

**OFFICIAL  
FSMAO  
FY-11 SUPPLY  
CHECKLIST**

## Property Control

### 1\*. Total Force Structure Management System Unit Identification

#### Codes (UICs): (DATA COLLECTION ONLY) (Weight: 0)

Method: – Prior to arriving at unit, utilize TFSMS to collect data. Collect TFSMS UIC's, for the Parent, Rollup, and Sub-Units (Companies, Squadrons, etc.) and list on the checklist for the unit's general information.

Login on TFSMS website: <https://tfsms-app1.mcdc.usmc.mil>.

Click on TFSMS Reports Portal for TO&E information.

Click on Standard Reports.

Click on Equipment Reports.

Click on SASSY/RAMP Account Cross Reference.

Click next.

Find the unit SASSY AAC. This will allow you to find the UIC and RAC that you are looking for.

Click on the excel icon. (grid at the top of the page) Save this spreadsheet as a reference. This will take a few seconds to run. Utilize TFSMS to collect data for the Sub-units. Save this information you will need it to find the TAMCN Unit Allowance Comparison information. Return to Public Folder by clicking the house icon.

Click on Standard Reports Data.

Click on TAMCN Unit Allowances Comparison and use the UIC data collected from the SASSY/RAMP Account Cross Reference.

Click next

Enter fiscal year and the first (5) five digits of the UIC in the Select Unit(s) box, then click Search button. Highlight the UIC in the results box, click the insert button to populate the choices box and then click Finish this is the unit's entire TFSMS T/E, by sub-unit. If you scroll right, you will see that it rolls up the entire unit. Save this report as an excel spreadsheet by clicking on the drop down box and selecting excel 2002 format.

Click save

Place this data on your desktop for future use. How to – Prior to arriving at unit, utilize TFSMS, MERIT, and the FTP site to collect data to assist in the LOG-AIS comparison of general data.

Collect the UIC, AAC, and the RAC from TFSMS on the unit you are researching, and list on the checklist, utilizing the SASSY/RAMP Account Cross

Reference and TAMCN Unit Allowances Comparison you save to excel earlier in step 1A.1F and 1A.1L.

Login MERIT: <https://merit.logcom.usmc.mil/merit/dispatch/show.login>, and at the home page click on USMC Readiness and select DODAAC search. Validate the SASSY AAC in TFSMS to the DODAAC table in DAASC and fill the blank accordingly: <https://www.daas.dla.mil> (You can utilize MERIT to access DAASC) Type in the AAC you are verifying. (Remember that this screen is case sensitive, so utilize caps.)

- Once you submit, the TAC addresses will appear. If this is accurate, then place the AAC in the SASSY AAC blank below. To collect UIC and AAC from MERIT. Go back to the home page, click USMC Readiness and select Readiness Search. Hit the UIC bubble and place the UIC from TFSMS

in the space provided. Ensure that the ALL bubble is chosen. Submit.

You should see all MARES Reportable items for the UIC you submitted. Click on a YES to view the LM2 Report for that TAMCN.

You will be able to validate the MERIT UIC and AAC, to fill in the MERIT UIC and AAC blanks below.

How to - Prior to arriving at unit, utilize the FTP website for your MEF and select MIMMS. If the UIC File (B4150R7A) is not there, a UIC Listing is provided as Appendix A. Find the unit you are looking for and fill in the proper MIMMS UIC below.

How to - Determine whether or not (YES or NO), the UIC, AAC, and RAC are appropriately reflected in all reporting systems.

**2\*. Does the SASSY MAL reflect the unit's Unit Training Requirement (UTR) for Type I items as reflected in TFSMS? para 2001 of MCO P4400.150E, para 2.4, Section 2, Part III of UM 4400-124, Chapter 11, para 11003.5 MCO P4400.39H, MSG 221317Z Sep 09) (DATA COLLECTION ONLY) (Weight: 0)**

Method: - Review 100% allowances for target TAMCN's. Download the most current T/E from TFSMS and compare to HQMC authorized qty on the MAL.

- If no discrepancy exists, then the answer to the question is "YES".

- If a discrepancy exists, then the answer to the question is "NO", and the analyst must list the disparities between the UTR and TFSMS (AAO).

**3\*. Are all approved command adjustments accurately reflected on the unit's MAL to include approved Type II allowances, Special Allowances, and T/A for MARFORRES? (para 2001 of MCO P4400.150E, Para 3.b of MCBUL 4400)(Weight: 4)**

Method: - For type I, Type II, and T/A (MARFORRES only) requirements (target TAMCN's only), validate the command adjust to ensure it meets a valid occasion/timeframe and authority in accordance with the MCBul 4400.

- If no discrepancy exists, the accuracy rate = 100%.

- If a discrepancy exists, then compute the accuracy rate, for example: If 9 of 10 TAMCNs have no errors= 90%. - Accuracy rate= 90%

**4a. Do the Annual Wall-to-Wall Inventory Results submitted to the Commanding Officer address at a minimum the required points in accordance with MCO 4400.150E? (para 2004.3.d of MCO 4400.150E) (Weight: 2)**

Method: - Review the complete package of the last annual wall to wall inventory to ensure all steps were completed.

- This question has six minimum requirements that are required to be on the annual wall to wall inventory results submitted to the Commanding Officer:

1) State the account value prior to the inventory.

2) State the net loss and gain variances identified as a result of the inventory.

3) State the proportion of the variances attributed to administrative errors as a result of causative research.

4) State opinions, if any, as to the cause of the variances for which causative research was non-conclusive.

- 5) State any corrective action required or initiated to reduce future variances.
- 6) Include adjustment transactions (D8s/D9s) resulting from the annual wall-to-wall inventory requiring approval.
  - If all of these requirements are met, then the answer is "Yes" and the Accuracy Rate=100%.
  - If any of the requirements are not resident on the submission letter/documentation then the answer is "No" and the average of the accuracy rates will be computed as for example: 3 of the 6 requirements were met, then the Accuracy Rate=50%.

**4b. Were all adjustment transactions (D8s/D9s) resulting from the annual wall-to-wall inventory processed? (para 2004.2 of MCO 4400.150E (Weight: 2)**

Method: Utilizing a sample size of required adjustments resulting from the annual wall-to-wall inventory and reconciliation of formal property accounting records, compare adjustment transactions against the applicable Money Value Gain Loss Notice (s) (MVGLs) to ensure all transactions processed.

- If all transactions processed then the answer to the questions is "yes" and the Accuracy Rate=100%
- If all transactions did not process then the answer to the questions is "No" and the Accuracy Rate is computed as; 90 of 100 transactions were processed =90%

Note to analyst: the question that asks, "Does the SASSY MAL reflect an accurate accountable balance?" resides in the Accountability Assessment Functional Area. Put all results in that Functional Area in the DCT and report.

**5a. Are applicable gain/loss transactions signed by the Commanding Officer or Acting Commanding Officer and are copies filed in the voucher file? (paras 2004.6 and 2004.8 of MCO P4400.150E, and para 2.10b(2)(b), Section 2, Part III of UM 4400-124)(Weight: 3)**

Method: - Review sample size from 1 year voucher dump for gain/loss transactions requiring the CO's prior approval.

- Review D8/D9 transactions and validate if the CO approved prior to submission.
- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.
- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example:
- If 9 of 10 transactions have no errors= 90%.

**5b. Do Money Value Gain/Loss Notices contain a statement and signature of the Commanding Officer, or Acting Commanding Officer and are they maintained on file? (para 2004.7 and 2004.8a of MCO P4400.150E)(Weight: 3)**

Method: - Utilizing the previously pulled vouchers from question 6a, review MVGL to ensure the statement is present and signed by the appointed CO/Acting CO

- If a MVGL is missing, does not contain the correct statement, or is not signed by the CO, then the answer to the question is "NO", and the average of the accuracy rates will be the grade. All requirements must be met in order to receive a "YES". For example, if 9 of 10 are present with the required statement and signature; then the grade= 90%.

**5c. Are all change of custody transactions, DICs D7J's, D7P's, D7Y's, Z2M's, and D7L's, affecting the accounting records filed in the voucher file with all supporting documentation? (paras 2004.1 and 2004.8a of MCO P4400.150E, and para 2.10a(3), Section 2, Part III and para 6.7e(2), Section 6, Part III of UM 4400-124)(Weight: 3)**

Method: - Review sample size from 1 year voucher dump for change of custody transactions to ensure supporting documentation is maintained.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example:

- If 90 of 100 transactions do not have errors= 90%.

**6\*. Have deficiencies of equipment been placed on order or identified to higher headquarters (HHQ)? (References: Paras 2001.1 of MCO P4400.150E, paras 2.1 and 2.4e, Section 2, Part III of UM 4400-124, and Para. 1010 and 1002.7 of MCO 4400.82F)(Weight: 2)**

Method: - Validate if target TAMCN's are on hand, on order, or identified as deficiencies to HHQ.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example:

- If 9 of 10 TAMCN's do not have errors= 90%.

- Review guidance from HHQ for deficiencies not on order but possibly on order within the MSC.

**7\*. Is excess equipment identified and reported as a request for disposition instructions to the MSC and/or other appropriate source? (para 2008 of MCO P4400.150E; paras 1002.7, 1010 and 5005 of MCO P4400.82F and paras 2.4.1a and 2.4.1b, Section 2, Part III of UM 4400-124; FSMAO Clarification 8-01) (Weight: 2)**

Method: - For target TAMCN's, validate that excess equipment is reported to the MSC for appropriate action.

- (MARFORRES) These units are required to enter this data into WOLPH for overall visibility throughout the MARFORRES community.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example:

- If 9 of 10 TAMCN's do not have errors= 90%.

**8\*. Have Mechanized Allowance Listing (MAL) records been adjusted, as directed by the Commanding Officer's endorsement, as the result of a request for investigation? (para 2004.2h and 2004.4b of MCO P4400.150E, para 6.14h, Section 6, Part III of UM 4400-124)(Weight: 4)**

Method: - For target TAMCN's, CMR analyst will review Request for Investigations for 1 year and identify any required MAL adjustments.

- Property Control analyst will ensure that adjustment transactions are processed per the CO's endorsement.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example:

- If 9 of 10 RFI'S were processed correctly = 90%.

**9\*. Are M-L-S-R submitted as required? (para 10001.7, 10001.8 and 10001.11.f(1) of MCO 5530.14a)(Weight: 3)**

Method: - For target TAMCNs, CMR analyst will review Request for Investigations for 1 year and determine if any MLSRs were required.

- Review the CRANE website for any MLSRs that have been submitted.

- Query the unit to see if any MLSRs have been submitted.

- Compare total number of MLSRs on file with the required total number. For example; if unit submitted 9 of 10 MLSRs then accuracy rate is = 90%.

## **Sub-Custody Procedures**

**1\*. Have Responsible Officers (ROs) been designated in writing by the Commanding Officer? (paras 1003.1b (2) and (3) 2003.1 of MCO P4400.150E)(Weight: 5)**

Method: -Review CMR appointment letters for those CMR's that contain target TAMCN's.

- Ensure appointed ROs are not currently absent or TAD in excess of 60 days.

- If no discrepancies exist, then the answer to question is "YES", and grade = 100%.

- If discrepancies exist, then the answer to the question is "NO", and the accuracy rate will be the grade:

- For example: If 9 of 10 appointment letters are signed; then, grade is 90%.

Note to analyst: the question that asks, "Are equipment and/or item serial numbers recorded correctly on current CMRs when required?" resides in the Accountability Assessment Functional Area. Put all results in that Functional Area in the DCT and report.

**2\*. Does the ATLASS SERF match the SASSY SERF? (Reference: MARADMIN 222/07)(Weight: 5)**

Method: - Download SASSY SERF file from the FTP site and compare to the ATLASS SERF file from the unit, and identify discrepancies that are target TAMCN's.

- Then divide target TAMCN serial number that are correct by total target TAMCN serial numbers.

- If no discrepancies exists, then the grade = 100%.

- If discrepancies exist, then compute accuracy rate. For example: 90 of 100 serial numbers match; then, grade = 90%.

**3\*. Quarterly, and upon change of RO, are the ROs reconciling any differences and signing the CMR within 15 calendar days (Semi-Annually if approved in writing by the Commanding General/Commanding Officer)? (paras 2003.1a-f, 2004.2, and 5004.3 of MCO P4400.150E, and para 2.5b(2) Section 2, Part III, and Fig 3-6 of UM 4400-124)(Weight: 4)**

Method: - Review CMR's with target TAMCN's from the last completed reconciliation for signatures and initials.

- To validate the 15 calendar day timeframe, compare the date of the cover letter to the date of the endorsement.

