



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GA 31704-0302

MCLBAO 4400.11A
LSD4000
24 Jan 2014

MARINE CORPS LOGISTICS BASE ALBANY ORDER 4400.11A

From: Commanding Officer, Marine Corps Logistics Base Albany
To: Distribution List

Subj: GARRISON SUPPLY AND PROPERTY CONTROL STANDARD OPERATING PROCEDURES

Ref: (a) DOD 4610.21-M
(b) SECNAVINST 7320.10A
(c) MCO 4050.38D
(d) MCO P4400.150E w/ Erratum and Ch 1 and 2
(e) MCO 4500.11E w/ Ch 1 and 2
(f) MCO 8300.1D
(g) MCO P10120.28G
(h) MCO P10150.1
(i) UM 4400-124
(j) BO 3440.2D
(k) BO 8000.1D w/ Ch 1
(l) MARADMIN 514/11

1. Situation. This Order provides amplifying instructions for the implementation and execution of supply procedures at Marine Corps Logistics Base (MCLB) Albany. This Order has been updated significantly from the previous version and should be reviewed in its entirety.

2. Cancellation. BO P4400.11.

3. Mission. To publish supply Standard Operating Procedures (SOP) of using-unit supply for MCLB Albany, and garrison property and property control for MCLB Albany and its tenant commands.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. As all government property is purchased with taxpayer dollars, accountability of such property is of supreme importance. All applicable property should be actively accounted for on a property record. All personnel will keep in mind the spirit of General Order Number One, "To take charge of this post and all government property in view."

(2) Concept of Operations. The Supply Officer will enforce supply policy and conduct training on supply procedures, but all personnel, regardless of rank or billet, are involved in the accountability of property. Regular inventories of property will be conducted as required, and all applicable references followed to the extent possible.

b. Subordinate Element Missions

(1) Directors, Company Commanders, Special Staff, Branch Heads, Officers-in-Charge (OIC), and other leadership of base and tenant activities. Ensure that all personnel assigned as Responsible Officers (RO) and those

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

performing supply-related functions become familiar with the contents of this Order

(2) Supply Officer. Ensure all that this order and applicable references are enforced. Ensure all supply personnel and Responsible Officers are properly trained to perform their duties. Brief the CO, MCLB Albany as necessary.

(3) Responsible Officers. Become familiar with the contents of this Order and applicable references. You may appoint Responsible Individuals to assist you in your duties. Request any assistance from Supply personnel as required.

(4) All military and civilian employees. Ensure you maintain positive control and accountability of all government property around you. Do not relocate or transfer any property without permission. Report any suspected damage, loss, or theft of government property to your chain of command.

5. Administration and Logistics. Recommendations or comments concerning changes to this Order may be forwarded to the CO, MCLB Albany via the installation Supply Officer and Adjutant for review and evaluation.

6. Command and Signal

a. Command. This Order is applicable to all organizations and tenant commands aboard MCLB Albany.

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


DONALD J. DAVIS

DISTRIBUTION: A

MCLBAO 4400.11A
24 Jan 2014

LOCATOR SHEET

Subj: GARRISON SUPPLY AND PROPERTY CONTROL STANDARD OPERATING PROCEDURES

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

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 INSTRUCTIONS.....	1-1
1.	Scope and Applicability.....	1-1
2.	Garrison Supply Branch.....	1-1
3.	Commanding Officer.....	1-1
4.	Personal Property Manager.....	1-2
5.	Supply Officer.....	1-2
6.	GSB Warehouse Supervisor.....	1-2
7.	Responsible Officers.....	1-2
8.	Directives and Publications.....	1-3
Chapter 2	TABLE OF EQUIPMENT SUPPLY PROCEDURES.....	2-1
1.	Global Combat Support System - Marine Corps.....	2-1
2.	Responsible Officers.....	2-1
3.	Inventories.....	2-1
4.	Small Arms Accountability.....	2-2
Chapter 3	GENERAL EQUIPMENT ACCOUNTABILITY.....	3-1
1.	Defense Property Accounting System.....	3-1
2.	Responsible Officers.....	3-2
3.	Inventories.....	3-2
4.	Barcode Labels.....	3-3
Chapter 4	REQUISITIONING, RECEIVING, TRANSFERS, ISSUES, AND DISPOSAL PROCEDURES.....	4-1
1.	Requisitions.....	4-1
2.	Consumables.....	4-4
3.	Receiving Procedures.....	4-4
4.	Issues.....	4-4
5.	Property Transfers.....	4-4
6.	Property Turn-Ins.....	4-5
7.	Utilization of Defense Logistics Agency - Disposition Services (DLA - DS).....	4-5
Chapter 5	MISCELLANEOUS PROCEDURES.....	5-1
1.	Temporary Loan Procedures.....	5-1
2.	Computer and Office Machine Repair.....	5-1
3.	Personal Effects Procedures.....	5-2
4.	Packaged Operational Rations (POR).....	5-2
5.	Table of Equipment (T/E) Review.....	5-2
6.	Ammunition Accountability and Requisitioning.....	5-3
7.	Destructive Weather Supplies.....	5-3
8.	Supplementary Uniform Issues.....	5-3
APPENDIX A	SAMPLE RESPONSIBLE OFFICER NOMINATION LETTER.....	A-1

