

# FY-18 FSMAO CHECKLIST



## FSMAO FY-18 SUPPLY CHECKLIST

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## Sample Size Chart

(Using Statistical Yamane (1967) Sampling Formula)

<u>Population Size</u>	<u>Sample Size</u>
1 To 9	All
10 To 14	9
15 To 19	13
20 To 24	17
25 To 29	20
30 To 34	23
35 To 39	26
40 To 44	29
45 To 49	31
50 To 54	33
55 To 59	35
60 To 64	38
65 To 69	39
70 To 74	41
75 To 79	43
80 To 84	44
85 To 89	46
90 To 94	47
95 To 99	49
100 To 124	50
125 To 149	56
150 To 174	60
175 To 199	64
200 To 224	67
225 To 249	69
250 To 274	71
275 To 299	73
300 To 349	75
350 To 399	78
400 To 449	80
450 To 499	82
500 To 749	83
750 To 999	88
1,000 To 1,499	91
1,500 To 1,999	94
2,000 To 2,999	95
3,000 To 3,999	97
4,000 To 19,999	98
> 20,000	100

Formula Parameters

95% confidence level

10% level of precision

$$n = N/(1+N*e)$$

n = sample size

N = population size

e = level of precision squared

# FY-18 FSMAO CHECKLIST

## Property Management

**1. Are all authorized allowances accurately reflected on the unit's MAL, to include approved Type II Allowances, Special Allowances, Command Adjustment Allowances, and Training Allowances (T/A) for MARFORRES?**

**References: (MCO 4400.201 Volume 3, Chapter 2, Paragraphs 0205 and 0207)**

**LOE: Property Accountability**

**2. Are allowance and serially managed items accurately recorded and updated in the Accountable Property System of Record (APSR)?**

**References: (MCO 4400.201, Volume 3, Chapter 2, Paragraphs 0206, 0210, and 0218; MCO 4400.201, Volume 1, Chapter 2, Paragraphs 0205 and 0208, and Chapter 4, Paragraphs 0401 and 0403; UM 4000-125, Part 3, Chapter 1, Paragraph 3.e).**

**LOE: Property Accountability**

**3. Is the unit managing Class IX on hand balances in perpetual inventory?**

**References: (MCO 4400.201, Volume 4, Chapter 3, Paragraph 0309; UM 4000-125, Part 3, Chapter 1, Paragraph 4.f (1)c and Chapter 3, Paragraph 3.a)**

**LOE: Property Accountability**

**4. Upon assignment of RO, are the ROs physically inventorying assets, signing, and dating the CMR within 15 calendar days?**

**References: (MCO 4400.201, Volume 3, Chapter 1, Paragraph 010903; UM 4000-125, Part 3, Chapter 2, Paragraph 4.a)**

**LOE: Property Accountability**

**5. Are the ROs physically inventorying assets, signing, and dating the CMR quarterly (Semi-Annually if approved in writing by the CO/AO)?**

**References: (MCO 4400.201, Volume 3, Chapter 2, Paragraph 020603.f; MCO 4400.201, Volume 4, Chapter 2, Paragraph 020510; UM 4000-125, Part 3, Chapter 2, Paragraph 4.a)**

**LOE: Property Accountability**

**6. When CMR discrepancies/Request for Investigation (GAINS) letters are submitted to the Supply Officer, are the discrepancies with supporting documentation adjusted within five working days and/or the Discrepancy letter/ submitted to the AO/CO within five working days?**

**References: (MCO 4400.201, Volume 4, Chapter 4, Paragraph 0405)**

**LOE: Property Accountability**

**7. Has the Commanding/Accountable Officer endorsed the discrepancy letter/request for investigation (Gains)/DD Form 200 within required timeframe?**

**References: (DoD FMR 7000.14-R Vol. 12, Chapter 7; MCO 4400.201 Volume 4, Chapter 4, paragraph 0405; UM 4000-125, Part 3, Chapter 2, Paragraph 4.a)**

**LOE: Property Accountability**

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8. Is the DD 200 Form (FLIPL Process) for known loss, damage or destruction of government property submitted to the approving/appointing authority within the required timeframe?