- If no discrepancies exist then the answer to question is "YES", and the grade = 100%.

- If discrepancies exist, then the answer to the question is "NO", and then compute the accuracy rate, for example:

- If 9 of 10 CMR's are signed within 15 days then, grade= 90%

- Note: Newly appointed ROs may have more than 15 days, if approved requests for extension are on file.

**4a. Are CMR discrepancies for equipment submitted as a Request For Investigation (RFI) to the Commanding Officer, via the Supply Officer, within five calendar days? (para 2004.2g of MCO P4400.150E)(Weight: 2)**

Method: - Review RFI's for targeted TAMCN's to ensure the Supo's endorsement is submitted within the established timeframe.

- If no discrepancies exist, then the answer to question is "YES", and grade = 100%.

- If discrepancies exist, then the answer to the question is "NO", and the accuracy rate will be the grade:

- For example: If 9 of 10 RFI's are submitted within timeframe; then, grade is 90%.

**4b. Has the Commanding Officer endorsed the RFI or appointed an investigating officer within five calendar days? (para 2004.2g of MCO P4400.150E)(Weight: 3)**

Method: - Review RFI's for targeted TAMCN's to ensure the CO's endorsement or appointment of an investigating officer is submitted within the established timeframe. The grade will only be N/A if there are no RFI's.

- If no discrepancies exist, then the answer to question is "YES", and grade = 100%.

- If discrepancies exist, then the answer to the question is "NO", and the accuracy rate will be the grade:

- For example: If 9 of 10 RFI's are signed by CO within timeframe; then, grade is 90%.

**5\*. Is the unit maintaining for each RO the current CMR supporting documentation (receipts, issues and adjustments) that affect the records; and have the adjustments been processed? (paras 2.5a(1), Section 2, Part III of UM 4400-124)(Weight: 4)**

Method: - Review CMR with target TAMCN's.

- Compare last two completed CMR reconciliations to validate changes are supported by documentation.

- Then, compare supporting documentation from previous CMR to ensure changes have been made to the current CMR.

- If no discrepancies exist, then the answer to question is "YES", and grade = 100%.

- If discrepancies exist, then the answer to the question is “NO”, and the accuracy rate will be the grade:
- For example: If 90 of 100 transactions are supported by documentation and processed; then, grade is 90%.

**6\*. Are CMRs with supporting documentation maintained for one year? (para 2003.2 of MCO P4400.150E, and para 2.5a(3), Section 2, Part III of UM 4400-124)(Weight: 2)**

Method: - Review (historical) last three signed CMRs with target TAMCN’s to ensure supporting documentation (DD1348, LUP letter, RFIs) is maintained by the supply office. Compare the previous CMR to the next quarter. The accuracy is not reviewed for this question.

- If no discrepancies exist, then the answer to question is “YES”, and grade = 100%.
- If discrepancies exist, then the answer to the question is “NO”, and the accuracy rate will be the grade:
- For example: If 9 of 10 CMRs are maintained with supported documentation; then, grade is 90%.

**7\*. Are procedures followed for items on temporary loan? (para 5011 of MCO P4400.150E, Chapter 4 and 5 of MCO P4400.162, and para 6.22, Section 6, Part III of UM 4400-124)(Weight: 2)**

Method: - Review all current temp loans for target TAMCN’s and determine if procedures were followed; specifically, for signature, timeframe, and authorization.

- If no discrepancies exist; then, grade= 100%.
- If discrepancies exist; then, grade= accuracy rate. For example: 2 of 4 is 50%.

## **Control of Serialized Small Arms**

**1\*. Are monthly-serialized inventories of all small arms being conducted with a current CMR and validated with the current Crane report and incoming/outgoing shipments reports? (para 8003.4.b(4) of MCO 5530.14A; para 4.a.2.k.3 of MCBul 4440)(Weight: 4)**

Method: - Review the MSI's and ensure they are reconciling the inventory results against the unit's serialized small arms report and the incoming/outgoing shipment report during the conduct of the inventory. At a minimum, the following items should be reviewed by the analyst to validate that the reconciliation (Crane/CMR) took place: Inventory Officer's Appointment and Acceptance letters, CMR(s) used to conduct the inventory, Crane report download, incoming/outgoing shipments reports, inventory officer's result letter, SupO and CO endorsements.

- Review MSI's for the preceding six months.
- Data discrepancies may be presented in table format.
- If all MSI's are present and the reconciliation (Crane/CMR) took place, then the answer to the question is “YES”, and Accuracy= 100%.
- If MSI's are missing or the reconciliation (Crane/CMR) cannot be validated, then the answer to the question is “NO”, and the accuracy rate is the grade, for example:



- If the review of MSIs resulted in one MSI not on file, and one did not contain all required documentation; the accuracy would be 4 of 6 MSIs correctly conducted and grade is 66%.

**2\*. Is the unit completing the annual reconciliation and verification of small arms with NSWC, Crane, IN within the required timeframe? (para 8.c.1 of MCO 8300.1C, para 4.a.2.k.2 of MCBul 4440)(Weight: 3)**

Method: - Determine, via CRANE website, the due date for the annual serialized small arms report.

- Review the unit's most current annual serialized small arms report.
- Then, validate the Accountable Officer signed, dated and submitted the report within 45 days.
- If no discrepancy exists, then the answer to the question is "YES", and Accuracy= 100%.
- If discrepancies exist, then the answer to the question is "NO", and the accuracy rate is the grade.

**3\*. Are signed copies of all receipts with serial number certifications, issues, and documentation to support losses and gains for small arms submitted to NAVSURWARCENDIV, CRANE (NSWC) on an as occurring/daily basis? (para 8b, para 8b(4)c and Enclosure (3) of MCO 8300.1C, para 4.a.2.k.1. of MCBul4440) (Weight: 4)**

Method: - Review the Crane folder and supporting documentation for 6 months and take a sample size of total adjustments (individual 1348s) per the sample chart, ensuring the date on the receipts and the cover letter submitted to Crane are accomplished on an as occurring/daily basis.

- While reviewing supporting documentation ensure the serial number certification statement is present, and serial numbers are typed correctly.
- If no discrepancy exists, then the answer to the question is "YES", and Accuracy= 100%.
- If discrepancies exist, then the answer to the question is "NO", and the accuracy rate is the grade, for example:
- If 9 out of 10 incidents were reported correctly, then, the accuracy rate and grade is 90%.

**4\*. Are CRANE reportable assets supporting training/transition teams subcustodied and accounted for? (Reference: para 4.a.2.i of MCBul 4440)(Weight: 3)**

Method: - This question only applies to the unit that is supporting Transition Teams.

- Verify if the unit has any supporting training/transition teams, and the equipment is accounted for on the unit's serialized small arms report, MAL, and on a Training Team CMR.
- If no discrepancy exists, then the answer to the question is "YES", and accuracy= 100%.
- If discrepancies exist, then the answer to the question is "NO", and the accuracy rate is the grade, for example:
- Number of training team weapons deployed not on a training team CMR divided by Total TT deployed weapons

**5\*. Are combat losses of small arms properly handled and reported? (para 3. MARADMIN 264/04, MCO 5530.14A, para 4.a.2.j of MCBul4440)(Weight: 3)**

Method: - Based off inventory, when discrepancies exist, conduct causative research to determine if the discrepancies are a result of combat losses.

- If the unit has any combat losses, ensure the WIR was submitted to LOGCOM via WIR Online Process Handler (WOLPH), citing combat loss and a brief description of the circumstances in the remarks box.
- Additionally, supporting documentation (DD 1348 & copy of WIR package) must be submitted to adjust the unit's serialized small arms report.
- If no discrepancy exists, then the answer to the question is "YES", and grade= 100%.
- If discrepancies exist, then the answer to the question is "NO", and the accuracy rate is the grade, for example:
  - If the inventory resulted in 9 out of 10 serial numbers matched the serialized small arms report; then, the accuracy rate and grade is 90%.
  - If the unit did not have any combat losses, then the answer is "N/A".

## **Personal Effects**

### **1a. Has an inventory board been appointed in writing? (para 2 Chapter 10 of MCO 4050.38D)(Weight: 3)**

Method: - Review inventory board appointment letter signed by the Commanding Officer and ensure these appointments are made for a quarterly or semiannual period. Or, if the unit chooses to appoint an Inventory Officer on an as needed basis, review sampling of active case files and a sampling of closed case files to insure the appointment letter is signed and maintained in the case file.

- If action is done, then the answer to the question is "YES", and the accuracy rate = 100%.
- If action was not done; then the answer to the question is "NO", then computer the accuracy rate. For example, if 3 of 4 companies have the signed letter on file then accuracy = 75%, or if 8 of 11 and the accuracy rate = 0%.

### **1b. Has the supply section published and conducted a training program for the personal effects Inventory Board Members? (DATA COLLECTION ONLY) (Weight: 0)**

Method: - If the unit published a personal effects training program that is signed by the Commanding Officer, and all of the inventory board members received training; then the answer to this question is "YES" .

- If the unit published a personal effects training program that is signed by the Commanding Officer, and some of the inventory board members received training; then the answer to the question is "NO" and the analyst must explain the discrepancies in DCT and checklist. Example: 5 of 10 inventory members received training.

### **2\*. When recovery inventories were conducted for personnel discharged for reasons of less than honorable conditions, and/or granted appellate leave, were the NAVMC 631/631A completed and, if shortages were noted, did the Commanding Officer sign the certificate statement? (para 7 Chapter 5 and para 9 of Chapter 10 of MCO P4050.38D; MCBul 10120 and para 6003 of MCO P10120.28G)(Weight: 3)**

Method: - Review applicable file (OSDE/Morning report) for individuals that fell into the above categories to ensure NAVMC 631/631A were generated accordingly.

- (MFR Only) Review all approved MCEASS packages for the past six months. Case files should be established for all approved to be discharged (OTH) or appellate leave. Case file will include copies of the certified letters sent to the reserve Marine in attempt to recover clothing/govt property. Supply is required to maintain annual clothing inventories on all drilling reservists within their command. The discharge/OTH inventory should be reconciled with their original NAVMC 631/631A to ensure all items are recovered. Any items not accounted for will be annotated as a shortage and charged as indebtedness to the govt. CO will certify all shortages.
- Note: There will be no penalty against the unit for not having the unit diary number documented on the NAVMC 631 because this is an administrative responsibility.
- Review a sampling of active case files and closed case files based on sampling chart to ensure the NAVMC 631/631a, with the recovery of uniforms has been completed.
- If the NAVMC 631/631A is filled out correctly, to include the certification statement signed by the CO when required, then the answer to the question is "YES", and the accuracy rate = 100%.
- If any discrepancies exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**3\*. Are waiver letters accomplished for ambulatory (not incapacitated) patients hospitalized for less than ten days who do not want their personal effects inventoried? (1a. Chapter 3 of MCO 4050.38D)(Weight: 2)**

- Method: - Review a sampling of active and closed case files based on sampling chart to ensure waiver letter is on-hand.
- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.
  - If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**4\*. Are personal effects inventories conducted within the required timeframe? (para 1.a.1, Chapter 1 and of MCO P4050.38D)(Weight: 4)**

- Method: - Review the unit's morning report (ODSE report if available) to identify the status and reconcile against case files to ensure required inventories were conducted within required timeframes.
- Review a sampling of active and closed case files based on sampling chart.
  - If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.
  - If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**5\*. Is a logbook with entries of all required information for each bag, box, or container used to record receipt/disposition of personal effects? (para 7. c. Chapter 10 of MCO P4050.38D)(Weight: 4)**

- Method: - Review logbook in a sampling of active and closed case files based on sampling chart to ensure it contains all minimum information contained in the reference.
- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate =

100%.

- If a discrepancy information in logbook doesn't match information on container) exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**6\*. Has serviceable and unserviceable uniform clothing been segregated and placed in separate containers from other personal effects? (para 3.a. Chapter 10 of MCO P4050.38D)(Weight: 2)**

Method: - Review a sampling of active and closed case files based on sampling chart to ensure inventory forms for uniforms are segregated and stored separately.

