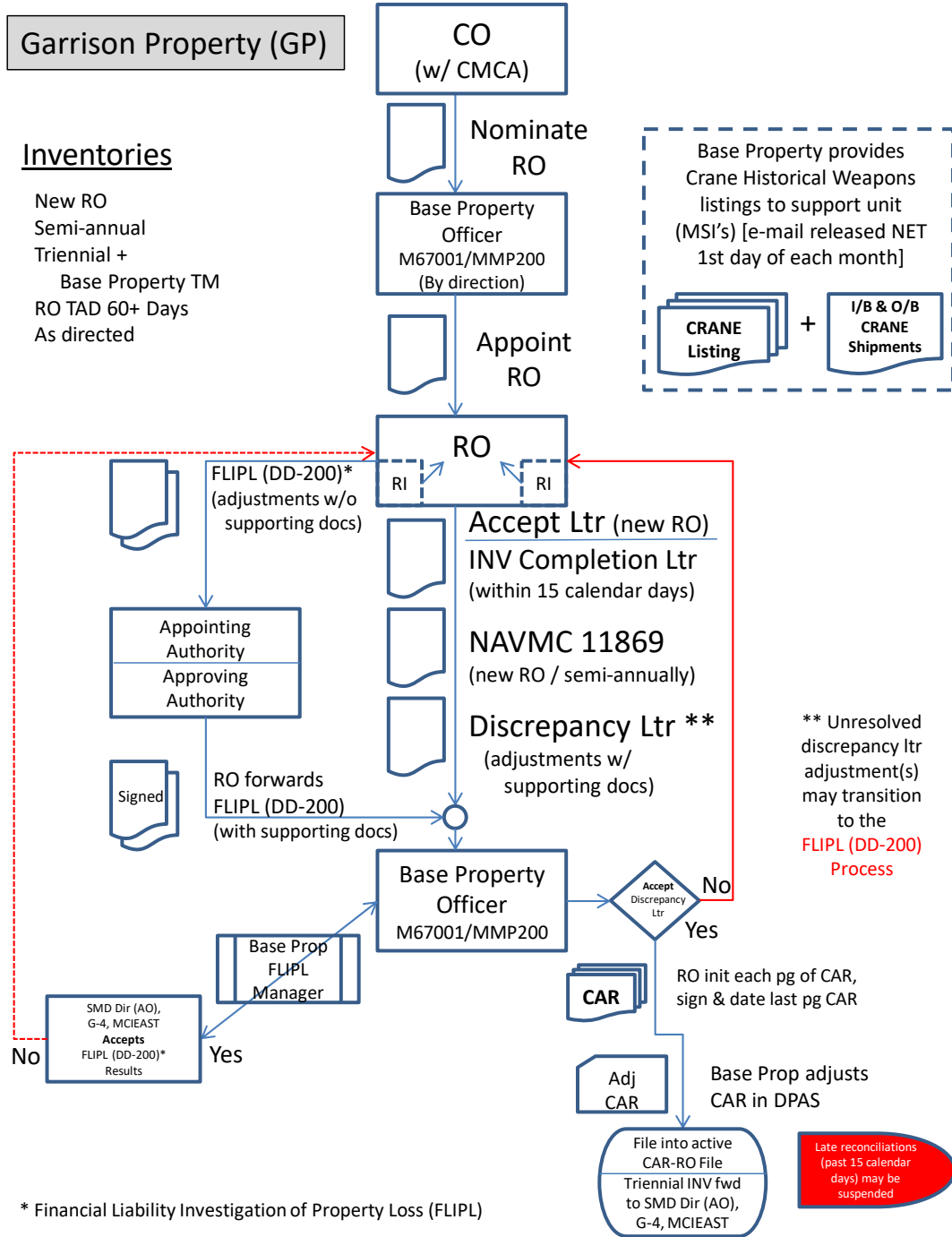
2. Deactivation of Accounts. As a result of internal restructuring and other factors, unit commanders/organizations may decide to deactivate accounts and/or consolidate assets. ROs are encouraged to notify the BPCO immediately to begin this coordination.

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 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 as directed within reference (d).