Chapter 1

General Instructions

1. Scope and Applicability

a. Information and instructions contained in this Order amplify policies in the references for effective supply administration and operations. This Order should not repeat higher directives, but detail their execution specific to MCLB Albany. Conflicts between the contents of this Order and higher echelon directives should be brought to the attention of the Supply Officer.

b. The Garrison Supply Branch (GSB) will maintain necessary records to account for and control organic property aboard Marine Corps Logistics Base (MCLB) Albany as sub-custodied to Responsible Officers (ROs). ROs will maintain internal control of their custodial items by use of the following forms: (see Chapters 2 and 3 of this Order for further details.)

(1) Custodian Memorandum Receipt (CMR)

(2) Consolidated Asset Report (CAR)

(3) DD 1348-1As

(4) NAVMC 10359, Equipment Custody Record (ECR) card.

(5) Individual Memorandums of Receipt (IMR)

(6) Other - miscellaneous internal forms and documents that may be required/proven effective at the RO level.

c. Instructions contained in this Order are applicable to all personnel assigned to MCLB Albany. Directors, OICs, Special Staff Officers, and ROs should be familiar with the applicable provisions of this Order.

2. Garrison Supply Branch

a. The mission of GSB is to provide consumer-level supply support to MCLB Albany, and base property functions and property control to MCLB Albany and it's tenant organizations.

b. Units who are currently supported with base property support are Marine Corps Logistics Command (MARCORLOGCOM); Marine Corps Systems Command (MARCORSYSCOM); Inspector and Instructor, Detachment Two, Supply Company, Fourth Supply Battalion; and the Humanitarian Assistance Program (HAP). Marine Depot Maintenance Command (MDMC) is not normally supported by GSB due to the fact that they have their own property accounting section, and operate on Working Capital Funds. Other tenant organizations or agencies requiring supply support must specify such a request in an Inter-Service Support Agreement with MCLB Albany. Such support will be reimbursable to MCLB Albany.

3. Commanding Officer. The Commanding Officer (CO), MCLB Albany is the Accountable Officer (AO) for all base property aboard MCLB Albany. He is the only individual with the authority to appoint ROs and has the final decision on all investigations, discrepancies, or disputes involving property matters.

4. Personal Property Manager (PPM). The PPM is the GSB Branch Head, and is responsible for all duties carried out by GSB personnel. Per reference (b), the PPM is primarily responsible for accountability of all General Equipment (GE) in the Defense Property Accounting System (DPAS). The PPM is responsible for the purchase, maintenance, and disposal of personal property, including the solicitation of data calls. These duties are delegated to the Supply Officer and GSB warehouse supervisor, respectively.

5. Supply Officer. The Base Supply Officer is a Marine Officer responsible for ensuring the accuracy of all property records of MCLB Albany. This billet is accuracy of all property records of MCLB Albany. This includes two types: Table of Equipment (T/E)/military assets managed on Global Combat Support System - Marine Corps (GCSS-MC) under Department of Defense Activity Address Code (DODAAC) M38441; and GE managed in DPAS under DODAAC M95028 (in coordination with the PPM). As a Special Staff Officer, the Supply Officer reports directly to the CO, MCLB Albany for all property control and accountability matters. The Supply Officer will ensure compliance with mandated recurring reports outlined in the references. In some references this billet is also referred to as the Property Control Officer.

6. GSB Warehouse Supervisor. The GSB Warehouse Supervisor is the primary point of contact for all matters involving Personal Property (purchasing, issuing, installation, disposal, etc.).

7. Responsible Officers

a. Directors, Branch Heads, Special Staff, or OICs will act as nominating officials of ROs for their respective work sections. Nominating officials are responsible for nominating the most qualified individual to care and maintain accountability for all gear within their section(s).

b. All ROs will be appointed by the CO, MCLB Albany in writing. As the AO, the CO, MCLB Albany is the only individual that has the authority to appoint an RO. The RO will be responsible for signing an acceptance letter that they have acknowledged responsibility for all property in their section. Examples and templates of all letters will be provided by GSB.

(1) Upon appointment, all ROs will be trained on their RO duties by the Supply Officer or Supply Chief. GSB will update and maintain comparable training material on file.

