**ATTACHMENT TWO**

SAMPLE AA&E OFFICER/SNCO QUARTERLY AA&E INSPECTION RESULTS

4000

(Code)

(Date)

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

To: Commanding Officer, Unit

Via: Supply Officer, Unit

Subj: FIRST QUARTER CY 2013 AA&E OFFICER/SNCO QUARTERLY AA&E

 INSPECTION RESULTS

Ref: (a) MCO P4400.150E

 (b) MCO 5530.14A

 (c) MCO 8300.1D

 (d) CMC clarification (insert message DTG)

Encl: (1) As Required (dated)

1. Per the references, a quarterly review of the following AA&E records was conducted.

 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). No discrepancies

2. Per the references, a review of the previous quarters Monthly Serialized Inventory of Small Arms was conducted. A summary of the results are below:

3. Per the references, a review of the A&E accounting records was conducted. A summary of the results are below:

4. Corrective actions to correct all noted discrepancies are as follows:

5. 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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