APPENDIX A

BUSINESS PROCESS FLOW

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



* Financial Liability Investigation of Property Loss (FLIPL)

Figure 1.--CAR Workflow (CMCA)

APPENDIX A

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

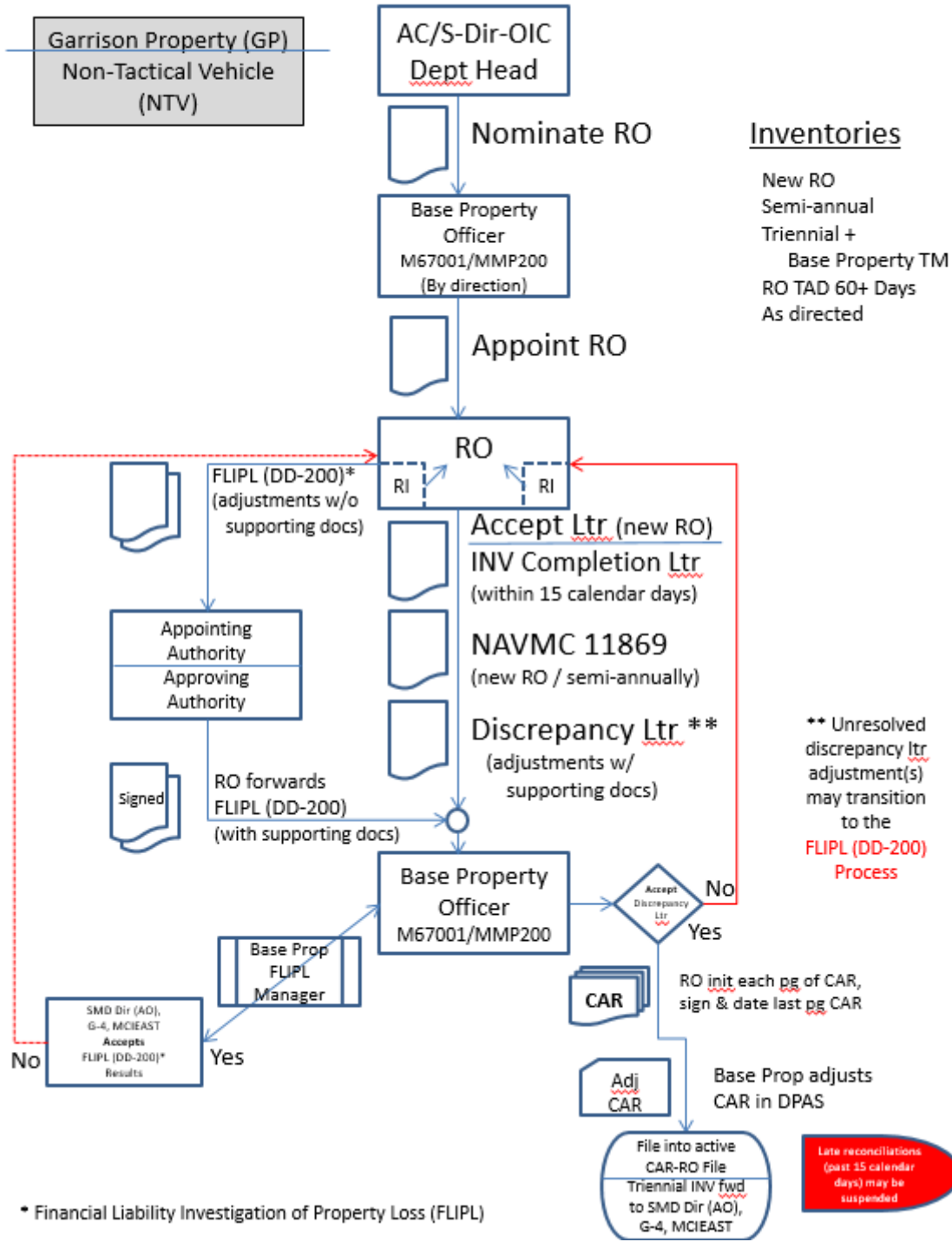



Figure 2.--CAR Workflow (without CMCA)