- For closed case files, ensure there are separate inventory forms for serviceable and unserviceable for uniforms.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**7\*. Are personal effects storage containers marked or tagged with the required information? (para 7. b. Chapter 10 of MCO P4050.38D)(Weight: 2)**

Method: - Review a sampling of active and closed case files to ensure the containers are marked/tagged with all the information contained in the reference.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**8\*. Has Government property been inventoried and cited on the Personal Effects Inventory Form (NAVMC 10154), or the appropriate locally generated form/letter, and retained with the personal effects? (para 3.b Chapter 10 of MCO P4050.38D)(Weight: 4)**

Method: - Review a sampling of active and closed case files based on sampling chart to ensure individual equipment (782) has been inventoried on the NAVMC 10154, or appropriate locally generated form/letter, packaged and labeled as individual equipment.- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**9\*. Are Personal Effects stored in a secure location with controlled access? (para 3. Chapter 1 and para 7. a. Chapter 10 of MCO 4050.38D)(Weight: 4)**

Method: - Review storage area to determine if it's secure and has controlled access.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**10a. Does the original or copy of the personal effects inventory form (NAVMC 10154) contain the required information? (para 3., para 4.a, para 5. a. and b., Chapter 10 of MCO P4050.38D) (Weight: 4)**

Method: - Review a sampling of active and closed case files. At a minimum, the following information should be resident on the form: All header information (Org, date, name, grade, SSN, etc) along with the following information on the reverse side of the form:

- 1) the Inventory Officer's printed name, signature, and rank
- 2) the date of the inventory
- 3) the names of the individuals assisting with the inventory
- 4) the service member's signature, or the signature of the person eligible to receive effects.

- If no discrepancies exist, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**10b. Has the original or copies of the inventory report (NAVMC 10154), and the receipt for Government Property if applicable, been distributed? (para 5.b and 6, Chapter 10 of MCO P4050.38D)(Weight: 3)**

Method: - Review sample of active case files to ensure the copies were distributed.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**11\*. Have individual case files been retained? (para 6 Chapter 1 and para 10 Chapter 10 of MCO P4050.38D)(Weight: 3)**

Method: - Review sample size from logbook (over last two years) against closed case files to ensure the proper retention period.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors = 90%.

**12\*. Whether supported by a Personal Effects Baggage Claim Center or not, has disposition of personal effects, to include government property, been accomplished as required? (para 2. Chapter 2, para 3. Chapter 3, para 2. and para 3.a.(1) and (2) of Chapter 4, para 2., 6., 7., Chapter 5, para 8. Chapter 10, and para 3. Chapter 11 of MCO P4050.38D)(Weight: 5)**

Method: - Review sample of active case files and closed case files to ensure disposition was completed.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

**13\*. Has abandoned or unclaimed personal property, and/or personal effects not transferred to the proper recipient been disposed of properly? (para 2. and 3. Chapter 8 of MCO P4050.38D)(Weight: 3)**

Method: - Review 100% active case files and sample size of closed case files to ensure disposition was completed.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 cases have no errors= 90%.

## **Training**

**1\*. Has an MOS sustainment training program been established within the Supply section in accordance with T&R standards? (para 1011 of MCO P4400.150E, Section E, Chapter 2 of Marine Corps Manual, NAVMC 3500.64, and MCRP 3-0B, appendix B)(Weight: 4)**

Method: - Ensure Supply section has established a training schedule in accordance with the T&R Manual. The Supply Officer/Chief must show documentation submitting their training schedule to their S-3 for inclusion in the TEEP at minimum. The Supply section will not get penalized if the S-3 does not publish the training plan in the TEEP.

- If so, grade= 100%; If not, grade= 0%.

**2\*. Does the Supply section maintain training jackets/folders with current Training and Readiness (T&R) standards for Military Occupational specialties (MOS)? (para 1011 of MCO P4400.150E, Section E, Chapter 2 of Marine Corps Manual, NAVMC 3500.64, and MCRP 3-0B, appendix B)(Weight: 4)**

Method: - Review the lessons plans and attendance rosters on file.

- Review ITR's to ensure documentation of Mastery/Non Mastery has been recorded.

- If all ITR's show documentation of Mastery/non Mastery; then, the answer to the question is "YES", and the grade = 100%.

- If 9 of 10 ITR's are documented, then the accuracy rate and grade is 90%.

**3\*. Have applicable desktop procedures/turnover folders been prepared for each billet involving administrative and management functions? (para 1008 of MCO P4400.150E)(Weight: 4)**

Method: - It is not intended that desktop/turnover procedures be all inclusive or formalized.

- At minimum, each functional area will have desktop/turnover procedures.

- If all the desktop/turnover procedures provide steps to be followed in the accomplishment of all actions; then, the answer to the question is "YES", and the grade = 100%.

- If none or some of the desktop/turnover procedures provide steps to be followed in the accomplishment of all actions; then, the answer to the question is "NO", and the grade is the accuracy rate. For example: If 9 of 10 desktop/turnover procedures are correct; then, grade= 90%.

- Note: A Marine's inability to answer questions about the details of procedures outline in desktop should not affect the grade for this question. This issue is a separate training problem.

**4\*. Have enlisted Marines attended formal follow on training for appropriate grade? (DATA COLLECTION ONLY) (Weight: 0)**

Method: - If all Staff Noncommissioned Officers (SNCOs) and Noncommissioned Officers (NCOs) attended the Ground Supply Chief Course (GSCC) or the Enlisted Supply Intermediate Course (ESIC) respectfully, then the answer to the question is "YES" (deleted verbiage).

- If any of the on-hand SNCOs or NCOs has not attended the respective formal school for their present grade, then the answer is "NO" (deleted verbiage).

- Regardless of yes or no the following information will be documented:

1) Total number of 3043 SNCO's and how many have attended the GSCC.

2) Total number of 3043 NCO's and how many have attended the ESIC.

**5\*. Has the supply section published and conducted a training program for the responsible officers? (DATA COLLECTION ONLY) (Weight: 0)**

Method: - If the unit did not publish a property control related training program that is signed by the Commanding Officer, then the answer to this question is "NO".

- If the unit published a property control related training program that is signed by the Commanding Officer, and all of the responsible officers received training; then the answer to this question is "YES".

- If the unit published a property control related training program that is signed by the Commanding Officer, and some of the responsible officers received training; then the answer to the question is "NO" and the analyst must explain the discrepancies in DCT and checklist.