(2) ROs may have property that is either T/E property, GE, or both. Due to T/E property and GE having different references and slightly differing requirements, they will be addressed in detail, in chapters 2 and 3, respectively.

c. The RO's duties are to maintain accountability and control over property. The ROs are custody holders of accountable supplies which are used

by tenants of MCLB Albany on behalf of the organization. The RO will be an individual having administrative command and/or control over all assigned equipment and the personnel who will use it. Due to this fact, the minimum pay grades for an RO are E-5, GS-07, or WS-06. The Marine, Sailor, or civilian must be competent and able to maintain visibility of all equipment in their charge.

d. These individuals are directly responsible for the care, maintenance, issue, recovery, and appropriate disposition of all government property under their cognizance. They are responsible for reporting of excess property and preparing and submitting necessary source documents to keep all CMR/CAR records current at all times. ROs will also request necessary investigative or adjustment action in writing, for equipment abuse or loss to the CO, MCLB Albany, via the Supply Officer per the procedures and timelines established in reference (d).

e. ROs are highly encouraged, but not required, to sub-delegate Responsible Individuals (RIs) to manage assets at a lower level. The RI does not report to GSB or the CO. Appointment of an RI does not relieve an RO of their duties; the RO is still ultimately responsible for the maintenance and accountability for all property. RIs must be appointed in writing.

f. Per reference (d), an RO is required to give advanced notice of at least 30 days prior to Permanent Change of Station, End of Active Service, or Temporary Additional Duty (TAD) greater than 60 days to the Supply Officer. This will provide time for the nominating official to determine a new RO for the account. The RO will retain the responsibility for the CMR/CAR account until the new RO is appointed by the CO. The RO and the appointee will be responsible for conducting a joint inventory to ensure all equipment is accounted for, and upon completion of turnover the incoming RO will report outstanding discrepancies to the CO, MCLB Albany.

Chapter 2

Table of Equipment Supply Procedures

1. Global Combat Support System - Marine Corps (GCSS-MC). GCSS-MC is the supply system of record for all Marine Corps T/E assets. Accountable assets that do not have a Marine Corps assigned Table of Authorized Material Control Number (TAMCN) will not be loadable into GCSS-MC, and will be accounted for via DPAS (see chapter 3).

a. Using Unit Account Manager. All personnel assigned to MCLB Albany are required to check-in with the Using Unit Account Manager (UUAM) upon initial check-in to GSB. Personnel who require GCSS-MC access will be required to register on the website, which will allow the UUAM to set up the user account with the roles and responsibilities that are required.

b. Website. <https://gcssmc-sso.csd.disa.mil/index.html.html>.

2. Responsible Officers (RO). All ROs are required to have an account within GCSS-MC. Once appointed as an RO, the individual must submit a request through the website mentioned above, to have an account established in their name. The UUAM will then submit a request to have the individual loaded within GCSS-MC as an RO. Once the process is complete the RO will have privileges to view and print their CMR.

3. Inventories

a. ROs are required to perform a quarterly inventory which will be scheduled by the Supply Officer or Supply Chief. The Supply Officer will ensure all ROs are given sufficient advanced notice to schedule and prepare for their inventory. The purpose of the quarterly inventory is to notify the CO that all equipment within their area of responsibility is properly cared and accounted for.

b. All inventories will be conducted IAW reference (d) and Chapter 2 of this Order, preceding.

(1) ROs will personally come to GSB to pick up their CMR with cover letter. The RO will then have 15 calendar days from the date of receipt to complete the quarterly CMR reconciliation and submit all discrepancies and any other paperwork. Discrepancies will be in naval standard letter format addressed from the RO to the CO, MCLB Albany, via the Supply Officer, MCLB Albany, and contain the required applicable information in accordance with reference (d). This paperwork is as much a part of the reconciliation process as the physical inventory. GSB will provide ROs with templates for all letters and assist preparation as necessary.

(a) A discrepancy letter is the written results of a CMR reconciliation. "Discrepancies" include items not located during inventory that are suspected as losses, as well as typographic or informational errors on the CMR. The RO will list any and all known circumstances of the discrepancy and their requested action to the CO, MCLB Albany, via the Supply Officer.

(b) Any known instance of loss, damage, or destruction of government property is not considered a discrepancy, but will be submitted as a Request for Investigation to the CO via the Supply Officer.

(c) The RO will provide all known details of any discrepancy in the letter, enclosing any relevant documentation, in order to provide a full picture to the CO of the situation. An RO will not simply write that an item was not found and should be dropped. The Supply Officer will reject and require a re-write of any such letters that are not adequately explanatory.

(2) If an extension is required, the incoming RO will submit a letter to the CO via the Supply Officer to request up to an additional 15 days. The RO will give sufficient justification why the inventory could not be completed within the time given. This only applies to initial/turnover inventories. No extensions may be requested or authorized for regularly scheduled inventories.

(3) GSB will conduct causative research for discrepancies noted by the RO. The Supply Officer will endorse the discrepancy letter to the CO with results of causative research and their recommendations for any supply, investigative, or disciplinary action to the CO.

(4) An RO failing to provide GSB with the requisite paperwork at the end of 15 calendar days will be in a delinquent status. The Supply Office will report all delinquent ROs first to the chain of command.

(5) Any resulting investigation will be conducted IAW the JAGMAN and reference (d).

(6) An RO turnover that occurs before the scheduled inventory (quarterly/semi-annual) will be counted as the scheduled inventory.

(7) Changes to factual information on the CMR due to typographic errors (serial number, stock number, manufacturer, etc.) will be listed on the discrepancy letter. However, if the RO and Supply Officer agree that it is a reasonable change both will initial the correction on the CMR. If they do not agree it will be forwarded to the CO for decision.

