UNCLASSIFIED/

POLICY CLARIFICATION ON COMMAND ARMS, AMMUNITION, AND EXPLOSIVE (AA&E) OFFICER INSPECTION AND REPORTING REQUIREMENTS

Originator: CMC WASHINGTON DC L LP(UC)
DTG: 301412Z Jan 14 Precedence: R DAC: General

To: COMMCOM(CUC), CO BLOUNT ISLAND CMD(UC), COMMARCOM QUANTICO VA(UC), PEO LS QUANTICO VA(UC), CG MARCORLOGCOM ALBANY GA(UC), COMMARFORCOM(UC), COMMARFORRES (UC), COMMARFORPAC(UC), COMMARFORSOCC(UC), COMUSMARCENT(MC), COMMARFOREUR(UC), COMMARFORAF(UC), COMMARCOM QUANTICO VA ISI(UC), CG I MEF(UC), CG II MEF(UC), CG III MEF(UC), CG MCB QUANTICO VA(UC), CG MCIWEST-MCB CAMPEN(UC), CG MCI MCB CAMLEJ(UC), CG MCWEST-MCB CAMPEN(UC), CG MCCDC QUANTICO VA(UC)

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GENTEXT/REMARKS/1. SITUATION. DURING FY-13, THE FIELD SUPPLY AND MAINTENANCE ANALYSIS OFFICE (FSMAO) IDENTIFIED THAT HQMC POLICY CLARIFICATION WAS NEEDED TO ENSURE AN UNDERSTANDING OF THE ARMS, AMMUNITION, AND EXPLOSIVE (AA&E) OFFICER INSPECTION AND REPORTING REQUIREMENTS.
2. MISSION. UPON RECEIPT OF THIS MESSAGE, Commanding Officers/Accountable Officers will ensure adherence to the policy clarification provided herein.
3. EXECUTION
3.A. CONCEPT OF EMPLOYMENT
3.A.1. PER the refs, personnel appointed to the position of the AA&E officer/staff non-commissioned officer (SNCO) will:
   3.A.1.A. Conduct a complete inventory of AA&E held or positioned by the command and review all AA&E records within 30 days. At a minimum, the AA&E officer/SNCO will:
      3.A.1.A.1. Review billet appointment letters to ensure that they are current and on file.
      3.A.1.A.2. Review AA&E screening packages to ensure requirements identified in Appendix I of ref C have been met.
      3.A.1.A.3. Review declaration of authority (DOA) records to ensure they are current and on file.
      3.A.1.A.4. Review and ensure that standard operating procedures, desktop and turnover folders have been approved by the current commanding officer/accountable

OFFICER.


3.A.1.A.7. CONDUCT A WALL-TO-WALL INVENTORY OF ALL AA&E HELD OR POSITIONED BY THE COMMAND.


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4. TASKS.

4.A. DEPUTY COMMANDANT, INSTALLATION AND LOGISTICS (DC I&L)

4.A.1. ENSURE CONTENTS OF THIS MESSAGE ARE INCORPORATED INTO REFS C AND D.

4.B. COMMANDERS, COMMANDING OFFICERS, AND ACCOUNTABLE OFFICERS

4.B.1. ENSURE COMPLIANCE WITH THE GUIDANCE PROVIDED HEREIN.

4.B.2. ENSURE LOCAL SOPS, DESK-TOPS, AND TURNOVER FILES INCORPORATE THE GUIDANCE PROVIDED HEREIN.

4.B.3. ENSURE THE APPOINTMENT ACCEPTANCE/QUARTERLY INVENTORIES AND FILES REVIEWS, RESULTS, ENDORSEMENTS AND SUPPORTING DOCUMENTATION IS RETAINED ON FILE IN THE AA&E OFFICER TURNOVER BINDER FOR A PERIOD OF NOT LESS THAN SIX YEARS AND THREE MONTHS FROM DATE OF APPOINTMENT/RELIEF.

4.B.4. ENSURE VALIDATED DISCREPANCIES IDENTIFIED DURING THE MONTHLY SA/LW SERIALIZE INVENTORIES WERE CORRECTED AND SUBSTANTIATED WITH SUPPORTING
4.B.5. ENSURE A&E MONTHLY INVENTORIES WERE CONDUCTED AND ADJUSTMENT(S) TO THE ACCOUNTABLE BALANCE OF SECURITY AMMUNITION ON AMMUNITION NSN/LOT NUMBER RECORD (NAVMC 10774S) OR ELECTRONIC EQUIVALENT RECORD ARE SUBSTANTIATED WITH SUPPORTING DOCUMENTATION.

4.B.6. ENSURE THE COMMANDING OFFICER IS IMMEDIATELY NOTIFIED, VIA THE SUPPLY OFFICER, WHEN AA&E IS IDENTIFIED AS MISSING, LOST OR STOLEN (MLSR), IN ORDER TO INITIATE THE MLSR REPORTING PROCESS IN ACCORDANCE WITH PAGE 10-3, PARAGRAPH 10001 OF REF (C).

4. ADMIN/LOGISTICS
4.A. FIELD SUPPLY AND MAINTENANCE ANALYSIS OFFICES WILL REVIEW THE COMPLIANCE OF THIS GUIDANCE DURING COMMAND/ACTIVITY SCHEDULED ANALYSIS AND TRAINING VISITS.
4.B. THE CONTENTS OF THIS MESSAGE WILL BE ADDRESSED AND INCORPORATED IN THE REVISION OF REFS C AND D.

5. QUESTIONS REGARDING THIS MESSAGE SHOULD BE DIRECTED TO THE ABOVE LISTED POINTS OF CONTACT.
6. RELEASE AUTHORIZED BY R. V. STAUFFER, DEPUTY, LOGISTICS POLICY AND CAPABILITIES (LPC).

Elements Of Service: