UNITED STATES MARINE CORPS
Marine Corps Air Facility
2100 Rowell Road
Quantico, Virginia 22134-5063

AFO 4400.1B
AF 144
27 Oct 92

AIR FACILITY ORDER 4400.1B

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MARINE CORPS PROPERTY

Ref: (a) UM 4400-15
(b) MCCDCO P4400.1C
(c) AFO 4235.1B
(d) MCO 8000.1A

1. Purpose. To establish policy and operating procedures for the management and control of garrison property to support Headquarters Squadron and Marine Helicopter Squadron One (HMX-1), located at Marine Corps Air Facility (MCAF), Quantico, Virginia, in accordance with reference (a).

2. Cancellation. AFO 4400.1A

3. Background

a. This Order provides procedures for the control and maintenance of all garrison property and equipment furnished to MCAF.

b. Acquisition, accountability, maintenance and disposition of garrison property and equipment will be accomplished by the Marine Corps Property NCOIC.

(1) Acquisition of Appropriated Stores Account (ASA) items for all requisitioning sections will be in accordance with the allowances established in the applicable Table of Equipment (T/E).

(2) Requests for ASA type items will be submitted to the Marine Corps Property NCOIC.

4. Action

a. The Marine Corps Property NCOIC is responsible to the Commanding Officer, MCAF for proper supply management procedures, techniques, and practices at all levels of command; including, but not limited to, procuring, receiving, storing, maintaining, and issuing Marine Corps property. Responsibilities of the Marine Corps Property NCOIC include:

(1) As Accountable Officer, account for all items of controlled minor property, weapons, T/E property and individual equipment on charge to MCAF (less aviation property and office machines accounted for by the Supply Officer, HMX-1).

(2) Furnish technical information and advice to the Navy Supply Officer on all matters peculiar to the Marine Corps supply system, Marine Corps reporting/accounting procedures and MCCDC procedures.

(3) Maintain and comply with up-to-date Marine Corps/Navy publications and directives as required by OPNAVINST 5790.2B, NAVSUP P2002, Marine Corps and MCCDC Bulletins in the 5215 series, and other technical supply directives.

(4) Provide controlled items management, Naval Weapons Support Center reporting, T/E maintenance/changes, individual clothing/equipment accounting, personal property receipt storage and disposition, Missing/Lost/Stolen Report of government property, reimbursements, plant property liaison, ground ammunition accounting, acquisition/disposition, and perform all manner of Marine Corps supply systems management for MCAF.

(5) Budget, requisition, and account for, in accordance with current directives, all Marine Corps Property equipment required to support Headquarters Squadron and HMX-1.

b. Stockage of Supplies

(1) Garrison property will not be stocked by any section within MCAF. Only those quantities authorized by MCAF non-Fleet Marine Force (FMF) allowance list are authorized to be on hand, and those assets are to be "in use" at all times.

(2) The Marine Corps Property NCOIC will not stock non-expendable property turned in from using sections as excess. This property will be turned in to the Property Control Officer, MCCDC, or Defense Reutilization and Marketing Office (DRMO) depending on serviceability.

c. Procurement of Equipment/Supplies

(1) The primary source of supply for garrison property and supplies will be the Navy Supply Department, MCAF. Requisitions will be submitted in accordance with reference (b).

(2) Alternate sources of garrison equipment and supply may be utilized when authorized and beneficial to the command:

(a) Excess property that becomes available through redistribution from other commands.

(b) Property available for issue from the Property Control Officer, MCCDC.

(c Excess property available through DRMO

1 Any DRMO excess garrison property desired by a section will be reported to the Marine Corps Property NCOIC, by national stock number, condition code, and location where the item could be found at DRMO.

2 The Marine Corps Property NCOIC will ensure that a valid requirement exists for the desired property, and that the capability to maintain the equipment exists prior to requisitioning item(s) from DRMO.

3 When appropriate, limited technical inspections and/or physical inspections will be conducted by the Marine Corps Property representatives to validate the condition/life expectancy of the desire equipment.

4 If the desired DRMO excess property is found to be serviceable, maintenance support for the equipment is available, and the requirement is valid, the Marine Corps Property NCOIC will requisition the desired equipment from DRMO and issue it to the requesting section on a walk-through basis. Material received from DRMO will be receipted and accounted for in accordance with reference (a).

d. Inventory Control

(1) It is the responsibility of the Responsible Officers to have on hand, or on order, the quantities of garrison property authorized by the units' non-FMF allowance list.

(2) Changes to the non-FMF allowance list shall be submitted to the Commanding Officer, MCAF via the Marine Corps Property NCOIC.

(3) A complete physical inventory of all items of supplies and equipment will be conducted at least once each year. At that time, custody records will be reconciled. This requirement includes the items in the Marine Corps Property Section as well as items in the hands of the Responsible Officers. Each article will be sighted and inspected for serviceability by the inventory officer whenever such action is practicable. Upon completion of the inventory, responsible officers will report all overages, shortages, and unserviceable property appearing on the custody records and allowance list to the Marine Corps Property NCOIC for appropriate supply action.

e. Investigations

(1) When items in the possession of Responsible Officers become unserviceable or are missing they will be reported to the Marine Corps Property NCOIC, who will expedite appropriate action.

(2) When fault or negligence is suspected or known, or when responsibility must be determined, a report of investigation will be used to dispose of government property that is worn out, damaged, lost, or otherwise rendered unserviceable for its intended use.

(3) Detailed instructions for accomplishing investigations are contained in reference (c).

f. Marine Corps Property Policies

(1) All local allowance items that have worn out through normal use, and items stolen or lost while in the custody of Marine Corps Property personnel, will be replaced at the expense of Marine Corps Property.

(2) All local allowance items that have been lost, stolen, or excessively damaged as a result of negligence while in the custody of another section/unit will be paid for by that section/unit.

g. Cash Sales/Request for Checkage Sales

(1) Cash sales/request for checkage sales will be conducted in accordance with the procedures contained in Chapter VI of reference (a).

(2) For all local allowance items that have been lost, stolen, or excessively damaged as a result of negligence while in the custody of an individual, that individual will be afforded the opportunity to have the value of the item deducted from his/her pay.

(3) Marine Corps Property does not fund consumable items utilized by other sections/units; i.e., safety shoes for the dining facilities, white trousers for HMX-1 security, chevrons, etc. Funding by Marine Corps Property is limited to organizational-type clothing and equipment.

h. Control of Small Arms. The Marine Corps Property NCOIC will manage the assets of small arms for MCAF and comply with the procedures contained in reference (d).

i. Relief of Commanding Officers. The Commanding Officer being relieved will furnish a certificate to the relieving Commanding Officer indicating the status of supply/garrison property operations within the Command. Any major deficiency will be included in this certificate. Relieving Commanding Officers will conduct necessary supply/garrison property inspections to assure themselves of the condition of material, records, and operating procedures. These inspections will be sufficiently detailed to provide an evaluation of the accuracy of the records

and supply/garrison property operations. This inspection will be completed by the Commanding Officer or a designated representative, within thirty days after assumption of command, or as soon thereafter as circumstances permit.

j. Relief of Responsible Officer

(1) The Responsible Officer will report all overages and shortages to the Marine Corps Property NCOIC prior to transferring the responsibility for the property to his/her successor.

(2) The relieving Responsible Officer will inventory all items appearing on the section's custody records and allowance list, and make careful inspection of the property records. When circumstances permit, the relieving and the departing Responsible Officers will conduct a joint inventory. When the relieving officer is satisfied that the property reflected on the custody records is physically on hand, or properly accounted for, the relieving officer will sign the original custody records maintained by the Marine Corps Property NCOIC, thereby acknowledging receipt of the equipment concerned. This action will be taken within ten days after assignment as a Responsible Officer. If not satisfied with the condition of the records, supplies, or other matters coming to his/her attention, the relieving officer will report the facts to the Commanding Officer for such action as may be deemed necessary.

(3) The departing Responsible Officer will retain the responsibility for the items on charge until the original custody records are signed by the relieving Responsible Officer and/or discrepancies are appropriately resolved.

k. Maintenance/Repair of Office Machines. The Marine Corps Property NCOIC is responsible for the repair of office machines and devices assigned to MCAF. Maintenance and repair of office machines and devices will be accomplished through commercial contracts and/or Office Machine Repair Section, MCCDC.

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