4. Small Arms Accountability

a. Crane Report. Per reference (f), the Supply Officer and Chief will ensure all small arms on CMRs and CARs are accounted for on the unit small arms report from the Naval Surface Warfare Center (NSWC) Crane, IN. For simplicity this Report is generally referred to as the "Crane" Report. Current copies will be issued to the inventorying officer with the Monthly Serialized Inventory (MSI), and formally reconciled annually. MCLB Albany normally receives its annual Crane Report reconciliation in March.

b. Monthly Serialized Inventory (MSI). Small arms are required to be inventoried monthly by a disinterested third party within the command. This Inventory Officer (IO) will be the Staff Non-Commissioned Officer or officer who is scheduled as the MCLB Albany Command Duty Officer (CDO) on the first Wednesday of each month. This requirement will be annotated on the roster

published by the Adjutant's office. The Adjutant's office will also generate the Appointment letter, and forward it to the IO and GSB.

c. GSB will provide current copies of all CMRs, CARs, the Crane Report, and any pertinent correspondence regarding small arms to the IO. The IO is responsible for obtaining all required paperwork from GSB no later than the first Wednesday of each month (their day of duty). GSB will provide step-by-step instructions on conducting the MSI and the locations of all small arms. When the inventory is complete, the IO will reconcile the CMRs and CARs with the Crane Report to ensure all weapons are accounted for on all property records. Similar to an RO's inventory, the IO will have 15 calendar days to complete the inventory and return all paperwork to GSB. The IO will ensure full accountability of all small arms, providing documentation for any changes or updates, and report any suspected losses or undocumented discrepancies to the CO via the Supply Officer.

d. The Supply Officer will complete any necessary causative research and endorse the IO's report to the CO with recommendations for corrective or investigative actions.

Chapter 3

General Equipment Accountability

1. Defense Property Accounting System (DPAS). DPAS is the supply system of record for all Marine Corps GE assets, and all other accountable property not accounted in GCSS-MC. Types of GE include, but is not limited to Plant Property, Material Handling Equipment (MHE), and Information Technology (IT) assets. GE is sometimes also referred to as base property or garrison property. Assets are classified as capitalized (valued at \$100,000 or greater), Minor (between \$5,000 and \$100,000), or Sub-minor (less than (5,000). All minor and capital assets must be on the property records. Except where specified, accountability of sub-minor property is left to command discretion.

a. The following types of property will be accounted for as sub-minor property:

(1) In accordance with reference (1), all Information Technology (IT) used to access internet, store, copy, or transmit data, or are used in connection with either: desktop computers; laptops; monitors; printers; scanners; fax machines; external hard drives; cell phones; blackberries; copiers.

(2) Audio-visual equipment such as televisions; CD or DVD players; speaker systems; smart boards; cameras; projectors.

(3) Any electric or motorized vehicle, MHE, or engineering equipment. Power tools such as a drill drivers or electric hand saw.

(4) Refrigerators; freezers; microwaves; shredders.

(5) Any asset with a unit cost of \$300.00 or more.

b. The following types of property will not be accounted for:

(1) Peripheral IT equipment, such as speakers; keyboards; mice; or microphones.

(2) Minor electronics such as: Vacuums; card readers; pencil sharpeners; label makers; coffee pots.

(3) Non-motorized MHE and warehouse supplies such as dollies, pallet jacks, carts, containers, and hand tools like hammers.

(4) All furniture (except that with a unit cost over \$5,000) and office supplies.

(5) Any asset with a unit cost of less than \$300.00.

c. Any property items that are not identified herein or easily applicable to the above categories will be identified by a Responsible Officer (RO) to the Supply Officer for determination. If the RO and the

Supply Officer do not agree on whether an asset will or will not be accounted for, they will bring the matter to the Commanding Officer for final decision.

d. Though certain property items may not be on the property records, ROs, supervisors, and all employees will ensure all government property in their work area is maintained and accounted for. Directors, Branch Heads, and Supervisors will establish internal accountability procedures for all items not on the property records.

2. Responsible Officers (RO).

a. Unlike for T/E accounts, GE ROs must be nominated before they are appointed. The Division Director, Deputy Director, or Officer-in Charge will nominate new ROs in wringing to the CO. Appendix A is an example Nomination Letter.

b. GE ROs are expected to be familiar with the duties and responsibilities of ROs as described in reference (d) and chapters 1 and 2 of this Order.

3. Inventories

a. Procedures for the inventory of GE CARs are virtually identical to those described in chapter 2 for T/E CMRs. To avoid duplication, the only differences for GE are detailed herein below.

(1) Inventories of GE CARs are done on a semi-annual basis (twice a year) based on fiscal years; once October-March, and once April-September. The Supply Officer will publish annually a schedule of when all semi-annual inventories will be conducted within the fiscal year. This schedule will be published to all ROs and Division staff leadership so they may plan accordingly. To the extent possible, all CARs within a Division will be grouped together and inventoried at the same time. The Supply Officer will coordinate this with the Division Directors in order to ensure they are aware of, and are involved in, the inventory and accountability process of their Division's property.

(2) Capital Assets will be inventoried quarterly.

(3) A Triennial Physical Inventory is required to be conducted by an inventory team of disinterested third-parties every three years. This is detailed in references (b) and (h).

b. The requirements for Cover Letters, Delegations of Authority (DOA), and Extensions are the same as in chapter 2.

c. GE ROs are also required to submit a copy of DD Form 200 for any missing or lost GE assets, in accordance with references (b) and (h). The Discrepancy Letter will list all discrepancies, including items to add, losses, location changes, or typographical errors, while the DD Form 200 is only for losses.

d. Whenever a base property asset is lost, damaged, or worn beyond "normal wear and tear" MCLB Albany will request a fund transfer from that section/command for the unit cost of each asset upon completion of causative research and any investigative action.

4. Barcode Labels

a. References (b) and (h) require all GE, whether MHE, Plant Property, or minor property, to have barcode sticker labels affixed.

b. GSB will maintain equipment to print and scan barcode labels. The purpose is to provide a simplified means of counting and identification during GSB spot inventories and the Triennial Physical Inventory.

c. At the completion of inventories, ROs will identify to GSB any GE that does not have a label. This is not required to be listed in the Discrepancy Letter.

d. If feasible, GSB will utilize barcode labels with embedded Radio Frequency Identification (RFID) tags. These RFID tags will be tied into existing RFID towers aboard MCLB Albany. This will alert GSB if anything with a RFID tag is taken off base.

Chapter 4

Requisitioning, Receiving, Transfers, Issues, and Disposal Procedures

1. Requisitions

a. Class IX Repair Parts

(1) As an installation, MCLB Albany Class IX requisitions will be ordered under Force/Activity Designator (F/AD) IV.

(a) Urgent requisitions will be priority 07.

(b) Priority Requisitions will be priority 09.

(c) Routine requisitions will be priority 14.

(2) Any section requiring Class IX repair parts will submit their requisitions and justifications to the Supply Officer. GSB will submit funding requests for Class IX parts to the LSD Fund Manager for approval prior to ordering.

(3) Class IX parts will be ordered via GCSS-MC and shipped to the GSB warehouse.

(4) GSB and maintenance sections will conduct monthly reconciliations of the Due-in and Status File (DASF).

b. Personal Property Support

(1) Personal Support Equipment (PSE)

(a) PSE refers to the purchase of new office furnishings such as desks, wardrobes, chairs, table, credenzas, lamps, wall dividers, microwaves, refrigerators, and the wide variety of other furniture items that are placed in offices, barracks, and other workspaces. PSE does not include IT assets, telephones, audio-visual equipment, or televisions. All such equipment would be GE.

(b) The pay grade rating table listed in reference (h) will be used to ensure any and all PSE is ordered commensurate with the pay grade of the billet to which it is assigned.

(c) Per references (b) and (h), PSE life cycles are seven to ten years, and Bachelor Enlisted/Officer Quarters furniture is twelve years. GSB will keep records of when all PSE is purchased for every work section IOT budget properly and procedure replacement furniture within the appropriate times.

(d) PSE replacements can be done at the individual workstation level, by work section, or as a branch, division, wing, or building. It will depend on the need, and availability of replacements and funding.

(e) Furniture will only be replaced in less than seven years if it is damaged or becomes unserviceable. GSB will perform spot checks of work areas to ensure every section's PSE is up-to-date and serviceable.

(f) PSE can also be used for new or additional items, such as extra tables or chairs, or a work station for a new employee/billet.

(g) Whenever possible, GSB will issue furniture from its used on-hand stock before purchasing any additional items.

(h) Office Depot will be the first Source of Supply (SOS) for all PSE. If unable to provide, the PPM will research and request bids from other government-contracted vendors.

(i) Requests to GSB for replacement PSE will only be submitted by the Branch Head, equivalent, or higher.

(2) Collateral Equipment (CE)

(a) CE refers to "whole room concept" purchases of all necessary office furnishings for an office or workspace. CE differs from PSE in that it is only used for entire offices or buildings that are brand-new or have undergone renovation.

1. Relocation of a work section alone, from one office to another is not justification for CE or PSE if their furnishings are still serviceable.

2. If the renovation includes an expansion, then the expansion area would qualify for CE or PSE funding.

(b) CE purchases can be ordered by GSB, or submitted as a "turnkey," whereby they will be included on the construction contract, and the contractor will order and install. This is the desired method.

(c) Office Depot will be the first SOS for all CE. If unable to provide, the PPM will research and request bids from other government-contracted vendors.

(d) The PPM will coordinate with Installation and Environment Division (I&E) to ensure any required CE purchases are budgeted for well in advance.

(3) Command Support Equipment (CSE). CSE refers to new equipment for command spaces, such as training facilities, classrooms, and other spaces that are used by the entire command.

(4) Warehouse Modernizations (WM)

(a) WM includes items like industrial fans, modular office buildings, shelving, fixed-position cranes, or specialized industrial equipment. Manhattan Supply Company (MSC) is the first SOS for all WM.