References: (DoD FMR 7000.14-R Vol. 12, Chapter 7; MCBUL 4440.4, Enclosure 1, Paragraph 7.a)

LOE: Property Accountability

9. Is the unit maintaining for each RO the CMR key supporting documentation (receipts, issues and adjustments) that affect the records with authorized signatures?

References: (MCO 4400.201 Volume 3, Chapter 2, Paragraphs 020603.D and 021002; MCO 4400.201 Volume 4, Chapter 3, Paragraph 0309; UM 4000-125, Part 3, Chapter 2, Paragraph 4.a)

LOE: Property Accountability

10. Are key supporting documents for voucherable gain or loss transactions pre-approved by the Commanding/Accountable Officer, processed in required timeframe and filed in the voucher file?

References: (MCO 4400.201 Volume 1, Chapter 2, Paragraph 0212; MCO 4400.201, Volume 3, Chapter 2, Paragraph 021002; MCO 4400.201, Volume 4, Chapter 5, Paragraph 051203 and 051204A; UM 4000-125, Part 3, Chapter 3, Paragraph 3.f)

LOE: Property Accountability

11. Are Money Value Gain/Loss (MVGL) Notices certified by the Commanding/Accountable Officer within required timeframe and are they maintained on file?

References: (MCO 4400.201, Volume 4, Chapter 5, Paragraph 051203; UM 4000-125, Part 3, Chapter 2, Paragraph 3.g)

LOE: Property Accountability

12. Are annual physical inventories conducted and submitted to the Commanding/Accountable Officer (CO/AO) and maintained on file?

References: (MCO 4400.201 Volume 4, Chapter 2, Paragraph 020401, and Chapter 7, Paragraph 0703)

LOE: Property Accountability

13. Did the annual physical inventory contain the required elements?

References: (MCO 4400.201, Volume 4, Chapter 7, Paragraph 0703; Chapter 5, Paragraph 051204A)

LOE: Property Accountability

14. Were all required adjustments as a result of the annual inventory processed to affect the accountable balances and processed in the required timeframe?

References: (MCO 4400.201 Volume 4, Chapter 5, paragraph 051204 Chapter 7, Paragraph 0703; UM 4000-125, Part 3, Chapter 2, Paragraph 3.b)

LOE: Property Accountability

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15. Are key supporting documents (Authorization and 1348-1) supporting equipment transfers affecting the accounting records filed in the voucher file?  
References: (MCO 4400.201 Volume 3, Chapter 2, Paragraph 021002; MCO 4400.201 Volume 6, Chapter 7, Paragraph 070210; UM 4000-125, Part 3, Chapter 1, Paragraph 13.c and Chapter 2, Paragraph 2.b)  
LOE: Property Accountability

16. Is authorization maintained on hand for all temporary loans?  
References: (MCO 4400.201, Volume 3, Chapter 4, Paragraph 0408)  
LOE: Property Accountability

17. Are NAVMC 10359's or local generated documents prepared for all temporary loans?  
References: (MCO 4400.201, Volume 3, Chapter 4, Paragraph 0408, UM 4000-125, Part 3, Chapter 2, Paragraph 5)  
LOE: Property Accountability

18. Does the IB instance reflect "Sub-Custody" party relationship and loaner status?  
References: (UM 4000-125, Part 3, Chapter 2, Paragraph 5)  
LOE: Property Accountability

19. Are all temporary loans current?  
References: (MCO 4400.201, Volume 3, Chapter 4, Paragraph 0408)  
LOE: Property Accountability

20. Do unit personnel have access to (DLA-DS Transportation Scheduler) for appointment scheduling of DRMO turn-ins and DLA-DS Electronic Document Management Suite (EDOCS) to retrieve copies of the 1348-1A and/or Bill of lading (If appropriate)?  
References: MCO 4400.201, Volume 6, Chapter 7, Paragraphs 070207, 070210)  
LOE: Internal Controls

21. Are Missing, Lost, Stolen, and Recovered (MLSR) reports (messages) submitted as required?  
References: (MCO 4400.201, Volume 4, Chapter 5, Paragraph 0515; MCO 5530.14A, Paragraph 10001)  
LOE: Property Accountability

22. Are TAMCN SSRI children component items configured with their parent items?  
References: (MCO 4400.201 Volume 3, Chapter 2, Paragraphs 020603 and 021402; UM 4000-125, Part 4, Chapter 1, Paragraphs 1 and 2)  
LOE: Property Accountability

# FY-18 FSMAO CHECKLIST

## Control of Serialized Small Arms

**1. Does the unit have appropriate personnel assigned to affect changes to the Marine Corps Serialized Small Arms/Light Weapons Registry?**

**References:** (CMC Message 061923 May 13; CMC Message 251855 Feb 15; MCO 8300.1D, paragraph 4.b(5)(j))

**LOE:** Internal Controls

**2. Are signed copies of all receipts, issues, and documentation to support losses (to include combat losses) and gains for small arms submitted to NAVSURWARCENDIV, Crane (NSWC) via the Crane Small Arms Web Portal within 48 hours?**

**References:** (MCO 8300.1D, Paragraphs 4.b.(5)(b) thru 4.b.(5)(k), 5.a, 6, 8.b, 9.a, and 19.c; UM 4000-125, Part 3, Chapter 2, Paragraph 3.h.(2)(c))

**LOE:** Property Accountability

**3. Are inventories of serialized small arms being conducted monthly?**

**References:** (MCO 5530.14A, Paragraph 8003.4.b(4); MCO 4400.201, Volume 3, Chapter 2, Paragraph 020902; MCO 4400.201, Volume 4, Chapter 2, Paragraph 020508; MCO 8300.1D, Paragraphs 4.b(5)(l)1, 4.b(5)(p), and 11.a)

**LOE:** Property Accountability

**4. Are discrepancies noted on monthly serialized inventories of Small Arms reconciled through to completion?**

**References:** (MCO 4400.201, Volume 3, Chapter 2, Paragraph 020902; MCO 5530.14A, Paragraph 8003.4.b(4); MCO 8300.1D, Enclosure (1), Paragraphs 4.b(5)(l)1, 4.b(5)(p), and 11.a)

**LOE:** Property Accountability

**5. Is the unit completing the annual reconciliation and verification of small arms with NSWC, Crane, IN within the required timeframe?**

**References:** (MCO 8300.1D, Enclosure (1), Paragraphs 11.b, 11.c, and 19.d, MCO 4400.201, Volume 4, Chapter 2, Paragraph 020508 and 0705)

**LOE:** Property Accountability

**6. Are approvals to retain letters or loan agreements from the National Museum of the Marine Corps (NMMC) at the unit for small arms/light weapons on hand at the unit that are designated as war trophies, historical property, or heritage assets?**

**References:** (MCO 4400.201, Volume 3, Chapter 4, Paragraph 040910; MCO 5750.1H, Chapter 3, Paragraphs 6.a and 6.b; MCO 8300.1D, Enclosure (1), Paragraph 12)

**LOE:** Internal Controls

# FY-18 FSMAO CHECKLIST

**7. Are Demil certificates present for small arms/light weapons on hand that are designated as war trophies, historical property or heritage assets?**

**References: ((MCO 4400.201, Volume 3, Chapter 4, Paragraph 040910; MCO 5530.14A, Enclosure (1), Paragraph 8018.5; MCO 8300.1D, Enclosure (1), Paragraphs 5.d(3)(c) and 12.a(6))**

**LOE: Internal Controls**

**8. Are Crane reportable weapon/serial numbers being accounted for correctly on the unit's serialized small arms report?**

**References: (DoD 4000.25-2-M, Chapter 7.2.5.1; MCO 4400.201, Volume 3, Chapter 2, Paragraph 020901; MCO 8300.1D, Enclosure (1), Paragraphs 3.c.(1) and 5; UM 4000-125, Part 3, Chapter 1, Paragraph 2.e.(2) and Chapter 2, Paragraph 3.h.2(a))**

**LOE: Property Accountability**

**9. Are Non-standard weapons correctly accounted for?**

**References: MCO 4400.201, Volume 3, Chapter 2, Paragraphs 020505, 020903 and 0409; MCO 8300.1D, Paragraph 5.d)**

**LOE: Property Accountability**

# FY-18 FSMAO CHECKLIST

## Internal Control Procedures

**1. Are Commanding Officer/Accountable Officer letters of certification of relief retained in the supply files?**

**References: (MCO 4400.201, Volume 3, Chapter 1, Paragraphs 010901, 021002, and Appendix G)**

**LOE: Internal Controls**

**2. Are Supply Officers' appointment letters retained in the supply files?**

**References: (MCO 4400.201, Volume 3, Chapter 1, Paragraph 010902, 021002, and Appendix A)**

**LOE: Internal Controls**

**3. Are Supply Officers' letters of certification of relief and all endorsements retained in the supply files?**

**References: (MCO 4400.201, Volume 3, Chapter 1, Paragraph 010902, 021002, and Appendix H)**

**LOE: Internal Controls**

**4. Have Responsible Officers (ROs) been appointed in writing by the Commanding Officer and has the appointment letter been endorsed (RO Acceptance) by the RO?**

**References: (MCO 4400.201, Volume 3, Chapter 1, Paragraph 010903 and Appendix B)**

**LOE: Internal Controls**

**5. Are roles assigned to manage the consumer-level supply inventory?**

**References: (MCO 4400.201, Volume 1, Chapter 2, Paragraph 0208; MCO 4400.201, Volume 3, Appendix A)**

**LOE: Internal Controls**

**6. Are desktop procedures/turnover folders current for each billet involving administrative and management functions?**

**References: (MCO 4400.201, Volume 3, Chapter 1, Paragraph 0113)**

**LOE: Internal Controls**

**7. Has the Supply Officer conducted a semi-annual internal control review of the account?**

**References: (MCO 4400.201, Volume 3, Chapter 1, Paragraph 0117)**

**LOE: Internal Controls**

**8. Does the command maintain accountability of all commercial fuel cards/Fuel Keys by card/key number?**

**References: (DODM 4140-25-M, Volume 2; NAVSUPINST 4200.98B, Enclosure (1) Paragraph 7)**

**LOE: Miscellaneous Accounting**

# FY-18 FSMAO CHECKLIST

## Warehousing

**1. Is a stock locator file maintained in such a manner to permit accurate location of supplies?**

**References: (MCO 4400.201, Volume 3, Chapter 3, Paragraphs 030506.D and 030306)**

**LOE: Miscellaneous Accounting**

**2. Is property stored in a serviceable, ready for issue condition, and SL-3 complete?**

**References: (MCO 4400.201, Volume 3, Chapter 2, Paragraph 021805.E and Chapter 3, Paragraph 030208)**

**LOE: Miscellaneous Accounting**

**3. Are unit personnel signing for issued Individual Combat Clothing and Equipment (ICCE)?**

**References: (MCO 4400.201, Volume 3, Chapter 2, Paragraph 020507 and Volume 13, Chapter 6, Paragraph 0603)**

**LOE: Property Accountability**

**4. Is the unit recovering Individual Combat Clothing and Equipment (ICCE)?**

**References: (MCO 4400.201, Volume 3, Chapter 1, Paragraphs 010703, 020601, and 020602 and Chapter 4, Paragraph 042202)**

**LOE: Property Accountability**

# FY-18 FSMAO CHECKLIST

## Personal Effects

**1. Have individual case files been established?**

**References: (MCO 4400.201, Volume 13, Chapter 14, Paragraph 1406 and Chapter 15, Paragraphs 1509 and 1510)**

**LOE: Miscellaneous Accounting**

**2. Are personal effects inventories conducted within the required timeframe?**

**References: (MCO 4400.201, Volume 13, Chapter 15, Paragraph 150703.F)**

**LOE: Miscellaneous Accounting**

**3. Has Government property been inventoried and cited on the appropriate locally generated form/letter, and retained with the personal effects?**

**References: (MCO 4400.201, Volume 13, Chapter 15, Paragraph 150302 and Appendix M)**

**LOE: Miscellaneous Accounting**

**4. Are personal effects storage containers marked or tagged with the required information?**

**References: (MCO 4400.201, Volume 13, Chapter 15, Paragraph 150702)**

**LOE: Miscellaneous Accounting**

**5. Does the original or copy of the personal effects inventory form (NAVMC 10154) contain the required information?**

**References: (MCO 4400.201, Volume 13, Chapter 15, Paragraphs 1503, 1504, and 1505)**

**LOE: Miscellaneous Accounting**

**6. Are all personal effects inventories entered into the logbook to include all required information to record receipt/disposition of personal effects?**

**References: (MCO 4400.201, Volume 13, Chapter 14, Paragraph 140601 and Chapter 15, Paragraph 150703)**

**LOE: Miscellaneous Accounting**

**7. Are Personal Effects stored in a secure location with controlled access?**

**References: (MCO 4400.201, Volume 13, Chapter 14, paragraph 1403. Chapter 18, paragraph 1801, chapter 19, para 1901 and 190503, and Chapter 20, paragraph 2002, 200201, and 200301.)**

**LOE: Internal Controls**

**8. When recovery inventories were conducted for personnel discharged for reasons of other 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?**

**References: (MCO 4400.201, Volume 13, Chapter 15, Paragraph 1509)**

**LOE: Miscellaneous Accounting**

# FY-18 FSMAO CHECKLIST

**9. Whether supported by a Personal Effects Baggage Claim Center or not, has disposition of personal effects, to include government property, abandoned or unclaimed personal property, and/or personal effects not transferred to the proper recipient been accomplished as required?**

**References: (MCO 4400.201, Volume 13, Chapter 15, Paragraph 1508 and Chapter 16, Paragraph 1604 and Chapter 18, Paragraph 1803 and Chapter 19, Paragraphs 190301 and 1906)**

**LOE: Miscellaneous Accounting**

# FY-18 FSMAO CHECKLIST

## Requisition Management

**1. Are requisitions managed for continuous supply support of unit operations?**

**References:** (DLMS Manual, Volume 2, Chapter 17; MCO 4400.150, Chapter 3, Paragraphs 1.a, 6, and 7; MCO P4400.151B, Paragraphs 1009.4, 1009.5, and 5002.4.c, and Appendix A; UM 4000-125, Part 3, Chapter 5, Paragraphs 4 and 6)  
**LOE:** Procurement

**2. Are aged materiel shipments identified and processed within established timeframes when required?**

**References:** (CMC Message 071911Z May 13 (MRA Procedures); CMC Message 081417Z Apr 11; DLMS Manual DoD 4000.25-M, Volume 2, Chapter 17; MCO 4400.150, Chapter 3, Paragraph 7.b; MCO 4400.16H, Enclosure 1, Appendix A, Paragraph 9; UM 4000-125, Part 3, Chapter 5, Paragraphs 6 through 9)  
**LOE:** Procurement

**3. Does a bona-fide need still exist for MILSTRIP requisitions?**

**References:** (CMC Message 171157Z JUL 15; DoD FMR 7000.14-R Vol. 3, Chapter 8, Paragraphs 080201, 080303, 080401, and 080410)  
**LOE:** Procurement

**4. Does Supply facilitate timely receipting?**

**References:** (MCO 4400.150, Chapter 3, Paragraph 7.b(3) and 7.b(11); MCO 4400.16H, Paragraph 9; UM 4000-125, Part 3, Paragraph 6.c(1))  
**LOE:** Procurement

**5. Are authorized commodity personnel signing for materiel?**

**References:** (MCO 4400.150, Chapter 3, Paragraph 7.f; UM 4000-125, Part 3, Section 5, Paragraph 6.b(4)(a))  
**LOE:** Procurement

**6. Are key supporting documents, Proof of Deliveries (GCSS-MC), filed in the voucher file?**

**References:** (CMC Message 152105ZSEP15; MCO 4400.150, Chapter 3, Paragraphs 7.b(3), 7.b(11), and Paragraph 7.e; MCO 4400.16H, Enclosure (1), Paragraph 9; MCO P4400.151B, Paragraphs 1009.5, 1009.6, and 3011; UM 4000-125, Part 3, Chapter 5, Paragraph 5)  
**LOE:** Procurement

# FY-18 FSMAO CHECKLIST

## Commercial Procurement

**1. Can the PR Builder User Administrator demonstrate compliance with the requirement to upload and maintain system access requests (SAAR) and role appointments (DD 577, NAVMC 11869) for each PR Builder user within the command?**

**References: (CMC Message 071458Z SEP 16; CMC Message 221456Z MAR 16; CMC Message 031431Z FEB 16)**

**LOE: Procurement**

**2. Is the RO/delegated individual utilizing PR Builder/GCSS-MC to route request for services and supplies to the Supply Officer?**

**References: (CMC Message 091512Z JUL 15 [MARADMIN 331-15]; MCO 4400.150, Chapter 3, Paragraphs 6 and 10.d(2))**

**LOE: Procurement**

**3. Is the Supply Officer utilizing PR Builder/GCSS-MC to approve request for services and supplies?**

**References: (CMC Message 071458Z SEP 16; CMC Message 091512Z JUL 15 [MARADMIN 331-15]; MCO 4400.150, Chapter 3, Paragraphs 6 and 10.d(2))**

**LOE: Procurement**

**4. Are receipt and acceptance, KSDs to support SERVMART and FUEL purchases maintained on file?**

**References: (CMC Message 071458Z SEP 16; CMC Message 152105Z SEP 15; CMC Message 211847Z AUG 15; CMC 151438Z Feb 17; MCO 4400.150, Chapter 3, Paragraph 7.e; MCO 7300.21B, Enclosure 2, Chapter 3, paragraph 3013)**

**LOE: Procurement**

**5. Are receipt and acceptance, KSDs to support Commercial purchases (GCPC/Contracts) maintained of file?**

**References: (CMC Message 152105Z SEP 15; CMC Message 211847Z AUG 15; MCO 4400.150, Chapter 3, Paragraphs 7.e; MCO 7300.21B, Enclosure 2, Chapter 3, paragraph 3013)**

**LOE: Procurement**

**6. Does the supply activity ensure that pending invoices or receiving reports in iRapt (WAWF) are reviewed and/or processed within the required timeframe?**

**References: (MCO 4400.150, Chapter 3, Paragraphs 10.f and 10.g; MCO 7300.21B, Chapter 4, Enclosure 2, paragraph 4002, 4013)**

**LOE: Procurement**

**7. Are procedures in place to ensure that any miscellaneous payments via iRapt (WAWF) follow all of the same purchase request requirements outlined in the reference?**

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**References: (MCO 4400.150, Chapter 3, Paragraph 12.n; MCO 7300.21B, Enclosure 2, chapter 4, paragraph 4002, 4004 and 4013)**

**LOE: Procurement**

**8. Are procedures in place to ensure that any inter-governmental procurement requests, i.e. work requests and MIPRs, follow all of the same purchase request requirements outlined in the reference? (MCO 4400.150, Chapter 3, paragraph 12; MarAdmin 630-14 para 9)**

**LOE: Procurement**

# FY-18 FSMAO CHECKLIST

## Fiscal

**1. Does the fiscal clerk maintain a pending file of every anticipated purchase request transaction to post in SABRS?**

**References: (MCO 7300.21B, Enclosure 2, Chapter 3, paragraph 1008.3.B, and 3001)**

**LOE: Internal Controls**

**2. Are Unliquidated (ULO) and Unmatched Disbursement (UMD) properly managed by the supply section?**

**References: (MCO 7300.21B, Enclosure (2), Chapter 3, Paragraph 3003 and Chapter 10, Paragraphs 1001 thru 1007 and Chapter 11, Paragraphs 1101 thru 1103)**

**LOE: Internal Controls**