
UNITED STATES MARINE CORPS
THE BASIC SCHOOL
MARINE CORPS TRAINING COMMAND
CAMP BARRETT, VIRGINIA 22134-5019

**GOVERNMENT
PROPERTY
W2C0001XQ-DM
STUDENT HANDOUT**

Government Property

Introduction

The Marine Corps holds specific personnel responsible to maintain and manage government property. At the tactical level, within your battalion or squadron you will have a supply officer that is appointed by the Battalion/Squadron Commander to control this property. The supply officer will delegate this responsibility to others in the command that have direct control over such assets. These individuals are called Responsible Officers (ROs) and will typically be company commanders or staff section Officers-In-Charge. They further delegate certain responsibilities to their subordinates known as Responsible Individuals (RIs).

Importance

The control of organic assets is vital to a unit's success. A loss of accountability of a principal end item such as a weapon or radio can lead to the unit's loss of a capability as well as lead to extensive investigations. As a newly commissioned officer in the Marine Corps you may find yourself in the role as a Responsible Officer. At the very least, you will have Marines in your charge, with personal weapons and equipment who are accountable to you as their platoon commander for any lost equipment.

In This Lesson

This lesson will provide you an understanding of how to identify what you as a platoon commander rate as far as personnel and property. The main focus of this class will cover the roles of the responsible officer, how to deal with missing government property, how to conduct a temporary loan of your assets to another unit, and how to properly account for your Marines personal effects in specific cases.

This lesson covers the following topics:

Topic	Page
Basic Definitions	4
Table of Organization and Equipment	5
CMR	6
Responsible Officer	7
Stock List-3	8
Temporary Loan	9
Personal Effects	10
Summary	11
References	11
Glossary of Terms and Acronyms	12
Notes	12

Government Property (Continued)

Learning ObjectivesTerminal Learning Objectives

3002-PRAC-1005 Given a supply account, property control documents, AIS, and the references, manage an inventory, with 100% accountability of on-hand property, in accordance with MCO P4400.150.

Enabling Learning Objectives

3002-PRAC-1005a Given a scenario with gear and equipment, identify the responsibilities of the responsible officer/individual, in accordance with MCO P4400.150.

3002-PRAC-1005b Given a scenario, mission, commander's intent, gear and equipment, determine property account documents required to conduct inventory procedures, IAW MCO P4400.150.

3002-PRAC-1005c Given a scenario, identify steps to conduct SL-3 inventory, to ensure 100% accountability.

3002-PRAC-1005d Given a mission with logistics support requirements, after having conducted an inventory, identify follow-on inventory actions, to accomplish the mission.

Basic Definitions

Accountability	An obligation imposed by law or lawful order or regulation of an officer or other individual for keeping accurate records of property, documents, or funds. The individual having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping.
Accountable Officer	As defined in the Navy regulations, means an officer detailed to duty involving pecuniary responsibility for government property and funds in that individual's custody. The commanding officer of a unit having an organic supply account is considered to be an accountable officer.
Responsibility	The obligation of an individual for proper management, custody, care, and safeguarding of property entrusted to that individual's possession or under his/her supervision.
Responsible Officer (RO)	An individual appointed by proper authority to exercise custody, care, and safekeeping of property entrusted to that individual's possession or under his/her supervision; may include financial liability for losses occurring because of failure to exercise this obligation.
Consolidated Memorandum Receipt (CMR)	A custody control document which identifies, by serial number, the items in the custody of the responsible officer. (See Appendix A.)
Collateral Equipment	The range and depth of items functionally related to and supporting an end item. This equipment assists in the operation of the end item.
Stock List-3 (SL-3) Publication	A publication that lists all components for an end item.
Maintenance	One of the six functional areas of logistics. It consists of: <ul style="list-style-type: none"> • All action taken to retain materiel in a serviceable condition or to restore it to serviceability. It includes: inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation. • All supply and repair action taken to keep a force in condition to carry out its mission.

Table of Organization and Equipment

The Table of Organization (T/O) and Equipment (T/E) reports are published by the Commandant of the Marine Corps through the Total Force Structure office within MCCDC. These reports list all required allowances of authorized personnel and equipment for each unit with-in the Operating Forces, Bases and Stations as well as Reserves. Allowances established for the Operating Forces and Reserve list all anticipated combat requirements for each unit down to the company level.

Consolidated Memorandum Receipt (CMR)

The Consolidated Memorandum Receipt is the document generated by the unit's Supply Officer which lists all serialized and non-serialized items that individual is responsible for. The CMR is the master document, kept on file with the unit's Supply Officer and managed by the respective Responsible Officers (RO). Any changes to document cannot be made solely by the RO; but rather must be formally through the process detailed below.

Changes to the CMR will be based on documented discrepancies compiled in a format dependent on that unit's standard operating procedure (SOP), typically listed out as Requests for Investigation (RFI). Additional documentation showing the transfer of equipment from one supply account to another can also justify the removal or addition of equipment to the CMR. Once all documents have been verified and the item's quantities on hand validated against the respective documents, the Supply Officer make the official change to the CMR.

The CMR should be inventoried/reconciled on a quarterly basis, at minimum, with the RO conducting the inventory and turning in a signed copy validating 100% accountability of all listed items to the Supply Officer. Along with ensuring accountability of all serialized items, it is the inherent responsibility of the RO to maintain accountability of the item's SL-3 items.

Stock List-3 Items

The Stock List-3 Publication is the combined listing of all components and accessories for collection-type supply items, such as major combinations, systems, groups, outfits, kits, sets or assortments. The components to be issued with the end item are identified under the heading of "SUPPLY SYSTEM RESPONSIBILITY" and when required, under the heading "COLLATERAL MATERIEL".

End items requiring collateral materiel are governed by whether the end item is an initial or replacement issue. Those items listed under the "USING UNIT RESPONSIBILITY" heading, are to be requisitioned separately through the supply system, when applicable. Using Units are also responsible for requisitioning the required publications to support the end item identified by the ID number shown on the cover of the SL-3. The end item will be complete when the total quantity of items shown in the SL-3 are on hand.

The importance of maintaining SL-3 items cannot be understated. In a budget constrained operating environment which the Marine Corps finds itself in today, it is the responsibility of each Marine to maintain their issued equipment at the highest state of readiness; this includes the SL-3 items associated. Equipment, over time and when used properly, will break and require replacement, this cost is factored into the initial purchase "cost" of the end item. What is not factored in, however; is the added cost and burden placed on the unit to replace thousands of dollars in missing SL-3 items annually.

Stock List-3 (SL-3) Inventory

Each Principle End Item (PEI) will have associated SL-3 items listed in it's individual SL-3 extract, with an example shown below. This document facilitates the inventory process, providing a template for conducting monthly inventories of that piece of equipment's SL-3 items. Inventories should be conducted monthly, to verify the on-hand quantities of each PEI's SL-3 items.

1	2	3	4	5	6	7	8	9									
ITEM NO.	NSN	REF DES FIG-KEY	M O D E L	ITEM IDENTIFICATION	U/ M	QTY IN UNIT	PERIODIC INVENTORY (In accordance with MCO P4790.2, MCO P 4400.150, or TM 4700-15/1H or as directed by the Unit Commander)										REMARKS
				SUPPLY SYSTEM RESPONSIBILITY													
1	1005-00-921-5004	002-001		MAGAZINE, CARTRIDGE: PN 8448670 CAGE 19200	EA	1											
				COLLATERAL MATERIEL 9999-01-231-0973													
2	1005-01-448-8513	002-002		CLEANING KIT GUN: (066) C/O, PN 223 CAGE 01VS3	EA	1											
3	1005-01-449-9674	002-003		1- ADAPTER, NATO: PN 316-5 CAGE 01SV3	EA												
4	1005-01-449-9277	002-004		1- ADAPTER, ROD HANDLE: PN 9100 CAGE 01VS3	EA												

Responsible Officer

Responsible Officers (ROs) are assigned by the Battalion/Squadron Commander but assisted and managed by the Supply Officer to ensure all duties and responsibilities are adhered to. The following is a list of the basic duties and responsibilities that are required by each RO.

Basic Duties

- Ensure that property is properly maintained (SL-3 complete), safeguarded, and employed.
- Maintain proper records.
- Make frequent inspections.
- Report loss or damage.
- Report all overages and shortages.

Turnover responsibilities

-
- Old Responsible Officer:
 - Have a new CMR printed.
 - Assemble all receipts and vouchers.
 - Assemble all components lists (SL-3s).
 - Assist the new responsible officer.
 - Rectify all discrepancies with the supply officer.
 - New Responsible Officer:
 - Obtain a copy of the CMR.
 - **Personally** inventory all items by serial number and SL-3 components.
 - Assemble and verify all receipts and vouchers.
 - Request an extension if necessary.
 - Submit discrepancy letter if necessary.
 - Sign CMR within 15 **calendar** days.

Common pitfalls when accepting CMR accounts

-
- Having subordinate Marine conduct inventory for you
 - Not conducting an inventory at all.
 - Not identifying all account discrepancies during acceptance.
 - Requesting changes to account without proper documentation.
 - Not ensuring SL-3 items are complete.

Missing Government Property

When government property is lost, damaged, or destroyed, a Marine has the option to voluntarily reimburse the government. Voluntary reimbursement for lost, damaged, or destroyed government property will be considered as a free act for personal reasons and will not imply an admission of responsibility for fault or negligence for any purpose. **No threat of disciplinary action or offer to withhold such action will be made to influence an individual's decision whether to accept responsibility for loss, damage, or destruction of government property and to voluntarily reimburse the government.**

If reimbursement is offered, it should be for full value of the property or, if applicable, the cost of restoring the property to its past condition. Reasonable caution must be taken to decide that such offers are not employed as means to acquire, for personal use, articles not customarily offered for sale or in short supply. There is no legal administrative process requiring reimbursement to the government. Voluntary reimbursement does not relieve an individual from consequences of wrongful acts.

The following action must be taken before accepting a Marine's voluntary reimbursement:

- The Marine will be advised, as certified **in writing**, by a commissioned officer **NOT** in his/her chain of command, of the contents of paragraph 6007.1, MCO P4400.150D, and the receipt of that advice will be acknowledged **in writing** by the individual.
 - The Marine will be advised, **in writing**, of the right to consult with a judge advocate concerning the reimbursement. If a judge advocate is not available, or if the Marine waives the right to consult with the judge advocate, a written statement or waiver will be attached to the voluntary consent for reimbursement.
 - The Marine then takes the written certification to the supply officer and reimburses the government.
-

Personal Effects

From time to time Marines within your command will require their personal belongings to be inventoried and packed for long term storage. The supply officer will coordinate this process and ensure all rules and regulations are adhered to during these cases. The following section explains in detail how and when you will be required to conduct such an inventory.

A personal effects inventory is required and will be conducted **NOT LATER** than 48 hours (72 hours if the timeframe involves a holiday weekend) after receipt of information that a member is in one of the following categories:

- Death.
- Missing.
- Hospitalized.
- Unauthorized absence.
- Incarcerated (arrested, serving sentence imposed by military or civil authorities).
- For any other reason that a member becomes separated from his/her property as outlined in MCO P4050.38B.

The following procedures are required to be followed for the inventory of personal effects and government property:

- The commanding officer (company, battery, etc.) appoints an inventory board consisting of one or more officers or staff noncommissioned officers to conduct the personal effects inventory. The commander can appoint a sergeant to conduct the inventory of the personal effects of sergeants and below.
- All personal effects will be assembled and inspected for government property. Inventory boards are authorized to remove and turn over to unit supply officers Marine Corps-owned organizational clothing and equipment from the personal effects and will cite such action on form NAVMC 10154 (Personal Effects Inventory Form).
- Personal effects are inventoried in accordance with Chapter 9 of MCO P4050.38D, Personal Effects and Baggage Manual. The unit supply officer will have a copy of this order.
- Upon completion of the inventory, the names, grades, and social security numbers of the individual(s) conducting the inventory will be typed or legibly printed on the form; the original of the inventory will be signed in the designated block by the senior member conducting the inventory.
- A continuous chain of receipts will be maintained until final disposition of the personal effects has been made. A copy of all inventories will be included in the member's SRB/OQR.

Personal Effects (Continued)

- The original of the inventory report will be placed in the member's SRB/OQR, as appropriate, with all documents related to the personal effects of the member.
- One signed copy will be placed inside the container with the effects.
- One copy will be retained by the commander or other official directing the inventory.
- One copy will be furnished to the personal effects and baggage custodian for the establishment of the case file and retained per SECNAVINST 5212.5C, page III-4-14.
- Storage containers will be marked or tagged with the member's name, grade, SSN, status, and estimated time of return, if known, using form NAVMC 10241.
- Pending resolution, the personal effects will be afforded safekeeping, usually under the supervision of the unit supply officer, to prevent theft, pilferage, or unwarranted deterioration. The area designated for storage must be secured by lock, with access limited to those individuals with a need to be in the area.

It is the responsibility of the unit commander to identify a member as being in a status that would require a personal effects inventory. Once identified, it is also the responsibility of the unit commander to conduct the inventory and turn the property over to the unit supply officer in the prescribed timeframes.

Summary

While you may not ever be a Supply Officer, it is likely that you will be assigned as a RO for equipment organic to your unit. Therefore it is imperative that you familiarize yourself with the roles and responsibilities of this position to ensure you are keeping within the standards of all Marine Corps Orders and other regulations.

References

Reference Number or Author	Reference Title
MCO P4400.150	(2014) Consumer-Level Supply Policy
MCO P4790.2C	MIMMS Field Procedures Manual
MCWP 4-11	Tactical Level Logistics
MCWP 4-11.4	Maintenance Operations
UM 4400-124	FMF SASSY Using Unit Procedures
