



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

P4400.7C
4D
NOV 30 2000

DEPOT ORDER P4400.7C

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR ORGANIC AND GARRISON
PROPERTY CONTROL (SHORT TITLE: SOP FOR PROPERTY CONTROL)

Ref: (a) MCO P4400.150E

Encl: (1) Locator Sheet

1. Purpose. To establish procedures for organic and garrison property consistent with the reference.
2. Cancellation. DepO P4400.7B.
3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
4. Recommendation. Recommendations concerning organic and garrison property control procedures are invited and should be submitted to the Commanding General, Marine Corps Recruit Depot (Director, Service and Supply Division) via the appropriate chain of command.
5. Action. Addressees shall comply with the organic and garrison property support procedures contained in this Manual and take appropriate action to ensure all affected personnel become familiar with its contents.
6. Certification. Reviewed and approved this date.


J. R. MORRIS
Chief of Staff

DISTRIBUTION: A

DepO P4400.7C
NOV 30 2000

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR PROPERTY CONTROL (SHORT
TITLE: SOP FOR PROPERTY CONTROL)

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

SOP FOR PROPERTY CONTROL

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SOP FOR PROPERTY CONTROL

CHAPTER 1

FUNCTIONS, ASSIGNMENTS, AND RELIEF

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SOP FOR PROPERTY CONTROL

CHAPTER 1

FUNCTIONS, ASSIGNMENTS, AND RELIEF

1000. PURPOSE. This Manual establishes the Standing Operating Procedures (SOP) and policies for internal supply management of organic and garrison property of the Marine Corps Recruit Depot, San Diego, California.

1001. MISSION. The Property Control Office performs the following functions:

1. Requisitions, issues, recovers, refurbishes, redistributes, and disposes of all organic and garrison minor property.
2. Maintains accurate and current property accounting records.
3. Provides supply support incident to the acquisition, management, and control of Personnel Support Equipment (PSE).
4. Issues and recovers individual equipment (e.g. 782 gear).
5. Issues, controls, and recovers Drill Instructor Organizational Property.
6. Stores and disposes of personal effects for Headquarters and Service Battalion.
7. Issues, surveys, and launders linen for recruits and permanent personnel.
8. Administers Cost Center 4B; prepares budget and provides necessary financial support for supply operations of the Service and Supply Division.
9. Manages all Maintenance Service Agreements.

1002. DIRECTOR, SERVICE AND SUPPLY DIVISION. As authorized by MCO P4400.150, the Director, Service and Supply Division is tasked with the supply functions normally inherent to the billet of Commanding Officer. These include vouchering, priority approval, non-FMF allowance approval, review of requests for investigations,

turnover letters, and the appointment of Responsible Officers and the Property Control Officer. He/she does not have convening authority for investigations.

1003. DEPOT PROPERTY CONTROL OFFICER (PCO). The Depot PCO will perform the normal function of supply administration under the Director, Service and Supply Division.

1004. RESPONSIBILITY. Responsibility is defined as the obligation of each individual who is required to have personal possession or general supervision over public property to ensure that public property items are procured, used, and disposed of per current directives. Persons having public property in their custody or under their supervision assume a public trust that the property will be used for purposes authorized by law and regulations.

1005. RESPONSIBLE OFFICER (RO). The RO is the person (either military or civilian) appointed to ensure the custody, care, and proper disposal of property entrusted to his/her possession/supervision. This property includes both accountable and nonaccountable property. Military appointees will be SNCOs or above; civilians will be GS-07 or above.

1. Nominations. Nominations for RO will be submitted by the appropriate Nominating Authority, to the Commanding General (Director, Service and Supply Division); figure 1-1 is a sample letter. The PCO will prepare the appointment letter to effect assignment. Figure 1-2 identifies the Nominating Authorities.

2. Appointments. ROs will be appointed in writing by the Director, Service and Supply Division.

1006. DUTIES OF THE RO. The designated RO will administer property control for his/her account by accomplishing the following:

1. Report to the Depot PCO within five days of appointment.
2. Conduct joint inventory, with predecessor, of all organic and garrison property; reconcile property records prior to transfer of responsibility. Within 15 days after the effective date of appointment, the relieving RO will receipt for assigned property, and report all discrepancies and unsatisfactory conditions of

records, supplies, personnel, or related matters to the Commanding General (Director, Service and Supply Division).

3. Have in his/her possession, in serviceable condition (or on order), the articles of authorized material required for the performance of the unit/activity mission.
4. Conduct a quarterly Hand Receipt (HR) reconciliation within 15 days of its receipt. This reconciliation must include a physical inventory of all accountable items. ROs will maintain the HR folder, with reconciliation and all supporting documentation, for a minimum of two years (See Chapter 02, paragraph 2004).
5. Report any accountable property that is on-hand but not included on the HR; request disposition instructions for excess/unserviceable property.
6. Report immediately to the Commanding General (Director, Service and Supply Division), via PCO, when government property for which he/she is responsible is lost, damaged or destroyed.
7. Maintain updated and accurate records on all equipment for which responsible.
8. Ensure, through inspections and physical inventories, that all equipment is on-hand and is being properly maintained, safeguarded and utilized.
9. Designate one or more authorized representatives to receipt for property in his/her name; provide the PCO with a list and sample signatures of authorized representatives, using form MCRD 4441/1.
10. Designate, in writing, all Responsible Individuals (RI) who are subcustody holders of accountable property. Ensure RIs are aware of proper care, use, and maintenance of public property.

1007. RELIEF OF THE RO

1. The RO will account for overages and shortages prior to transferring responsibility for the property to his successor. Unserviceable or missing items will be processed per current editions of MCO P4400.150 and this Manual.

2. If an RO is to be separated from the property for which he/she is responsible, for a period in excess of 60 days (TAD, annual leave, hospitalization, etc.), he/she will immediately inform the Commanding General (Director, Service and Supply Division), via the Property Control Office, to effect transfer of property.

SOP FOR PROPERTY CONTROL

(appropriate heading)

4400
Unit
(Date)

From: Appropriate Nominating Authority
To: Commanding General (Attn: Dir, SvcSupDiv/PCO)
Subj: NOMINATION OF (INSERT FULL NAME) AS HAND RECEIPT HOLDER FOR
ACCOUNT _____.
Ref: (a) MCO P4400.150
(b) DepO P4400.7C

1. Per the references, the following individual is hereby
nominated as the new Hand Receipt Holder for account _____.

Name: _____

Rank: _____

SSN: _____

Estimated Rotation Date: _____

Work Number: _____

Complete LAN Address: _____

Unit Area of Responsibility: _____
(Include building numbers; when more than one Hand Receipt Holder
is present in the building, also include room numbers).

2. The effective date of this appointment is _____.

SIGNATURE

SOP FOR PROPERTY CONTROL

NOMINATING AUTHORITY

<u>ACCT</u>	<u>ACCT NAME</u>	<u>NOMINATING AUTHORITY</u>
A0	Facilities (Public Works)	Dir, Facilities
A1	Facilities (Marines)	Dir, Facilities
A2	Facilities (Admin Section)	Dir, Facilities
A3	Facilities (Carpentry)	Dir, Facilities
A4	Facilities (Painting)	Dir, Facilities
A5	Facilities (Electrical)	Dir, Facilities
A6	Facilities (Plumbing)	Dir, Facilities
A7	Facilities (Machine Shop)	Dir, Facilities
A8	Facilities (Grounds)	Dir, Facilities
B1	Food Service	Dir, Food Service
H0	H&S Bn (S-1)	CO, H&SBn
H1	H&S Bn (Adjutant)	CO, H&SBn
H2	H&S Bn (S-3)	CO, H&SBn
H6	Headquarters Company	CO, H&SBn
H7	Service Company	CO, H&SBn
H10	Ground Security Force	CO, H&SBn
J8	MWR Support Branch	Dir, MWR
K1	Depot Band	AC/S, G-3
K4	Postal	AC/S, G-1
K5	G-2/G-3	AC/S, G-3
K6	CISD (Communications)	Dir, CISD
K7	Dental	Dental Officer
K8	CVIC	AC/S, G-3
K9	PMO	Dir, PMO
L1	Recruiters School	Dir, Recruiters School
L3	CISD (Micro Repair)	Dir, CISD
L4	Depot Safety	AC/S, QMD
L5	Medical	CO, Medical Branch
L6	G-4	AC/S, G-4
L8	Motor Transport	Depot, MTO
M3	TMO	TMO Branch Head
M6	Depot Armory	Dir, SvcSupDiv
M8	Finance Office	Finance Officer
N1	CISD	Dir, CISD
N2	Personnel Services	Dir, MWR
N3	Chaplain	CO, H&SBn
N4	Special Services	Dir, MWR
N6	Staff Secretary	Chief of Staff

Figure 1-2 Nominating Authorities

SOP FOR PROPERTY CONTROL

NOMINATING AUTHORITY

<u>ACCT</u>	<u>ACCT NAME</u>	<u>NOMINATING AUTHORITY</u>
N7	SJA Legal	AC/S, SJA
N8	Public Affairs	Dir, PAO
N9	Civilian Personnel (HRO)	Dir, HRO
P1	Drug & Alcohol	CO, H&SBn
P2	Depot Inspector/QMD	AC/S, Qlty Mgmnt
P5	Barracks	Dir, Facilities
P6	DI School	CO, Support BN
P7	Academic Instructor Unit	CO, Support BN
P8	Special Training Company	CO, Support BN
P11	RTR Adjutant	CO, RTR
P12	Recruit Sep Platoon	CO, Support BN
P13	2 nd RTBN	CO, 2 nd BN
P14	3 rd RTBN	CO, 3 rd BN
P15	1 st RTBN	CO, 1 st BN
Q1	HQ Recruit Training Regiment	CO, RTR
Q6	Depot Museum	Dir, Museum
Q7	Family Services	Dir, Fam Services
R6	Service & Supply Headquarters	Sup Chief, SvcSupDiv
R9	Clothing	Clothing Branch Head
W2	Property Contol Office	PCO Branch Head

Figure 1-2 Nominating Authorities

SOP FOR PROPERTY CONTROL

CHAPTER 2

ALLOWANCE LIST AND RELATED FILES

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SOP FOR PROPERTY CONTROL

CHAPTER 2

ALLOWANCE LISTS AND RELATED FILES

2000. ALLOWANCES. The acquisition and control of equipment will be governed by established allowance lists. These lists assist Commanders and ROs in identifying shortages and excesses. This Command has two kinds of allowances; those established by HQMC and those established locally. Allowances are binding, with regard to item and quantity, unless modified.

1. Allowances established by HQMC for this Command are identified in the Table of Equipment for unit 7200 (T/E 7200). Requests for modification to these allowances will be submitted via the Assistant Chief of Staff, G-4 to HQMC.

2. All other accountable property, to include locally procured commercial items, will be authorized on an "as required" basis; allowances for these items will be established by the Commanding General (Director, Service and Supply Division) using the non-FMF Allowance List. This list will be updated annually, reflecting changes made during the year. The Allowance quantities will reflect realistic needs for the Depot.

3. When a Commander or an RO considers the material authorized on the T/E 7200 or non-FMF Allowance List to be either insufficient or excess to the needs of his/her organization and the Depot, he/she will submit a recommendation for appropriate change to the Commanding General (Director, Service and Supply Division), including justification.

4. The modification-of-allowance request will include the following:

a. A complete description of the item, including the NSN, nomenclature, make, model, and serial, number, if available.

b. Whether the recommended modification of allowance will require modification to the unit's T/E.

2001. ACCOUNTABLE ITEMS. Accountability records will be established for the following items, at a minimum:

1. All furniture, fixtures, and equipment (serialized or non-serialized) costing more than \$2,500.

2. All equipment that is classified or sensitive, regardless of cost.
3. All items designated in writing as locally controlled, pilferable items requiring more stringent controls, regardless of cost.

2002. REQUISITIONING

1. Any unit aboard MCRD may submit a requisition for minor property or services. Form DD-1149 is the preferred requisition method. If the requesting unit does not have the technical expertise to complete the DD-1149, the customer should fill out a Purchase Request Form (Figure 2-1).
2. The original requisition and four copies are required by the PCO.
3. The PCO will control the requisitioning of all accountable items. An approved allowance change will be authorized before purchase is processed.

2003. ACCOUNTING RECORDS. Property control records and files will be maintained by PCO using the Defense Property Accounting System (DPAS).

2004. HAND RECEIPTS (HR). All allowance items that are subcustodied to ROs will be accounted for on Hand Receipts. An HR folder will be maintained for each RO account and updated as transactions occur.

1. When a change of RO occurs, an HR will be provided to the new RO to be used in the joint inventory between the old and new RO.
2. HRs will be provided to all ROs quarterly or semiannually and will be used to conduct a physical sight inventory of all items reflected on the HR. During this inventory both quantities and serial numbers will be verified. Any discrepancies noted will be reported to the Commanding General via the Nominating Authority and PCO on a Request for Investigation/Adjustment to Property Records.
3. When HRs are produced, the original will be retained by the PCO and two copies will be given to the RO. The RO will conduct an inventory and annotate each copy with any discrepancies noted. The RO will retain one copy for his/her files and return the other

copy, along with the supporting documentation for any differences, to the PCO. The RO will initial each page and sign the last one.

4. Sound supply management dictates that ROs maintain complete and accurate records and files. The HR must be kept current at all times and must reflect any turn-ins or transfers. Supporting documentation of these changes must be kept with the HRs.

SOP FOR PROPERTY CONTROL

(appropriate heading)

7300
Unit
(Date)

From: Responsible Officer, Acct# _____
To: Property Control Officer

Subj: PURCHASE REQUEST

Ref: (a) SOP for Property Control

Encl: (1) (Any Supporting Documentation to subject request; i.e.,
catalog, quotas, etc.)
(2) Modification of Allowance Letter (if applicable).

1. It is requested the following item be purchased.

Nomenclature: _____

U/I: _____ U/P: _____ PRI: _____

QTY: _____ Requested delivery date: _____

Part/Catalog #: _____ NSN: _____

Source of Supply & Phone:

2. The Point of contact for this request is _____
at ext _____.

R. O. SIGNATURE

CISD Authorizing Official

Depot Property Control Officer

Director, Service and Supply
(when applicable)

Figure 2-1 Purchase Request Form

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CHAPTER 3

EXCESS, UNSERVICEABLE, LOST, DAMAGED, AND DESTROYED GOVERNMENT
PROPERTY

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SOP FOR PROPERTY CONTROL

CHAPTER 3

EXCESS, UNSERVICEABLE, LOST, DAMAGED AND DESTROYED GOVERNMENT PROPERTY

3000. DISPOSITION OF EXCESS AND UNSERVICEABLE GOVERNMENT PROPERTY

1. Units having excess or unserviceable government property will submit a Request for Turn-In Of Excess/Unserviceable Government Property (Figure 3-1) to the PCO. Units are not authorized to take any property to the Defense Reutilization Marketing Office (DRMO) without written approval from the PCO.

2. Units may request to redistribute property aboard MCRD by contacting the PCO. When excess materials are redistributed, a copy of the DD 1348-1 will be returned to the Property Control Office by the receiving activity and the redistributing activity.

3001. DEPOT-WIDE SEARCH

1. The loss, theft, damage or recovery of weapons, vehicles, classified equipment, or any highly pilferable item will be reported immediately to the PCO. If warranted, a request for a Depot-wide search for these items will be submitted to the Director, Service and Supply Division. Such requests will contain the following information:

a. Complete description of the item, including nomenclature, NSN, and serial number.

b. The RO's account on which the item appears.

c. Date item was lost or discovered missing.

d. Location where item was last seen

e. Name, rank, and organization of the last person having custody or knowledge of the item.

2. All units/activities will conduct a search for the missing property and report findings to the Director, Service and Supply Division.

3002. LOST, DAMAGED, OR DESTROYED GOVERNMENT PROPERTY

1. Lost, damaged, or destroyed government property may be dropped from the property records, per the current editions of

MCO P4400.150, by either an adjustment document or a report of an investigation. Authority to approve adjustment documents and reports of investigation for the Commanding General is delegated to the Director, Service and Supply Division. Commanding Officers who have convening authority may order investigations and submit requests for adjustments; however, final approval action is accomplished by the Commanding General or his designated supply representative, the Director, Service and Supply Division.

2. Individual equipment which is lost, damaged or destroyed can be replaced by purchasing a "like item" at Cash Sales.

3003. ADJUSTMENT TO PROPERTY RECORDS

1. Under certain circumstances, adjustment to property records may be made without conducting an investigation. Adjustments are normally made when, in the opinion of the Commanding General's supply representative, the item of government property is lost, damaged, destroyed or has become unserviceable through normal use, and there is no reason to suspect culpable negligence or fault; or an investigation into the circumstances of the loss would be an administrative burden.

2. Requests for investigation/adjustment to property records for all equipment will be prepared and submitted by the RO to the Commanding General (Director, Service and Supply Division), via their Nominating Authority and the PCO. Requests will contain a detailed explanation of the circumstances contributing to the loss, damage, or destruction of the government property.

3. Nominating Authorities will include in their endorsement:

a. Whether or not they suspect culpable negligence or fault in the loss, damage, or destruction of government property.

b. Whether or not an investigation should be conducted; or, if no fault, negligence or responsibility can be established, determine whether an investigation would be an administrative burden, and not be warranted.

c. Whether an individual voluntarily offers to reimburse the government for such loss, damage, or destruction.

4. Upon approval of the request by the Director of Service and Supply Division, PCO will process the adjustment per current directives.

5. If the adjustment is not approved, a request for investigation will be forwarded to the appropriate Battalion Commander.

3004. REQUEST FOR INVESTIGATIVE ACTION

1. If an investigation is required, the Director of Service and Supply Division will forward the request to the Battalion Commander of the RO to whom the lost, damaged, or destroyed property is assigned.

2. Upon receipt of the request for investigation, the Battalion Commander will appoint an investigating officer. Investigations will be conducted in accordance with Chapter 6 of MCO P4400.150 and the JAG Manual.

3. Upon receipt of the completed investigation, the Commanding Officer will review and forward reports of investigations, by endorsement, to the Commanding General, (Director, Service and Supply Division). The endorsement will include the comments and recommendations of the Commanding Officer, and any administrative/disciplinary action taken or contemplated.

4. If the Commanding Officer, after reviewing the investigation, holds an individual responsible, the provisions of reference (a), Chapter 6, par. 6010.3 pertain. If the individual agrees to reimburse the government, the Commanding Officer will follow the instruction of reference (a), Chapter 6, par. 6011.

5. Upon approval of reports of investigation by the Commanding General's supply representative (Director, Service and Supply) a certified true copy, with signed endorsements, will be forwarded to the Depot PCO with instructions for final accounting action.

3005. MISSING GEAR STATEMENT

1. If the individual who is responsible for the lost or damaged equipment chooses not to replace the item, or if the item is not available at Cash Sales, the member will report the discrepancy to his/her Commanding Officer on form MCRD 7320/3, as outlined in Figure 3-2. Subsequent endorsement will include comments and recommendations by the Commanding Officer, along with any administrative/disciplinary action taken or contemplated, per the provisions of reference (a). The completed form will be forwarded to the PCO for accounting action.

2. If the Commanding Officer determines that the individual is responsible, the provisions of MCO P4400.150 pertain. If the individual agrees to reimburse the government by checkage or cash sale, the Commanding Officer will follow the instructions in MCO P4400.150, ensuring that a duplicate copy of the checkage sale is signed by the Disbursing Officer and forwarded to PCO.

SOP FOR PROPERTY CONTROL

UNITED STATES MARINE CORPS
SERVICE AND SUPPLY DIVISION
MARINE CORPS RECRUIT DEPOT/WRR
SAN DIEGO, CALIFORNIA 92140-5000

4400
Unit
(date)

From: Hand Receipt Holder, Account _____
To: Property Control Office

Subj: REQUEST FOR TURN-IN OF EXCESS/UNSERVICEABLE GOVERNMENT
PROPERTY

Ref: (a) MCO P4400.150
(b) DepO P4400.7C

1. Per the references, I am requesting turn-in guidance on the following items:

These items are currently reflected on my HR under the Nomenclature/NSN noted

<u>NSN</u>	<u>Item Nomenclature</u>	<u>Qty</u>	<u>Serial#</u>	<u>Condition</u>	<u>Up</u>
783000M000043	Life Cycle, Aerobic	1	2361-A	Unserviceable	\$4,120

These items are not reflected on my HR

<u>NSN</u>	<u>Item Nomenclature</u>	<u>Qty</u>	<u>Serial#</u>	<u>Condition</u>	<u>Up</u>
710500D789257	Wall locker	3	None	Unserviceable	\$250

/s/ Hand Receipt Holder

Figure 3-1 REQUEST FOR TURN-IN OF EXCESS/UNSERVICEABLE
GOVERNMENT PROPERTY

SOP FOR PROPERTY CONTROL

REPORT OF LOSS, DAMAGE OR DESTRUCTION OF GOVERNMENT PROPERTY	
<p>FIRST ENDORSEMENT</p> <p>From: Company Commander To: Commanding General (Attn: Director, Service and Supply Division) Via: (1) Battalion Commander (2) Property Control Officer</p> <p>1. <input type="checkbox"/> No fault or negligence involved. Marine should not be held responsible. 2. <input type="checkbox"/> Cannot be determined if fault or negligence is involved. However, individual should be held responsible and afforded the opportunity to reimburse the Government. 3. <input type="checkbox"/> Fault or negligence involved. Individual should be held responsible and afforded the opportunity to reimburse the Government. 4. <input type="checkbox"/> (Check if applicable in addition to 1, 2, or 3 above.) Disciplinary action has been initiated (i.e. Page 11, NJP, etc.)</p>	
<p>COMMENTS</p> 	
Signature	Date
<p>SECOND ENDORSEMENT</p> <p>From: Battalion Commander To: Commanding General (Attn: Director, Service and Supply Division) Via: Property Control Officer</p> <p>1. <input type="checkbox"/> Recommend property be dropped from the records without conducting a formal investigation. 2. <input type="checkbox"/> Recommend a formal investigation be conducted.</p>	
<p>Comments</p> 	
Signature	Date
<p>THIRD ENDORSEMENT</p> <p>From: Property Control Officer To: Commanding General (Attn: Director, Service and Supply Division)</p> <p>1. <input type="checkbox"/> Recommend property be dropped from the records without conducting a formal investigation. 2. <input type="checkbox"/> Recommend a formal investigation be conducted.</p>	
<p>Comments</p> 	
Signature	Date
<p>FOURTH ENDORSEMENT</p> <p>From: Commanding General (Attn: Director, Service & Supply Division) To: Property Control Officer</p> <p>1. <input type="checkbox"/> Drop property from accounting records. 2. <input type="checkbox"/> Prepare request for investigation.</p>	
Signature By Direction	Date
<p>MCRD7320/3 EG (Rev. 10-00)</p>	

Figure 3-2 MCRD FORM 7320/3 REPORT OF LOSS,
DAMAGED OR DESTRUCTION OF GOVERNMENT PROPERTY

SOP FOR PROPERTY CONTROL

REPORT OF LOSS, DAMAGE OR DESTRUCTION OF GOVERNMENT PROPERTY

MCRD7320/3 EG (Rev. 10-00)

From (Name, Rank, SSN, Organization)

To
 Commanding General (Director, Services and Supply), Marine Corps Recruit Depot, San Diego, California 92140

Qty	Item	NSN	Unit Price	Total Price

DATE TIME LOSS DISCOVERED	GENERAL LOCATION OF LOSS	DATE TIME LOSS REPORTED	REPORTED TO
---------------------------	--------------------------	-------------------------	-------------

Statement of Facts

ADVISEMENT AND EXERCISE OF RIGHTS

I certify that I have been counseled by _____, a Commissioned Officer not in my chain of command. I further certify and acknowledge by my signature and initials set forth below that I have had explained and understand the following rights:

1. There is no administrative process which requires me to reimburse the Government although, in appropriate cases, judicial action to recover damages may be instituted by the government. _____
2. My offer to reimburse the Government is voluntary and of my own free will. _____
3. My voluntary offer to reimburse the Government for loss, damage or destruction to Government property does not relieve me from the consequences of any wrongful action for which I may be court-martialed. _____
4. My voluntary reimbursement for the loss, damage or destruction to Government property will be considered as a free act for personal reasons and will not imply an admission or responsibility for fault or negligence for any purpose. _____
5. My voluntary offer to reimburse need not be accepted if, in the opinion of the commanding officer, there are attendant circumstances which warrant other action. _____
6. No person has threatened disciplinary action or offered to withhold such action in exchange for my voluntary offer to reimburse the Government for loss, damage or destruction to Government property. _____
7. I have the right to consult with a Judge Advocate prior to a voluntary reimbursement. _____

EXERCISE OF RIGHTS

- I expressly desire to consult with a Judge Advocate. (Consulted with _____)
- I expressly do not desire to consult with a Judge Advocate.
- I desire to reimburse the Government for the above items.
- I do not desire to reimburse the Government for the above items.

Signature (Individual)	Date
Signature (Counseling Officer)	Date

Figure 3-2 MCRD FORM 7320/3 REPORT OF LOSS, DAMAGED OR DESTRUCTION OF GOVERNMENT PROPERTY

SOP FOR PROPERTY CONTROL

CHAPTER 4

ISSUE AND RECOVERY OF DRILL INSTRUCTOR (DI) ORGANIZATIONAL PROPERTY

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SOP FOR PROPERTY CONTROL

CHAPTER 4

ISSUE AND RECOVERY OF DRILL INSTRUCTOR (DI) ORGANIZATIONAL PROPERTY

4000. GENERAL INSTURCTIONS. The PCO Warehouse Issue Point will provide all new DIs (MOS 8511) and Marksmanship Instructors (MOS 8531) an issue of organizational property. Organizational property that becomes unserviceable will be returned to the Issue Point for survey.

4001. DI ISSUE;ORGANIZATIONAL PROPERTY/INDIVIDUAL EQUIPMENT

1. All DI School students will be provided with an issue of individual equipment. The Director, DI School, and the PCO will coordinate the issue.

2. Each DI will receive the following organizational property:

<u>ITEM</u>	<u>QUANTITY</u>
Belt, Individual	1
Vest, Tactical, Load	1
Canteen, Water	2
Cover, Canteen	2
Canteen, Water, 2 Qt.	1
Cover, Canteen, 2 Qt.	1
Gor-Tex Parka	1
Gor-Tex Trousers	1
Cup, Canteen	1

3. Each student will sign and date the bottom of the Individual Memorandum Receipt (IMR) Card, certifying that all articles listed have been received.

4002. DI ISSUE;ORGANIZATIONAL PROPERTY/CLOTHING

1. All DIs will be provided an issue of organizational clothing prior to graduation from DI School. The PCO will obtain a roster of graduating DIs, from the Director, DI School, four weeks prior to graduation. The PCO will provide a copy of this roster to the Retail Clothing Branch. The PCO will coordinate date and time of issue with the Director, DI School and the Retail Clothing Branch.

2. As coordinated, DI students will be given a brief at the Property Control Warehouse, on issue procedures and how to mark, survey, and turn-in organizational property. Graduating students will be issued the following items:

<u>ITEM</u>	<u>U/I</u>	<u>QUANTITY</u>
Shirt, Khaki, (Lg sleeve)	EA	1
Shirt, Khaki, (Short sleeve)	EA	4
Brass, Plate	EA	1
*Decal	EA	2
*Belt, Webbing	EA	2
*Cover, Campaign	EA	2
*Sweatpants	EA	1
*Sweatshirt	EA	1
*PT T-shirt	EA	2
*Post, Insignia, Black	EA	2
*These items will not be returned to PCO		

3. The PCO representative will have a prepared folder for each DI student, which will contain an organizational property/clothing receipt (MCRD 10120/47). A PCO representative will ensure that the custody record is filled out correctly. The DI students will then be directed to the Retail Clothing Branch.

4. At the Retail Clothing Branch, the DI students will receive the items listed below:

<u>ITEM</u>	<u>U/I</u>	<u>QUANTITY</u>
Coat, Cammie	EA	2
Trousers, Cammie	PR	2
Trousers, Green	PR	4
*Shoes, Dress, Black	PR	1

*These items will not be returned to PCO

5. After the uniform items have been marked for alterations and recovered by Clothing, a PCO representative will instruct the students to sign for all the articles they were issued.

6. When the alterations are completed and the articles are returned, the DIs will take them to PCO.

7. The PCO representative will mark all DI Organizational Property clothing with an Organizational Property stamp ("OP"). DIs are responsible for ensuring that these items are marked with the "OP" stamp. This will allow them free laundry service and the ability to survey/turn-in any issued Clothing articles.

4003. ORGANIZATIONAL PROPERTY/CLOTHING SURVEY PROCEDURES

1. A DI may survey his Organizational Property issue at the DI OP Issue Point during normal working hours. All items with the authorized "OP" stamp mark will be surveyed one-for-one. Articles without the authorized "OP" stamp will not be surveyed. DIs must ensure that organizational clothing is re-marked before the "OP" becomes illegible.

2. When a DI brings an article of clothing to the OP Issue Point for survey and a replacement article is not immediately available for issue, the NCO of the OP Issue Point will order the article of clothing. The DI will retain the unserviceable article of clothing until a replacement is available. When the new item is received, the OP clerk will notify the DI and conduct a one-for-one exchange.

4004. TURN-IN OF ORGANIZATIONAL PROPERTY/CLOTHING

1. Before a DI detaches from RTR, he must check out with the OP Issue Point. Battalion Commanders are responsible for ensuring that this occurs. The DI's checkout sheet will be stamped with a special "OP" stamp and signed by the NCOIC of the OP Issue Point to verify that he has returned all Organizational Property on charge.

2. All Organizational Property uniforms will be cleaned and on hangers prior to turn-in for check out.

4005. CAMPAIGN SERVICE COVER

1. Accountability. Campaign Service Covers (Hats) will be accounted for as nonexpendable property and will be issued (two per DI) on sub-custody records, for the duration of his tour. The Campaign Service Cover is authorized to be issued to the following personnel only:

- a. Assigned Drill Instructors (MOS 8511).
- b. Sergeants Major and First Sergeants of RTR.

c. Depot Sergeant Major.

2. Maintenance. Per MCO P4400.150, costs associated with maintaining the Campaign Service Cover will be born by the individual; however, covers which become unserviceable due to normal wear (no negligence by the individual) will be replaced. To survey a Campaign Service Cover the DI must have his Battalion Sergeant Major provide a letter certifying that the cover is unserviceable.

3. Recovery. Should a DI be relieved of his duties, he will turn in all Campaign Service Covers. DIs, who successfully complete their tour will be authorized to retain their Campaign Service Covers, as recognition of their service.

SOP FOR PROPERTY CONTROL

CHAPTER 5

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT

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SOP FOR PROPERTY CONTROL

CHAPTER 5

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT

5000. DEPOT LINEN ISSUE POINT

1. The PCO is responsible for operating the Depot Linen Issue Point. The purpose of this issue point is to provide linen, blankets and pillows to Depot units. Sufficient stocks of clean linen will be maintained by PCO to accommodate a once-a-week exchange of all surveyed linen.
2. The normal hours of operation for linen survey are from 0700 to 0930 every Wednesday. Other times can be arranged by appointments.

5001. NIGHT ISSUE POINT

1. The PCO is responsible for establishing a Night Issue Point for incoming recruits. Each recruit will be issued the following items:

Sheet, Twin	2 Ea.
Case, Pillow	1 Ea.
Cover, Mattress	1 Ea.
Blankets, Bed, Green	2 Ea.
Canteen, Water	2 Ea.
Cup, Water Canteen	1 Ea.
Belt, Individual Equipment	1 Ea.
Vest, Tactical Load	1 Ea.
Gore-Tex Parka	1 Ea.
Undershirt, Cold Weather	1 Ea. (Sept - April)
Drawers, Cold Weather	1 Ea. (Sept - April)

2. Signatures for the items initially issued will be obtained from each recruit on an Individual Memorandum Receipt (IMR) Card, MCRD Form 4440/7.
3. On the day that a graduating series/platoon/company turns in their individual equipment, the DIs will furnish the NCOIC of the Property Control Warehouse an updated alphabetical roster of their graduating series/platoons. These rosters will be used to reconcile PCO's IMR file.
4. Once the turn-in of the recruits' individual equipment has been completed, the DI will receive the original IMR Card for each

recruit who has turned in gear. All returned IMR Cards will be stamped, "PCO RECEIVED". The DI will then sign for the linen and blankets that his recruits will use until they graduate, using a NAVMC 10359 form.

