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

**MANAGING AND
MAINTAINING
GOVERNMENT
PROPERTY
B2G3237
STUDENT HANDOUT**

Managing and Maintaining 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 individual are called Responsible Officers (ROs).

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. You must become familiar with the roles and regulations of this position to ensure you are keeping within the standards of all Marine Corps Orders and other regulations.

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
Categories of Maintenance	6
Responsible Officer	7
Missing Gear	8
Temporary Loan	9
Personal Effects	10
Summary	11
References	11
Glossary of Terms and Acronyms	12
Notes	12

Managing and Maintaining Government Property (Continued)

Learning Objectives

Terminal Learning Objectives

TBS-CSS-2101. Given a scenario that includes the unit equipment, describe maintenance at the small unit level, to ensure the equipment is prepared for future operations.

Enabling Learning Objectives

TBS-CSS-2101a Without the aid of references, describe the levels of maintenance/repair without omission.

TBS-CSS-2101c Given a scenario without the aid of references, describe how to initiate corrective maintenance actions through proper channels without omission.

TBS-CSS-2101d Given a scenario and without the aid of references, describe characteristics of maintenance actions, without omission.

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.
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.

Levels of Maintenance

MARADMIN 159/13 establishes that maintenance capability is defined within two levels of maintenance: **Field** and **Depot**. The distinction between the two levels is based on the maintenance tasks performed within each.

Field level maintenance is any maintenance that does not require depot maintenance capability and is performed by equipment crew and equipment operators and mechanics/ technicians within Marine Corps organizations and activities, and/or by approved commercial/contract sources. (MARADMIN 159/13)

Two categories of maintenance capability exist within the field level: **organizational** and **intermediate**. (MARADMIN 159/13) A unit may conduct any field level maintenance task for which it is manned, trained and equipped. To manage maintenance effectively, commanders must understand their maintenance responsibilities and the maintenance responsibilities of those units in support. (MCWP 4-24) Typically, maintenance in the organizational category is conducted by equipment operators, crews and unit equipment technicians at the using unit level. Maintenance in the intermediate category typically occurs at units task-organized to provide specialized maintenance support. However, Marine commanders in any unit may direct the conduct of either organizational or intermediate category maintenance tasks if their unit has the trained personnel and equipment the task requires on hand.

Depot level maintenance is not defined by location, although some Marines are familiar with the Marine Corps Logistics Bases (MCLBs) located in Albany, GA and Barstow, CA as locations where depot-level maintenance occurs. The Marine Corps organic depots, other service depots, commercial industrial facilities, and/or original equipment manufacturers may perform depot maintenance related activities throughout the logistics chain framework; however, in all cases depot maintenance will be specifically authorized and directed. (MARADMIN 159/13) Equipment requiring depot-level maintenance typically requires a major overhaul or rebuild.

The maintenance process consists of four maintenance phases. These phases include the **acceptance of equipment**, **equipment induction**, **active maintenance**, and **maintenance closeout**. The **acceptance of equipment** phase is the initial step of the maintenance process. It consists of an acceptance inspection, scheduling, and assignment.

Equipment induction is the physical commitment of a maintenance service request and associated equipment to a specific maintenance section. Maintenance activity performed following equipment induction into a maintenance section constitutes the **active maintenance phase** and the beginning of the repair process. The **maintenance closeout phase** commences when the equipment has been repaired and the serviceable item is returned to the owner or when a decision has been made to evacuate or dispose of the equipment. **Preventive maintenance checks and services** is a systematic program consisting of inspecting, cleaning, servicing, lubricating, and adjusting that is the key to maintaining equipment readiness because it helps prevent early breakdown or failure of equipment. An effective PMCS program reduces the number of costly, complex and time-consuming repairs and allows the optimum use of maintenance resources. The unit owning or using the equipment is responsible for ensuring the completion of PMCS.

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

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- 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 receipt and vouchers.
 - Request an extension if necessary.
 - Submit discrepancy letter if necessary.
 - Sign CMR within 15 **calendar** days.

Common pitfalls when accepting CMR accounts

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- 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.
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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.
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Temporary Loan

There may be times when another unit requests to borrow your equipment for a period of time. This is most commonly referred to as a "temp loan."

Temporary loans of organic property to an organization within another command are neither desired nor encouraged. However, upon determination by the commanding officer that such a loan is necessary and in the best interest of the Marine Corps, a loan may be authorized. As a general rule, temporary loans of organic property, when authorized by the commanding officer, will be made for 30 days with no more than one additional 30-day extension. However, the time may be extended, at the discretion of the commanding officer, not to exceed one year. Temporary loans should not be used in lieu of authorized allowances. Requirements should be anticipated and changes to formal T/E allowances should be initiated whenever possible.

When you receive a request for a temp loan and you are willing to provide the support, you should:

- Notify your company commander or operations officer of the request.
- If approval is granted to temp loan the equipment, contact the unit supply officer and arrange for the transaction.
- When the unit comes to pick up the equipment, the supply officer or a representative should be present to draft the necessary documents, and a joint inventory and inspection of the equipment should be conducted.
- Upon return of the equipment, again, the supply officer or a representative should be present and a joint inventory and inspection made of the returned property.

The commanding officer who controls the account will establish procedures through the unit's supply officer to ensure recovery of property issued on temporary loan. The appropriate form for conducting the temporary loan transaction is NAVMC 10359, Equipment Custody Record (ECR) card.

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 P4050.38B, 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 regulations 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 P4400.150E	Consumer-Level Supply Policy Manual
MCO P4790.2C	MIMMS Field Procedures Manual
MCW P 4-11	Tactical Level Logistics
MCW P 4-11.4	Maintenance Operations
UM 4400-124	FMF SASSY Using Unit Procedures

Term or Acronym	Definition or Identification
CMR	Consolidated Memorandum Receipt
ECR	Equipment Custody Record
MAGTF	Marine air-ground task force
MLG	Marine Logistics Group
RO	Responsible Officer
T/E	Table of equipment
T/O	Table of organization

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