

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: COMMCICOM(UC), CO BLOUNT ISLAND CMD(UC), COMMARCORSYSCOM QUANTICO VA(UC), PEO LS QUANTICO VA(UC), CG MARCORLOGCOM ALBANY GA(UC), COMMARFORCOM(UC), COMMARFORRES (UC), COMMARFORPAC(UC), COMMARFORSOC(UC), COMUSMARCENT(MC), COMMARFOREUR(UC), COMMARFORAF(UC), COMMARCORSYSCOM QUANTICO VA ISI(UC), CG I MEF(UC), CG II MEF(UC), CG III MEF(UC), CG MCB QUANTICO VA(UC), CG MCWL QUANTICO VA(UC), CG TECOM QUANTICO VA(UC), CG MCIEAST-MCB CAMLEJ(UC), CG MCIWEST-MCB CAMPEN(UC), CG MCIPAC(UC), CG MCCDC QUANTICO VA(UC)

CC: NAVSURFWARCENDIV CRANE IN, FSMAO EAST(UC), FSMAO WEST(UC), FSMAO WESTPAC(UC), MARFORCYBERCOM FT MEADE MD(UC), CG MCRD ERR PARRIS ISLAND SC(UC), CG MCRD WRR SAN DIEGO CA(UC), CG MCRC QUANTICO VA(UC)



Attachment 2.docx



Attachment 1.docx

UNCLASSIFIED/

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

REF/A/MSGID: DOC/GENADMIN 061528Z/6 APR 12//

REF/B/MSGID: DOC/MCO P4400.150E/22 JUN 00//

REF/C/MSGID: DOC/MCO 5530.14A/5 JUN 09//

REF/D/MSGID: DOC/MCO 8300.1D/16 FEB 12//

REF/E/MSGID: DOC/MCO P8020.10B/31 OCT 07//

NARR/REF A PROVIDES GUIDANCE ON ADDITIONAL AA&E PHYSICAL SECURITY

REQUIREMENTS. REF B IS THE CONSUMER-LEVEL SUPPLY POLICY MANUAL. REF C IS THE MARINE CORPS PHYSICAL SECURITY PROGRAM MANUAL. REF D PROVIDES GUIDANCE ON THE MARINE CORPS SERIALIZED SMALL ARMS/LIGHT WEAPONS ACCOUNTABILITY PROGRAM. REF E PROVIDES GUIDANCE ON THE MARINE CORPS AMMUNITION AND EXPLOSIVES SAFETY PROGRAM.//

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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.5. REVIEW THE RESULTS OF THE CURRENT A&E AUDIT AND VERIFICATION OF THE OFFICER/SNCO QUARTERLY AUDIT TO ENSURE DISCREPANCIES HAVE BEEN ADDRESSED AND CORRECTED.

3.A.1.A.6. REVIEW THE RESULTS OF THE CURRENT YEAR UNITED STATES MARINE CORPS PHYSICAL SECURITY/CRIME PREVENTION SURVEY (NAVMC FORM 11121) AND CONFIRM THAT DISCREPANCIES, IF ANY, HAVE BEEN ADDRESSED AND CORRECTED IN THE SYNOPSIS OF THE SURVEY.

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

3.A.1.A.7.A. PER REF D, PG. 7, PARA 5.M., ENSURE A THREE WAY MATCH IS ACHIEVED DURING THE PHYSICAL INVENTORY FOR SMALL ARMS/LIGHT WEAPONS (SA/LW). THIS WILL INCLUDE VERIFYING ACCURACY AND CONSISTENCY OF SA/LW SERIAL NUMBERS AND DATA ELEMENTS AS REPORTED WITHIN THE PROPERTY RECORDS (GLOBAL COMBAT SUPPORT SYSTEM - MARINE CORPS (GCSS-MC), SCS, MOWASP AND WEAPONS SERIAL FILE, DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS), AND SASSY (FOR OEF UNITS ONLY), ASSET SUPPORTING DOCUMENTATION, AND THE SA/LW ITSELF. SA/LW FOUND OR NOT FOUND DURING THE INVENTORY SHOULD BE PROCESSED THROUGH THE APPROPRIATE PROCEDURES FOUND IN REFS C AND D TO REFLECT AN ACCURATE INVENTORY AND PROPERTY RECORD COUNT.

3.A.1.A.7.B. THE SA/LW INVENTORY WILL INCLUDE A REVIEW AND RECONCILIATION BETWEEN THE PROPERTY RECORDS AND THE CURRENT CRANE ASSET ON-HAND FOUND AT THE FOLLOWING LINK:

<HTTPS://APPS.CRAN.NMCI.NAVY.MIL/MSADA/MSADAWEB/DEFAULT.ASPX>

3.A.1.A.7.C. THE INVENTORY CONDUCTED AND REPORTED BY THE AA&E OFFICER/SNCO WILL NOT BE USED TO SATISFY THE COMMAND'S MONTHLY SA/LW INVENTORY REQUIREMENT FOUND IN REF D. THE AA&E OFFICERS/SNCO INVENTORY AND THE COMMANDS MONTHLY SA/LW ARE SATISFYING TWO SEPARATE INTERNAL CONTROLS.

3.A.1.A.7.D. THE WALL-TO-WALL INVENTORY FOR AMMUNITION AND EXPLOSIVES (A&E) WILL INCLUDE VERIFYING ACCURACY AND CONSISTENCY OF A&E DATA ELEMENTS AS REPORTED WITHIN THE AMMUNITION NSN - LOT NUMBER RECORD (NAVMC FORM 10774) OR AUTHORIZED ELECTRONIC MEDIUM, A&E SUPPORTING DOCUMENTATION, AND THE A&E ITSELF. A&E FOUND OR NOT FOUND DURING THE INVENTORY SHOULD BE PROCESSED THROUGH THE APPROPRIATE PROCEDURES FOUND IN REFS C AND D TO REFLECT AN ACCURATE INVENTORY AND MATERIAL RECORD COUNT.

3.A.1.A.8. THE RESULTS OF THE COMPLETED REVIEW OF ALL AA&E RECORDS AND THE RESULTS OF THE WALL-TO-WALL INVENTORY WILL BE FORWARDED TO THE COMMANDING/ACCOUNTABLE OFFICER, UTILIZING ATTACHMENT 1, FOR ENDORSEMENT AND GUIDANCE AS APPROPRIATE. THE RESULTS, ENDORSEMENTS, AND SUPPORTING DOCUMENTATION WILL BE 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, TO INCLUDE THE RESULTS OF THE PREVIOUS AA&E OFFICER'S REVIEW.

3.A.1.B. QUARTERLY, THE AA&E OFFICER/SNCO WILL EXECUTE THE REVIEW OF THE CONTROLS FOUND IN PARAS 3.A.1.A.1 THRU 3.A.1.A.6 AS WELL AS THAT QUARTER'S MONTHLY SERIALIZED INVENTORY RESULTS.

3.A.1.B.1. THE RESULTS OF THE COMPLETED QUARTERLY REVIEW WILL BE FORWARDED TO THE COMMANDING/ACCOUNTABLE OFFICER, AS STATED IN PARA 3.A.1.A.8, UTILIZING ATTACHMENT 2.

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 SERIALIZED INVENTORIES WERE CORRECTED AND SUBSTANTIATED WITH SUPPORTING

DOCUMENTATION.

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: