**ATTACHMENT ONE**

SAMPLE AA&E OFFICER/SNCO INITIAL APPOINTMENT INSPECTION RESULTS

4000

(Code)

(Date)

From: Arms, Ammunition, and Explosives (AA&E) Officer/SNCO

To: Commanding Officer, Unit

Via:   Supply Officer, Unit

Subj: AA&E OFFICER/SNCO INITIAL APPOINTMENT INSPECTION RESULTS

Ref: (a) MCO P4400.150E

 (b) MCO 5530.14A

 (c) MCO 8300.1D

 (d) CMC clarification (insert message DTG)

Encl: (1) Consolidated Memorandum Receipt (CMR) (dated)

 (2) DPAS Custodial Asset Report (CAR) (dated)

 (3) Class V(W) Security Ammunition Storage Authorization

 Letter

1. Per the references, within 30 days of my appointment as the unit AA&E Officer, a complete review of the following AA&E records was conducted.

2. The review actions were initiated on (start date) and completed on (end date). The following is provided as a result of this review.

 a. AA&E Billet Appointment Letters – No discrepancies

 b. AA&E Screening Records – No discrepancies

 c. AA&E Billet Desktop and Turnovers – No discrepancies

 d. Last A&E and Verification Officer/SNCO quarterly audit – No discrepancies

 e. Results of the current year Physical Security/Crime Prevention Survey (NAVMC 11121). The synopsis of survey from the current year NAVMC 11121 (dated), identified a Duress Log was not in use. As of the date of this report, this discrepancy has been addressed and the Duress Log requirement is now in place. The requirement to notify the Provost Marshall Office (PMO) as stated in NAVMC 11121 has been executed. No further action is required.

3. Per the references, a wall to wall inventory of all AA&E was also conducted.

 a. Inventory was conducted of all serialized SA/LW identified in enclosures (1) and (2). The inventory results identified the following discrepancies, which have been reported to the Commanding Officer, via the Supply Officer and the MLSR reporting process initiated.

TAMCN  Nomenclature  Serial Number  Remarks

 b. Authorized ammunition and explosives held by the command as identified in enclosure (3), were inventoried. The inventory results identified the following discrepancies, which have been reported to the Commanding Officer, via the Supply Officer and the MLSR reporting process initiated.

DODIC  Lot      Remarks

N/A

4. A copy of this report will be retained in the AA&E Officer turnover binder for a period of not less than five years from the date of appointment/relief.

A. A. EOFFICER

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