5. When a platoon turns in linen, the NCOIC of the Depot Linen Issue Point will count each item to ensure that the quantities signed for by the SDI have been returned. Items not turned in must be supported by approved (no negligence or culpability) missing gear statements as shown in Figure 3-2. Any discrepancies which cannot be rectified at the time will immediately be referred to the PCO or his designated representative.

5002. SERVICEABILITY GUIDELINES

1. The criteria to determine individual equipment serviceability is the "use-ability" of the item. If an item can be effectively utilized to fulfill its intended purpose, it is serviceable. Serviceability can be determined by periodic inspections. Discoloration, minor tears, holes and frayed edges are examples of conditions that do not necessarily make an item unserviceable.
2. Any individual equipment that has become unserviceable through normal use or wear can be exchanged on a one-for-one basis at the Property Control Warehouse during normal working hours.

SOP FOR PROPERTY CONTROL

CHAPTER 6

MISCELLANEOUS PROPERTY CONTROL

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SOP FOR PROPERTY CONTROL

CHAPTER 6

MISCELLANEOUS PROPERTY CONTROL

6000. ANNUAL PHYSICAL INVENTORY

1. Annually, a complete physical inventory of all accountable equipment will be conducted. The PCO is responsible for coordinating the annual inventory. At that time, stock records and HRs will also be reconciled. Each item will be verified and inspected.

2. The RO will be responsible for conducting the annual inventory within his/her unit. Normally, the PCO will designate one of the quarterly reconciliations of the HR as the required annual inventory. The RO will adhere to the procedures for conducting a quarterly reconciliation of the HR. The RO will report all overages, shortages, and unserviceable property to the PCO for appropriate supply action. Other discrepancies will also be noted on the report of the RO to the PCO and reconciled during the annual inventory.

3. The PCO will consolidate the results of the inventory. If the inventory quantity and the quantity reflected on the HR do not agree, the following action will be taken:

a. An attempt will be made to determine the cause for the difference. All postings that have been annotated on the HR will be checked to ensure that the transaction is posted during the inventory update cycle.

b. Prior to adjusting the records, an inventory adjustment letter will be prepared. The remarks portion of the adjustment transaction should show the cause for the adjustment.

c. After the adjustment letter has been approved, the adjustment transaction should be filed with the money gain/loss report.

6001. PERSONNEL SUPPORT EQUIPMENT (PSE). PCO will be responsible for the requisitioning and control (property accounting) of all PSE. Purchase of PSE with a government credit card by other sections is not authorized. The PCO will be guided in this function by the current editions of MCO P10150.1.

1. Acquisition of new items of office furniture will be held to a minimum. All practical means of obtaining the needed equipment through rehabilitation, refurbishment, redistribution, or a more efficient use of presently owned assets will be attempted prior to initiating requests for new items. Acquisition will not normally be made solely for the purpose of improving appearance or for more fashionable designs.
2. Requisitions for PSE will be forwarded to the PCO, with full justification of the requirements.
3. PSE which has become unserviceable will be turned in to the Property Control Warehouse for refurbishment or disposal action, depending upon the condition of the item. All requests for turn-in will be submitted in writing, per paragraph 3000 of Chapter 3 of this order.

6002. TEMPORARY LOANS. The temporary loan of government property to other commands is neither desired nor encouraged. However, when such loans are necessary to meet specific requirements for a short period of time (not to exceed 30 days), a request must be made in writing, to the Assistant Chief of Staff, G-4.

6003. PERSONAL EFFECTS

1. The PCO is responsible for safekeeping and disposition of personal effects for military members within Headquarters and Service Battalion. A personal effects inventory is required and shall be conducted not later than 48 hours (72 if the time frame involves a holiday weekend) after receipt of information that a Marine falls into one of the following categories:

- a. Deceased
- b. Missing
- c. Hospitalized
- d. Unauthorized Absence
- e. In the hands of Civilian/Military Authorities.
- f. Any other reason requiring a member to be separated from his/her property (e.g., TAD in excess of 30 days.)

2. Commanders shall appoint a board consisting of one or more officers or SNCOs to conduct personal effects inventories as the need arises. Appointments will be made semi-annually, in writing.

3. Commanders and Inventory Board members will familiarize themselves with the contents of MCO P4050.38B and ensure that all personal effects inventories are conducted per the regulations and instructions contained in the above order.

6004. HOURS OF OPERATION. The PCO will normally be open for business Monday through Friday during the hours of 0730-1130 and 1300-1600. In the interest of expeditious service, appointments are encouraged. Appointments outside of the normal hours can be made if necessary.