(b) Requests for warehouse modifications will be solicited by the PPM to all divisions and tenant commands, but as all are unique in nature and design, it is up to the customer to officially request. Customers will identify to GSB any specifications, model numbers or other pertinent data for their requirements. Catalogue copies are preferable. Without providing such details, GSB cannot guarantee getting the products the customer needs.

(5) Ergonomic Support. Marine and civilian employees requiring special ergonomic PSE must provide doctor's notes specifying their ailment, injury, or handicap to their safety office. The safety office will review the doctor's notes, the employee's current work station, and complete an ergonomic evaluation. The safety office will then forward the request and documentation to the PPM, along with specific make and model of items requested.

(6) PSE Data Call

(a) Annually, GSB will solicit input from all base and tenant command sections to provide requests and requirements for materials and support described in future Fiscal Years (FY). These requirements will be collected and forwarded to the Marine Corps Installations-East (MCI-E) G-4. The PSE data call will be provided by a Division-level official.

(b) GSB will perform spot checks to ensure sections' requests are valid and provide other assistance as needed.

(7) Items Not Provided by GSB.

(a) Fence-lines, cages, and most other equipment that is physically mounted to a building must be purchased by I&E.

(b) Any wheeled vehicles or motorized equipment must be purchased by Garrison Mobile Equipment branch.

(c) PSE for "money-making" entities such as the Commissary; MCCS facilities: Marine Corps Exchange, Theatre, bowling alley; kitchen equipment or cookware for the Town & Country restaurant; or the Child Development Center. GSB can provide PSE for their office/administration areas.

(d) Computers, laptops, and other networked Information Technology (IT) equipment must be purchased by Communication & Information Systems Division.

c. Government Commercial Purchase Cards (GCPC)

(1) Any work section on MCLB Albany that wishes to purchase any form of accountable property with their GCPC must obtain a waiver from DSSC and GSB before making any such purchase. For IT equipment that connects to the government internet, an IT waiver from Computer and Information Systems Division (CISD) is also required. This is to ensure that all accountable items are added to the property accounts. Items purchased on a waiver will be shipped directly to GSB, or brought to GSB personally by the RO, in order to be added to their account.

(2) The GCPC Agency Program Coordinator (APC) for MCLB Albany will review, monitor, and audit purchases for accountable property. If accountable property is purchased the APC will notify GSB, and may deactivate the offending section's GCPC if necessary.

d. Direct Support Stock Control (DSSC)

(1) DSSC is the first SOS for purchasing any office and/or industrial supplies. Sections aboard MCLB Albany may make purchases as necessary, when approved by supervisors, and if fund managers have authorized obligating funds.

(2) The DSSC ServMart store is located in building 1330, door 15. There is also a virtual ServMart store online at:
<https://www.usmcservmart.gsa.gov/advantage/main/startpage.do?store=usmc>

(3) Accountable supplies can be purchased at the ServMart. IT equipment such as monitors, printers, scanners, external hard drives, shredders, and more must be accounted for on a GSB CAR.

(a) A property waiver is required, signed by the RO, and approved by DSSC and GSB, before accountable property may be purchased at DSSC.

(b) When an accountable item is ordered from ServMart, it will not be picked up and taken back to the section. To ensure accountability, after a purchase is made or when an item that was ordered is received, DSSC will take the item and the receipt to GSB. GSB will create a DD-1348-1A to the CAR of the RO who ordered it, print and affix the appropriate barcode label to the item, then contact the RO to pick up the item from GSB. The RO, or authorized delegate, will sign the 1348, adding it to their CAR before the item can be released from GSB.

2. Consumables. Consumable items will not be maintained on property records. Repair parts, batteries, switches, footlockers, etc will be accounted for by the RO and re-ordered as needed and as funding allows.

3. Receiving Procedures

a. Requestors will use the correct DODAAC for supplies and materials. The shipping address for both M38441 (via GCSS-MC only) and M95028 (all other sources) is the GSB warehouse, building 1330, door 19. Any base sections having materials or supplies delivered must ship the items via GSB. The address should include the point of contact and phone number of the requestor.

b. GSB warehouse personnel will sign the original receipt. If it is an accountable asset they will pass the receipt to the DPAS office to arrange for the RO to pick it up and sign for it.

c. The GSB office will provide updated copies of all DOAs to the warehouse to ensure only ROs and authorized delegates sign.

4. Issues

a. Issues to ROs will take place at GSB. When property is received by GSB or, if an RO requests issue of an item from GSB, GSB will give the RO an issue appointment. At the time of issue, the RO or an appointed delegate will be required to sign a DD-1348-1A with the item's validated information.

b. Personally-Owned Vehicles should not be used to transport government-owned equipment. Employees will use government vehicles. If a government vehicle is not assigned to their section, GME branch maintains vehicles that can be checked-out on request, as well as a Base Taxi service. If an RO is somehow unable to get a government vehicle, or if the size or quantity of items being issued necessitates it, the RO may request that GSB deliver to the RO's office.

5. Property Transfers. If property is transferred between ROs, the ROs will coordinate between each other to establish time and location of transfer, as well as creating and signing the DD-1348-1A(s). The ROs will provide a copy of all signed DD-1348-1A(s) to GSB in order to have their CMR or CAR updated.

6. Property Turn-Ins

a. Property turn-ins to GSB will be conducted in the same manner as issues to the RO. The RO will request an appointment, specifying equipment to be turned-in by name, stock number, serial number, and whether it is excess, unserviceable, or otherwise. The RO will also specify if requesting GSB to pick-up from their location (such as cases of large turn-ins or if RO is unable to physically move the equipment). The items will be removed from the RO's CMR/CAR after GSB receives and signs for receipt.

b. Turn-Ins of Excess Material

(1) No section or unit is authorized to maintain excess materials on hand above their authorized allowances. This includes extra or spare items held "just in case". If an RO finds such extra, unutilized items in their area, they should first address it to their chain of command in order to possibly find another section requiring it. In the event no new owner can be found the excess material should be turned in to GSB.

(2) An RO requesting to keep excess material on hand should request authorization in writing from the CO, MCLB Albany. Examples may include a Pre-Expended Bin for maintenance sections, or serviceable IT equipment held by CISD.

c. Excess PSE. All excess PSE will be turned-in to GSB. GSB will maintain PSE on hand to support demand and prevent wasted funds, but will not needlessly stockpile PSE. Unserviceable PSE is not accepted by DLA-DS, and no furniture is accepted regardless of serviceability; if unserviceable beyond economical repair it will be broken down and scrapped. Any serviceable PSE will be available on a first-come, first-serve basis to any ROs, HAP, other base tenants, and also to external government agencies and entities and non-profit organizations as authorized. Pay-grade ratings for PSE will still apply.

7. Utilization of Defense Logistics Agency - Disposition Service (DLA-DS)

a. All excess or unserviceable property that can no longer be utilized by the command will be turned in to DLA-DS, in accordance with references (a) and (e). DLA-DS does not operate a full-time office aboard MCLB Albany. GSB is the turn-in point for all property aboard MCLB Albany to be turned in to DLA-DS, with the exception of Marine Depot Maintenance Command (MDMC) which conducts its own DLA-DS turn-ins. A scrap metal turn-in point is also at building 5511 operated under the Qualified Recycling Program by I&E.

b. ROs will coordinate with GSB for an appointment to turn-in any scrap, excess, or unserviceable material. Once received by GSB the materials will be removed from the RO's CMR/CAR. GSB will ensure all materials are accounted for properly until received by DLA-DS. GSB will establish a secure storage area to separate materials pending turn-in to DLA-DS from other materials within GSB.

c. GSB personnel will sort materials destined for DLA-DS, then create Electronic Turn-in Documents (ETID) via the DLA-DS website. Once the ETIDs are approved GSB schedules a turn-in appointment. GSB will drive their vehicle(s) to the nearest DLA-DS office and, if necessary, request a semi-trailer from GME. The closest DLA-DS office is located aboard Warner-Robins Air Force Base, but if necessary GSB will also drive to DLA-DS aboard Naval Air Station Jacksonville.

Chapter 5

Miscellaneous Procedures

1. Temporary Loan Procedures

a. In order to obtain a temporary loan of base property equipment for a scheduled event, the requesting organization must first submit a Logistics Support Request (LSR) and/or Letter of Instruction (LOI) to Operations and Training Division (OTD) and Logistic Support Division (LSD). Per reference (d), all requests going to or coming from an outside organization must be approved by the Supply Officer.

b. The requesting section will make an appointment with the GSB warehouse before coming to pick up the equipment. This will enable the warehouse to have the equipment staged, and have the proper documentation filled out in advance.

c. An authorized representative for the section requesting the equipment will sign an Equipment Custody Receipt (ECR). Service members requesting individual equipment (782 gear) will sign an Individual Memorandum of Receipt (IMR) card with the GSB warehouse.

d. As MCLB Albany and its tenants are not deploying commands, GSB will not issue full individual equipment sets to Marines upon checking-in. GSB is not the base Consolidated Issue Facility. 782 gear is maintained for the following types of issues:

(1) Necessary gear for annual rifle ranges and other command training events.

(2) Cold-weather gear such as parkas and beanies will be issued on request.

(3) Emergencies, disaster relief, and other such events requiring personal protective equipment, or other instances designated by the CO, MCLB Albany.

e. If an individual returns any gear damaged or reports an item they have signed out as missing, they will fill out a missing gear statement and submit it to the CO, MCLB Albany, via their chain of command. This document can be acquired from <http://usmciif.com/>. For service members, the CO will determine responsibility and whether or not to check the member's pay for any damages. For civilian employees, the CO will determine responsibility and enforce appropriate disciplinary measures IAW the appropriate regulations.

2. Computer and Office Machine Repair. As of Fiscal Year 2013, MCLB Albany no longer provides an office machine repair section. This base function has become obsolete as the Department of Defense shifts to all-in-one office machines, contracted and serviced by DLA Document Services. Any office machines which require servicing or repair which are not covered by DLA Document Services, and are authorized for continued use by CISD will have to be paid for from the owning section's unit funds.