## **Requisition Management**

**1\*. Is the information in the current Department of Defense Activity Address Directory (DODAAD) correct? If not, has the unit submitted a change request to COMMARCORLOGBASES, Albany, GA (Code 802-1) as required? (para 6 of MCO 4420.4H)(DATA COLLECTION ONLY)(Weight: 0)**

Method: - Ensure the TAC 1 and 2 addresses are correct in DAASC Inquiry System (DAASINQ). [https://www.daas.dla.mil/daashome/daasc\\_daasing.asp](https://www.daas.dla.mil/daashome/daasc_daasing.asp)

**2\*. Are requisitions submitted with the correct Purpose Code, Advice Code and Priority/FAD? (Chapter 9 of MCO P4400.82F, and para 6.7e(4), Section 6, Part III and pages 4-4-12 and 4-4-13, Section 4, Part IV of UM 4400-124)(Weight: 4)**

Method: - Add total number of requisitions for target TAMCNs resident on DASF and take sample according to the sample chart. Part of your sample will include requisitions for target TAMCNs, MIMMS requisitions that deadline/degrade those associated target TAMCNs. MIMMS data can be pulled from MERIT.

- Ensure the correct Purpose Code, Advice Code, and Priority/FAD are utilized.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate =

100%. - If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the accuracy rate, for example:

- If 9 of 10 requisitions do not have Purpose Code errors= 90%.
- If 8 of 10 requisitions do not have Advice Code errors= 80%.
- If 7 of 10 requisitions do not have Priority/FAD errors= 70%.
- Grade: =  $(90+80+70)/3= 80\%$ .

**3\*. Is the unit reviewing and taking required actions to correct issues identified on DASF and LUBF Exception Reports, Unmatched NSN and Edit Error listings? (para 1.2.3, Section 1, Part III and pages 4-4-51, 4-4-61, and 4-4-67, Section 4, Part IV of UM 4400-124)(Weight: 4)**

Method: - Monitor exception reports over the past 30 days to ensure they are completing corrective actions.

- Review the sample size of target TAMCNs requisitions that either have no Due-ins with back-orders or no back-orders with due-ins and look in archives on the FTP site to locate the applicable exception report.
- If the unit is working all of their exception reports, then the answer to the question is "YES", and the accuracy rate = 100%.
- If the unit is not working all of their exception reports, then the answer to the question is "NO", and the accuracy rate = 0%.

**4\*. Is the unit managing assets listed as on hand on the LUBF? (para 3.1 and 3.5.2, Section 3, Part III of UM 4400-124)(Weight: 4)**

Method: - Review LUBF and identify any O/H AA/AF (possible P/C G). Conduct inventory and identify disparities for target TAMCNs.

- If the LUBF contains no O/H AA/AF/GA items or if the unit has identified corrective action for those items that are on hand then the answer to the question is "YES", and the grade = 100%.
- If O/H AA/AF/GA is resident on the LUBF and no corrective action has been identified; then the answer to the question is "NO", and the grade is calculated as follows:
- If 9 of 10 NIINs with O/H balances where corrective action has been identified, then the score is 90%.

**5\*. Are aged materiel shipments (lost shipments) processed within established timeframes when required? (para 2004.6.f.(4) of MCO P4400-150E; para 2.10B(2)(a)3 of Section 2, Part III of UM 4400-124; MCO 4400.16G para 9 table 1-2).(Weight: 3)**

Method: - Review status of requisitions for sample TAMCNs on the DASF, to include MIMMS requisitions that deadline/degrade those associated target TAMCNs to determine aged shipments.

- Search POD file. If no POD was found, determine if tracer actions are being submitted and Lost Shipment processes taking place (i.e., D6T (blank), D9L, ZC1/B).
- Review local SMU procedures for aged shipments.
- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.
- If a discrepancy exists, then the answer to the question is "NO", and compute the accuracy, for example:



- If 9 of 10 requisitions did not have aged shipment status or aged shipment status was processed correctly = 90%.

**6\*. Are follow-up requests, cancellations, and modifiers submitted to the last known holder when required? (paras 3001.4f, 3001.4g, 3001.4h, and 3001.6b of MCO P4400.150E; paras 4.6, 4.7 and 4.8, Section 4, Part III of UM 4400-124)(Weight: 3)**

Method: - Review sample size of target TAMCNs to determine requisitions requiring follow-ups, cancellations and modifiers.

- Find last trailer, verify the Last Known Holder (LKH) and verify transaction was submitted to LKH.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and compute the accuracy, for example:

- If 9 of 10 modifiers, follow-ups, and cancellations were submitted correctly = 90%.

**7\*. Are excess dues (due-in quantities without a corresponding backorder) properly managed? (para 3001.4h of MCO P4400.150E; and para 5.1.3d, Section 5, Part III of UM 4400-124)(Weight: 3)**

Method: - Review requisitions for sample size on the DASF, to include MIMMS requisitions that deadline/degrade those associated target TAMCNs.

**8\*. Are reconciliations being accomplished between supply and commodity representatives within timeframes required and corrective actions being taken? (para 3001.6 of MCO P4400.150E, and para 5.1.3a, Section 5, Part III of UM 4400-124)(Weight: 4)**

Method: - First requirement: Ensure the ERO demand list is being kept for 30 days with correct signatures and annotations certifying the reconciliations were accomplished. If all commodity sections conducted reconciliations, then the accuracy rate = 100%. If not, compute the accuracy rate of reconciliations conducted. For example: 9 of 10 reconciliations were conducted; then accuracy rate = 90%.

- Second requirement: To prove corrective actions have been taken on target TAMCNs and sample size, reconcile the ERO demands list with DPR to verify changes have occurred. If all corrective actions were completed, then the accuracy rate = 100%. If any corrective actions were not taken, then compute the accuracy rate by dividing the number of corrective actions completed by the total number of corrective actions identified. For example: 80 of 100 corrective actions were completed, then accuracy rate = 80%.

- Overall score is the average of the two requirements:  $(90+80)/2 = 85\%$ .

- If no discrepancies exist for both requirements; then the answer to the question is "YES".

- If any discrepancies exist at all, then the answer to the question is "NO".

## Warehousing Procedures

**1\*. Are issue point receiving procedures accomplished properly, and are only authorized personnel signing for materiel? (para 5.2, section 5, Part III and figure 3-25, page 3-5-26 of UM 4400-124, para 3001.9 of MCO P4400.150E)(Weight: 5)**

Method: - Select a sample size of receipt transactions (D6A, D6T) from the voucher dump for the last 30 days.

- Check DD 1348-1 for warehouse annotations (Received By and Date, Received Quantity, and condition of gear only).

- Then, reconcile signature of commodity representative against the delegation of authority/authorization letters for validity.

- If no discrepancies exist, then the accuracy rate for the first requirement is = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate for the first requirement, for example: 9 of 10 receipts were correct; accuracy rate = 90%.

**2\*. Are subsidiary records maintained for non-issued (not on custody receipts) serialized items? (para 2003.3a and b of MCO P4400.150E and para 2.7, Section 2, Part III of UM 4400-124)(Weight: 4)**

Method: - Base the sample size by the count that is in the subsidiary deck. Once the sample size is determined, go out to the security cage and choose items for that sample size and determine if the item is in the Subsidiary deck.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO"; then, compute the accuracy rate, for example: If 9 of 10 items were on subsidiary deck; grade= 90%.

**3\*. Is the unit accounting for Individual Equipment in accordance with current instructions? (para 2.8, Section 2, Part III of UM 4400-124)(Weight: 4)**

Method: - Take a sample of IMR cards that are on hand at the unit.

- This question has two requirements to grade: 1) issuing gear. 2) Retrieving gear.

- For first requirement (issuing):

- Determine if gear is issued on signed Individual Memorandum Receipt (IMR) cards.

- If no discrepancies, the grade= 100%.

- If discrepancies; the grade is accuracy rate. For example: 80 of 100 IMR cards are signed; then grade = 80%.

- For second requirement (receiving):

- Compare the same sample of signed IMR cards against Alpha roster to ensure Marines are not checking out without returning gear.

- If no discrepancies, the grade= 100%.

- If discrepancies; the grade is accuracy rate. For example: 10 of 100 Marines checked out without returning gear; then grade= 90%.

- Overall Grade:  $(80+90)/2 = 85\%$ .

**4\*. Is a stock locator file maintained? (para 4003.3 of MCO P4400.150E, paras 2005, 2006 and Figure 2-1 of MCO P4450.7E)(Weight: 4)**

Method: - For a sample size based on the sampling chart, review the locator deck, ensure the proper assignment of location codes (deployable or non-deployable) and the following items match against the actual locations:

1. Location
2. Nomen
3. NSN
4. Unit of Issue

- Using half of sample size, take from locator deck and compare to actual location.
- Using the other half of sample size, take from actual location and compare to locator deck.
- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.
- If any discrepancy exists (no partial credit), then the answer to the question is "NO", and then compute the accuracy rate, for example:
  - If 9 of 10 locations are accurate; grade= 90%

**5\*. Is property stored in a serviceable, ready for issue condition? (para 4000, 4001.1c, and 4004 of MCO P4400.150E, para 2001 of MCO P4450.7E, and para 11.1, Section 11, Part III of UM 4400-124)(Weight: 4)**

- Method: - In conjunction with location verification in question 4, conduct serviceability check.
- If no discrepancy exist, then the answer to the question is "YES", and the grade = 100%.
  - If a discrepancy exists anywhere, then the answer to the question is "NO", and then compute the accuracy rate, for example: 8 of 10 correct; accuracy rate = 80%.

## **Security Ammunition Accounting**

**1\*. Do Ammunition NSN/Lot Number Records (NAVMC 10774s) or electronic equivalent contain an accurate accountable balance for all security ammunition assets on-hand? (paras 10.2 and 10.2.1, Section 10, Part III and Figure 3-65 of UM 4400-124, para 7002.4b of MCO P4400.150E)(Weight: 4)**

Method: - Complete the physical inventory of security ammunition and reconcile against the methods used to track on hand balance (NAVMC 10774/electronic).

- Ensure they have accountability.
- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.
- Each NAVMC 10774 or local electronic equivalent has 3 opportunities to be correct. The minimum correct entries are: DODIC, LOT NUMBER, and ACCOUNTABLE BALANCE. If 4 NAVMC 10774s were reviewed and each card had the correct DODIC and ACCOUNTABLE BALANCE, but they did not write the LOT Number, then the accuracy rate, or grade would  $8 / 12 * 100$  or 67%.

**2\*. Is security Class V being sub-custodied using Equipment Custody Receipts (NAVMC 10359)? (paras 10.1.1b (7), 10.2b, figure 3-65 a & b Section 10, Part III of UM 4400-124 and para 7002.4b of MCO P4400.150E)(Weight: 3)**

Method: - This is sub-custody procedures for issue to the Armory from the Ammo tech.

- Review ECR card(s) for subcustodied security ammunition and ensure they've been properly completed.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

Each NAVMC 10359 has 4 opportunities to be correct. The minimum correct entries are: DODIC, LOT NUMBER, ACCOUNTABLE BALANCE and VALID SIGNATURE. If 2 NAVMC 10359's were reviewed and each card had the correct DODIC, ACCOUNTABLE BALANCE, and a valid signature but they did not write the LOT Number, then the accuracy rate, or grade would be  $6 / 8 * 100$  or 75%.

**3\*. Are storage custodians denied access to Ammunition & Explosive (A&E) record keeping files? (para 7002.4r of MCO P4400.150E)(Weight: 3)**

Method: - Verify the location of the record keeping files; ensure they are not accessible to the storage custodians.

- The term "not accessible" can be verified by ensuring that the records and the storage custodians are not found within the same work location (e.g., A armory custodian who stores and issues security ammunition from the unit armory is simultaneously storing record keeping files in the same work location. In this example the question would receive a accuracy rate of 0.)

- If not accessible, then the answer to the question is "YES", and the grade = 100%

- If accessible to storage custodians; then the answer to the question is "NO", and the accuracy rate = 0%

**4\*. Upon receipt of a notification of ammunition reclassification (NAR), are appropriate actions being accomplished within three working days with the exception of Urgent NARS which are required within 24 hours? (para 10.2.2, Section 10, Part III of UM 4400-124 and para 2-1 of NAVSUP P-801)(Weight: 3)**

Method: - Determine the method used to receive NAR's, review current on hand DODIC/LOT NUMBERS and look for any NAR's to ensure proper action has been taken.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.

- If a discrepancy exists, then the answer to the question is "NO"; then, compute the accuracy rate, for example: If 9 of 10 DODIC/LOT NUMBERS had appropriate action taken as a result of a NAR; grade = 90%.

NOTE WEBSITE: NOLSC AMMO OIS Portal:

<https://www.ois.disa.mil/Portal/nolsc.jsp?body=1>

**5\*. Are irreconcilable discrepancies between security ammunition quantities physically inventoried and the accountable balance, made the subject of investigative action? (paras**

**2004.3d and 6001.1 of MCO P4400.150E, para 10.2d, Section 10, Part III of UM 4400-124, paras 8003.2. and 10001.6 of MCO 5530.14A.)(Weight: 4)**

Method: - Review the method used to track security ammunition.

- Verify if any imbalances were reported and investigated.
- If irreconcilable discrepancies exist and were made subject of an investigation, then the answer to the question is "YES", and the accuracy rate = 100%.
- If irreconcilable discrepancies exist and were NOT made subject of an investigation, then the answer to the question is "NO", and then compute the accuracy rate, for example: If 9 of 10 discrepancies were subject of investigative actions; grade= 90%.

**6\*. Has an Ammunition, Arms, and Explosives (AA&E) Officer been appointed in writing? (para 7002.4 d. MCO P4400.150E, ; and paras 4.b.(7)(g) and 8002.2. of MCO 5530.14A.)(Weight: 4)**

Method: - Ensure that an appointment letter issued by the commanding officer is on file.

- If appointed, then the answer to the question is "YES", and the grade is = 100%.
- If not appointed; then the answer to the question is "NO", and the accuracy rate = 0%.

**7\*. Has the AA&E Officer completed the review of the account in accordance with the current references and reported any discrepancies to the Commanders/Battalion Inspector-Instructor (I&I) Officers/Officer in Charge (OIC)? (para 7002.6. MCO P4400.150E, )(Weight: 3)**

Method: - Validate if the AA&E officer completed a review of the account and reported any discrepancies to the Commanding Officer within 30 days of appointment.

- If reported, then the answer to the question is "YES", and the grade is = 100%.
- If not reported; then the answer to the question is "NO", and the grade is = 0%.

## **Accountability Assessment**

**1\*. Does the SASSY MAL reflect an accurate accountable balance? (paras 2004.2 and 2009 of MCO P4400.150E)(Weight: 5)**

Method: - After 100 % inventory of target TAMCN's, compare the results of the physical inventory with MAL.

- If no discrepancy exists, then the answer to the question is "YES", and the accuracy rate = 100%.
- If a discrepancy exists, then the answer to the question is "NO", and then compute the accuracy rate, for example:
- If 9 of 10 TAMCNs have no errors = 90%.

**2\*. Are equipment and/or item serial numbers recorded correctly on current CMRs (para 2003.3a of MCO P4400.150E and para 2.5a (4), and 2.14, Section 2, Part III of UM 4400-124, CMC MSG 1320172 MAY 08)(Weight: 5)**

Method: - For target TAMCN's, conduct a physical inventory and reconcile the results against serial numbers or on-hand quantities on CMR's. Note: Ensure local serial/set numbers are assigned in accordance with UM 4400-124.

- If no discrepancies exist, then the grade = 100%.
- If discrepancies exist, then compute accuracy rate: example:

A review/physical inventory of 2554 MARES/CRANE reportable assets/serial numbers on 14 CMR accounts revealed in 2385 (93.4%) instances, serial numbers and/or on-hand quantities were accurately reported on CMRs. This accuracy rate resulted in an indexed score of 34%.

Corrective action was initiated during the review. The following discrepancies apply:

Enter the indexed score into the DCT. In this case a "34."

Accuracy Rate Indexed Score

99.9 = 99

99.8 = 98

99.7 = 97

99.6 = 96

99.5 = 95

99.4 = 94

99.3 = 93

99.2 = 92

99.1 = 91

99 = 90

98.9 = 89

98.8 = 88

Continue the pattern by using the "ones and tenths" digit to compute the score to enter in to the DCT.

98 = 80

97.9 = 79

97.8 = 78

Continue the pattern by using the "ones and tenths" digit to compute the score to enter in to the DCT.

97 = 70

96.9 = 69

Continue the pattern by using the "ones and tenths" digit to compute the score to enter in to the DCT.

96 = 60

Continue the pattern by using the "ones and tenths" digit to compute the score to enter in to the DCT.

95 = 50

Continue the pattern by using the "ones and tenths" digit to compute the score to enter in to the DCT.

94 = 40

Continue the pattern by using the "ones and tenths" digit to compute the score to enter in to the DCT.

93 = 30

Continue the pattern by using the "ones and tenths" digit to compute the score to enter in to the DCT.

92 = 20

91 = 10

91.9 = 09

91.8 = 08

Continue the pattern by using the “ones and tenths” digit to compute the score to enter in to the DCT.

90 and below = 0

**3\*. Are CRANE reportable weapon/serial numbers being accounted for correctly on the unit's serialized small arms report? (References: MCO 8300.1C)(Weight: 5)**

Method: - Download the unit’s serialized small arms report from the Crane website.

- Utilizing the CMR's containing weapons, conduct a 100% physical inventory.

- Compare inventory against the unit’s serialized small arms report.

- Record each discrepancy in the checklist (examples include: On CRANE not on hand, On hand not on CRANE, incorrect INT status, incorrect SERNR, incorrect NSN, incorrect CRANE account, IA deployments etc).

- If no discrepancy exists, then the answer to the question is “YES”, and Accuracy= 100%.

- If discrepancies exist, then compute accuracy rate: example:

A review of 1600 Crane records revealed 1558 accurate records resulting in an accuracy rate of 97.4%. This accuracy rate resulted in an indexed score of 74%. Corrective action was initiated during the review. The following discrepancies apply:

Enter the indexed score into the DCT. In this case a “74.”

Accuracy Rate   Indexed Score

99.9 = 99

99.8 = 98

99.7 = 97

99.6 = 96

99.5 = 95

99.4 = 94

99.3 = 93

99.2 = 92

99.1 = 91

99 = 90

98.9 = 89

98.8 = 88

Continue the pattern by using the “ones and tenths” digit to compute the score to enter in to the DCT.

98 = 80

97.9 = 79

97.8 = 78

Continue the pattern by using the “ones and tenths” digit to compute the score to enter in to the DCT.

97 = 70

96.9 = 69

Continue the pattern by using the “ones and tenths” digit to compute the score to enter in to the DCT.

96 = 60

Continue the pattern by using the “ones and tenths” digit to compute the score to enter in to the DCT.

95 = 50

Continue the pattern by using the “ones and tenths” digit to compute the score to enter in to the DCT.

94 = 40

Continue the pattern by using the “ones and tenths” digit to compute the score to enter in to the DCT.

93 = 30

Continue the pattern by using the “ones and tenths” digit to compute the score to enter in to the DCT.

92 = 20

91 = 10

91.9 = 09

91.8 = 08

Continue the pattern by using the “ones and tenths” digit to compute the score to enter in to the DCT.

90 and below = 0