APPENDIX A



**Marine Corps
Installations
East**

Indiv: 1,3-9,11,16
 BPO/FLIPL 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. DATE INITIATED (YYYYMMDD) 20170306	2. INQUIRY/INVESTIGATION NUMBER M67001-7065-F001	3. DATE LOSS DISCOVERED (YYYYMMDD) 20170301							
4. NATIONAL STOCK NO. 7010004000220	5. ITEM DESCRIPTION Desktop, Core 2, Quad PC	6. QUANTITY 1	7. UNIT COST 1,005.00						
8. TOTAL COST 1,005.00									
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Lost</td> <td><input type="checkbox"/> Damaged</td> <td><input type="checkbox"/> Destroyed</td> </tr> <tr> <td><input type="checkbox"/> Organization</td> <td><input checked="" type="checkbox"/> Installation</td> <td><input type="checkbox"/> OCIE</td> </tr> </table> Individual (Mr. Taylor) provides overview/summary concerning the SW's and how this PC was lost, with RO input. [Filled out by RO if this asset was not sub-leased to an RI or an individual.]				<input checked="" type="checkbox"/> Lost	<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed	<input type="checkbox"/> Organization	<input checked="" type="checkbox"/> Installation	<input type="checkbox"/> OCIE
<input checked="" type="checkbox"/> Lost	<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed							
<input type="checkbox"/> Organization	<input checked="" type="checkbox"/> Installation	<input type="checkbox"/> OCIE							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Normally provided after FLIPL was conducted. [FLO: Mr. T.T. Jones, Shop YY, PWD] [BPO may provide corrective actions statement, with unit RO SupO input.]									
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10									
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) [Mr. Taylor's address] Shop XX, PWD PSC BOX 20005 CAMP LEJEUNE NC 28542-0005	b. TYPED NAME (Last, First, Middle Initial) Taylor, I.M.	c. DSN NUMBER 450-XXXX							
	d. SIGNATURE	e. DATE SIGNED 20170405							
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)									
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	b. COMMENTS/RECOMMENDATIONS RO's Comments: by Mr. J.J. Smith - Mr. Taylor took the laptop home and lost it. He is financially liable and should have his pay checked.								
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) [Mr. Smith's address] Shop XX, PWD PSC BOX 20005 CAMP LEJEUNE NC 28542-0005	d. TYPED NAME (Last, First, Middle Initial) Smith, J. J.	e. DSN NUMBER 451-XXXX	f. DATE SIGNED 20170410						
	g. SIGNATURE	h. DATE SIGNED 20170410							
13. APPOINTING AUTHORITY									
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	b. COMMENTS/RATIONALE I concur with Mr. Smith's (RO's) comments. Mr. Taylor was signed for the laptop and has government property, he did not gain authority to bring it to his residence.		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO						
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) [Degray, G-F] PSC BOX 20005 CAMP LEJEUNE NC 28542-0005	e. TYPED NAME (Last, First, Middle Initial) Mr. X.X. XXXXXXX	f. DSN NUMBER 451-XXXX	g. DATE SIGNED 20170414						
	h. SIGNATURE	i. DATE SIGNED 20170414							
14. APPROVING AUTHORITY									
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	b. COMMENTS/RATIONALE I concur with the FLO's, RO's and the Appointing Authority's recommendations for this case. Mr. Taylor is found to be responsible for this asset, its loss, and financially liable for this laptop and he will reimburse the government for \$1,005.00, and I recommend that this laptop be dropped from the RO's GAR.		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A						
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) ACS-S, G-F PSC BOX 20005 CAMP LEJEUNE NC 28542-0005	e. TYPED NAME (Last, First, Middle Initial) Mr. G.G. XXXXXXX	f. DSN NUMBER 451-XXXX	g. DATE SIGNED 20170419						
	h. SIGNATURE	i. DATE SIGNED 20170419							
15. FINANCIAL LIABILITY OFFICER									
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)									
FLO remarks/summary:									
b. DOLLAR AMOUNT OF LOSS 1,005.00	c. MONTHLY BASIC PAY 3,500.00	d. RECOMMENDED FINANCIAL LIABILITY 1,005.00							
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) [Mr. T.T. Jones (FLO)] Shop YY, PWD PSC BOX 20005 CAMP LEJEUNE NC 28542-0005	f. TYPED NAME (Last, First, Middle Initial) Jones, T. T.	g. DSN NUMBER 451-XXXX	h. DATE SUBMITTED TO APPOINTING AUTHORITY (YYYYMMDD) 20170330						
	i. SIGNATURE	j. DATE SIGNED 20170329	k. DATE SIGNED 20170306						
16. INDIVIDUAL CHARGED									
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one) <input checked="" type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.									
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.									
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) [Mr. Taylor's address] Shop XX, PWD PSC BOX 20005 CAMP LEJEUNE NC 28542-0005	d. TYPED NAME (Last, First, Middle Initial) Taylor, I. M.	e. DSN NUMBER 451-XXXX	f. DATE SIGNED 20170423						
	g. SIGNATURE	h. DATE SIGNED 20170423							
17. ACCOUNTABLE OFFICER									
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD M67001-7145-RF01: BPO provides document number; if this asset was equal to or greater than \$5000, the AO must pre-approve dropping this PC									
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) SMD, G-4 MCIEAST PSC BOX 20005 CAMP LEJEUNE NC 28542-0005	c. TYPED NAME (Last, First, Middle Initial) Payne, Frank O.	d. DSN NUMBER 451-7571	e. DATE SIGNED 20170524						
	f. SIGNATURE	g. DATE SIGNED 20170524							

Figure 3.--FLIPL (DD Form 200) (Template)

APPENDIX B

CRANE REPORTS

Serial	NSN	Nomenclature	AAC	CAR
171	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00026
08082	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00026
2816399	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00026
8044039	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00026
29019234	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00026
84 MD 0761	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00026
1984-PA4033	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00026
321165	1005-01-D17-0525	MACHGUN 14.5MM KPV RUS	MMP200	Y00026
HT2519	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00029
ZV9805	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00029
322244	1005-01-D17-0525	MACHGUN 14.5MM KPV RUS	MMP200	Y00029
2323298	1005-01-X91-1031	MACHGUN 7.62MM PK/PKM RUSSIAN	MMP200	Y00029
242480	1005-LL-MUS-2136	MACHGUN 7.62MM	MMP200	Y00029
153246	1010-01-X90-1321	LAUNCHER GRE 40MM RPG7 RUSSIAN	MMP200	Y00029
NK-21-180	1010-01-X90-1321	LAUNCHER GRE 40MM RPG7 RUSSIAN	MMP200	Y00029
K2037	1015-01-X90-4372	RIFLE RECOILLESS 82MM B10 RUSSIA	MMP200	Y00029
RL001	1015-LL-MUS-2149	RIFLE 73MM RECOILLESS	MMP200	Y00029
2604576	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00151
BA23846	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00151
20034571	1005-01-054-8319	RIFLE 7.62MM AK-47 RUSSIA	MMP200	Y00151
SAY797	1005-01-D12-0341	PISTOL 40CAL GLOCK MODEL 22	MMP200	Y00151
SAY808	1005-01-D12-0341	PISTOL 40CAL GLOCK MODEL 22	MMP200	Y00151
RWL949	1005-01-X91-1389	PISTOL 40CAL GLOCK MODEL 27	MMP200	Y00151
RWL954	1005-01-X91-1389	PISTOL 40CAL GLOCK MODEL 27	MMP200	Y00151
603201	1005-00-283-7695	RIFLE 7.62MM M14 TRG DEVICE	MMP200	Y02053
638743	1005-00-283-7695	RIFLE 7.62MM M14 TRG DEVICE	MMP200	Y02053
1014654	1005-00-283-7695	RIFLE 7.62MM M14 TRG DEVICE	MMP200	Y02053
1392769	1005-00-283-7695	RIFLE 7.62MM M14 TRG DEVICE	MMP200	Y02053

Figure 4.--Crane Sub-Account

APPENDIX B

The screenshot displays the Marine Corps Small Arms Registry interface. The top navigation bar includes 'Home', 'Asset', 'Transactions', 'POC', and 'Other Links'. The main content area is titled 'Incoming Shipments' and features an 'Export' button and a table with columns: 'Actions', 'Document', 'From', 'To', 'NSN', 'Qty', and 'Delinq Date'. The table contains one row with a '1' in the 'Qty' column. On the left, an 'Activity Filter' tree shows a hierarchy of units, with 'MCI EAST' selected.

Figure 5.--Crane In-Bound Shipment Report

The screenshot displays the Marine Corps Small Arms Registry interface. The top navigation bar includes 'Home', 'Asset', 'Transactions', 'POC', and 'Other Links'. The main content area is titled 'Outgoing Shipments' and features an 'Export' button and a table with columns: 'Actions', 'Document', 'From', 'To', 'NSN', 'Qty', and 'Delinq Date'. The table contains one row with a '1' in the 'Qty' column. On the left, an 'Activity Filter' tree shows a hierarchy of units, with 'MCI EAST' selected.

Figure 6.--Crane Out-Bound Shipment Report