3. Personal Effects (PE) Procedures

a. GSB is the only section aboard MCLB Albany that is equipped to handle PE cases. This requires all military sections to submit an appointment letter to GSB appointing Inventory Board Members. This letter is required at the lowest level of command (Headquarters and Support Company Commander). Appointment letters for the Inventory Board are due annually. Once an Inventory Board Member is appointed in writing, the board member must submit a letter of acceptance.

b. Command responsibility. The installation commander and service member's unit are charged with the responsibility of collecting, inventorying, safekeeping, and ensuring the appropriate disposition of the personal effects and baggage of all service members who cannot or do not care for their own property.

c. General information and definitions of PE can be found in reference (c). Specific guidance applicable to MCLB Albany is outlined below:

(1) Hospitalized. Per reference (c), the Commanding Officer may waive, in writing, the personal effects inventory when a member is hospitalized for a period of ten days or less, this must be initiated by the Marine.

(2) Leave, Liberty, and TAD. If the period of authorized absence is 30 days or less, there is no need to inventory the member's PE if adequate secure storage is available (if BEQ occupancy is below 90%). In that case, the member's PE will be secured in their BEQ room. If the period of authorized absence is between 30-89 days an inventory is required. However, again, if the member is billeted in the BEQ, and occupancy is less than 90%, the member's assigned room will be used as the secure storage. Room keys and inventory sheets will be maintained with the case file in GSB. All members on authorized absence of 30-89 days, regardless of residence, must have an inventory completed or submit a waiver request stating their PE will be secured privately. This waiver will be submitted during the Leave or TAD checkout process.

d. Government Property

(1) Personal effects, once assembled, will be inspected for government property, i.e., organizational clothing and equipment, armory equipment, and 782 gear. All articles of government property will be inventoried and recorded on the NAVMC 10154. These items will be boxed separately and the box will be labeled "Individual Equipment."

(2) At the expiration of 30 days from the first day of absence, the 782 gear will be removed from the personal effects and turned over to the unit Supply Officer. Armory equipment will be returned to the armory. Such actions will be noted on the personal effects inventory form, and the member's IMR cards to reflect the turn-in.

4. Packaged Operational Rations (POR). As MCLB Albany is a non-deploying unit and all hands receive COMRATs, GSB is not normally authorized to

requisition PORs. In some emergency situations, such as a base power or water outage or hosting hurricane evacuees from another installation DSSC will requisition PORs directly from DLA on base. Therefore GSB will likely not be involved in the request process, but the Supply Officer or Chief should interject so that GSB handles receipt and issue to keep all PORs properly secured and climate-controlled. Importantly, GSB needs to know who will handle any actual issuance of PORs to ensure that Marines and Sailors sign for PORs so that their pay will be properly checked as required.

5. Table of Equipment (T/E) Review. The Table of Equipment will be reviewed annually by the Supply Officer. The Supply Officer will solicit input from subject-matter experts from Armory, Provost Marshall's Office, CISD, and other subject matter experts from MCLB Albany that utilize T/E equipment. The results of the review will be reported to the CO, MCLB Albany along with any recommended T/E Change Requests.

6. Ammunition Accountability and Requisitioning. All ammunition is entrusted to the armory personnel in LSD. Please refer to reference (k) for assistance with ammunition matters.

7. Destructive Weather Supplies. Destructive weather supplies are managed by the Installation Emergency Manager. Each section should be familiar with any responsibilities outlined in reference (j); and have proper arrangements made in the case of severe weather conditions. GSB or the Direct Support Stock Control (DSSC) Branch will order any emergency supplies as directed, but will not store destructive weather supplies for other sections, unless so directed in reference (j).

8. Supplementary Uniform Issues. As the unit supply section, GSB will be the point of contact for all supplementary uniform issues to Marines aboard MCLB Albany. Per reference (g), this will include maternity uniforms for female Marines and supplementary dress blue issues. Dress blue issues are for Marines with orders to Recruiter School and enlisted Marines that are assigned to military funeral detail teams.

Appendix A

Sample Responsible Officer Nomination Letter

UNIT LETTERHEAD

4400
(office code)
(date)

From: Director, XXXXX Division
To: Commanding Officer, Marine Corps Logistics Base Albany
Subj: NOMINATION OF NEW RESPONSIBLE OFFICER FOR CUSTODIAN ASSET REPORT Y##,
ACCOUNT NAME XXXXX
Ref: (a) SECNAVINST 7320.10A
(b) MCO P4400.150E w/ Erratum and Ch 1 and 2
(c) MCO P10150.1
(d) BO 4400.11

1. In accordance with the references, I request that Mr. Joe American, Billet Title (Civilian)/Captain Hard Charger EDIPI #####/MOS USMC (Marine), be appointed as the new Responsible Officer for Custodian Asset Report Y##, account name XXXXX.
2. The recommended effective date for this appointment is (day) (Month) (year).
3. Point of contact for this Nomination is the undersigned at (phone number) or (email address).

SIGNATURE BLOCK

Copy to:
Garrison Supply Branch