



How to fill out a Expenditure Report for Class V





NAVMC 11381

Class V(W) Expenditure Report			
From: (OIC/EOD)	Print Name:	Rank:	UIC:
			Unit:
			Phone Number:

Ref: (a) MCO P4400.150 (b) MCO 3570.1 (c) DA Pamphlet 385-63

1. Per the references, the following Class V(W) expenditure report is completed:

Range/Training Area _____ Date(s) _____

RECEIPT DOCUMENT NUMBER	DODIC	NOMENCLATURE	LOT NUMBER/SERIALNUMBER (NOTE 1)	QTY RECEIVED (NOTE 1)	QTY EXPENDED	QTY TURNED IN (SERVICEABLE) (NOTES 2,3)	QTY TURNED IN (UNSERVICEABLE) (NOTES 2,3)

<p>(If applicable) _____ (Number) unused propellant increments were burned on ranges per Individual Training Standards, under the supervision of the _____</p> <p>Position Commander: _____ (If applicable) _____ (Print Name, Rank, Signature)</p> <p>I certify the receipt/expenditure data listed above is accurate and the "Qty expended" as listed above was consumed on the range/training area as documented. That a range sweep/amnesty brief was conducted and all expended ammunition retrograde materiel was checked for dangerous/hazardous items.</p> <p>OIC (Signature) _____ Date _____</p>	<p>I certify that I have received the quantities of ammunition listed above and completed the turn-in documents (if applicable) for any unexpended Class V(W) per note 2 and returned the unexpended assets to an authorized storage activity.</p> <p>Ammo Tech or Authorized Individual: (Print Name, Rank) _____ Unit name _____ Phone number) _____ (Signature) _____ Date _____</p>
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NOTE 1: All serial numbers for serialized munitions are annotated on the issue/turn-in documents attached to this expenditure report with a copy of the expenditure message.

NOTE 2: Unexpended Class V(W) will be turned in using the same document number as the initial issue document using a suffix (Example M11000-8001-0001A).

NOTE 3: Serviceable Turn-in is ammunition with a condition code of A,B,C,N and Unserviceable Turn-in is ammunition with a condition code of E,F,G,H,J,K.

Retention: Expenditure reports are filed by fiscal year (FY) and retained for current year plus two FY's.

(A&E Audit and Verification Officer Only):

I certify that I have audited this expenditure report against all receipt and turn-in documentation (DD1348-1A's) and corrective action **is** **is not** required.

A&E Audit and Verification Officer (Rank/Print Name/Signature) _____ Date _____

Input **OIC** or **EOD**. This block will only read **OIC** or **EOD**.

Input the **OIC/EOD Technician's point of contact**.

Class V(W) Expenditure Report

From (OIC/EOD)	Print Name:	Rank:	UIC:	Unit:
		Phone Number:		

Ref: (a) MCO P4400.1 (b) MCO 3570.1 (c) DA Pamphlet 385-63

1. Per the references, the following Class V(W) expenditure report is completed:

Range/Training Area _____ Date(s) _____

Input the name of the **OIC/EOD technician** of the range.

Input **rank/grade** of OIC.

Input the command's **Unit Identification Code (UIC)**.

Input the **name of unit**.

DESCRIPTION	QUANTITY	UNIT IDENTIFICATION CODE (UIC)	UNIT NAME	QTY TURNED IN (SERVICEABLE) (NOTES 2.3)	QTY TURNED IN (UNSERVICEABLE) (NOTES 2.3)

(If applicable) _____ (Number) unused propellant increments were burned on ranges per Individual Training Standards, under the supervision of the _____

Position Commander: _____
(If applicable) (Print Name, Rank, Signature)

I certify the receipt/expenditure data listed above is accurate and the "Qty expended" as listed above was consumed on the range/training area as documented. That a range sweep/amnesty brief was conducted and all expended ammunition retrograde materiel was checked for dangerous/hazardous items.

OIC (Signature) _____ Date _____

I certify that I have received the quantities of ammunition listed above and completed the turn-in documents (if applicable) for any unexpended Class V(W) per note 2 and returned the unexpended assets to an authorized storage activity.

Ammo Tech or Authorized Individual: _____
(Print Name, Rank)

Unit name _____

Phone number) _____

(Signature) _____ Date _____

- NOTE 1:** All serial numbers for serialized munitions are annotated on the issue/turn-in documents attached to this expenditure report with a copy of the expenditure message.
 - NOTE 2:** Unexpended Class V(W) will be turned in using the same document number as the initial issue document using a suffix (Example M11000-8001-0001A).
 - NOTE 3:** Serviceable Turn-in is ammunition with a condition code of A,B,C,N and Unserviceable Turn-in is ammunition with a condition code of E,F,G,H,J,K.
- Retention: Expenditure reports are filed by fiscal year (FY) and retained for current year plus two FY's.

(A&E Audit and Verification Officer Only): I certify that I have audited this expenditure report against all receipt and turn-in documentation (DD1348-1A's) and corrective action **is** **is not** required.

A&E Audit and Verification Officer (Rank/Print Name/Signature) _____ Date _____

Reset Form

FOR OFFICIAL USE ONLY
Privacy sensitive when filled in

Addendum Page Attached

Class V(W) Expenditure Report

From: (OIC) _____ Rank: _____ UIC: _____ Unit: _____

Input where the **area** training/combat operation occurred.

Input the **date** of training/combat operation.

Ref: () _____ pamphlet 385-63

1. Per the references, the following Class V(W) expenditure report is completed:

Range/Training Area _____ Date(s) _____

RECEIPT DOCUMENT NUMBER	DODIC	NOMENCLATURE	LOT NUMBER/SERIALNUMBER (NOTE 1)	QTY RECEIVED (NOTE 1)	QTY EXPENDED	QTY TURNED IN (SERVICEABLE) (NOTES 2,3)	QTY TURNED IN (UNSERVICEABLE) (NOTES 2,3)
← Example document number: MXXXXX20620001							

Example document number: **MXXXXX20620001**

(If applicable) _____ (Number) unused propellant increments were burned on ranges per Individual Training Standards, under the supervision of the _____ I certify that I have received the quantities of ammunition listed above and completed the turn-in documents (if applicable) for any unexpended Class V(W) per note 2 and _____

Position Commander: _____ (If applicable) _____

I certify the receipt/expended quantities of ammunition consumed on the range/operation and all expended ammunition.

OIC (Signature) _____

Note the document number starts with the **Unit Identification Code (UIC)**. The middle of the document number is where you will find the Julian date (2062). The first number (2) represents the last digit of the current year (2022) and will change every year. The last four digits are the serial number. The serial number should be sequential 0001, 0002, etc. Units can make serial number alpha numeric to represent companies. "Example: A001, B001"

NOTE 1: All serial numbers shall be sequential.
NOTE 2: Unexpended Class V(W) ammunition shall be turned in to the appropriate authority.
NOTE 3: Serviceable Turned In (STI) ammunition shall be turned in to the appropriate authority.
 Retention: Expenditure report shall be retained for 3 years (A&E Audit and Verification).
 I certify that I have authorized the expenditure of the above listed items.
 A&E Audit and Verification _____

Class V(W) Expenditure Report

From: (OIC/EOD)	Print Name:	Rank:	UIC:	Unit:
				Phone Number:

Ref: (a) MCO P4400.150 (b) MCO 3570.1 (c) DA Pamphlet 385-63

1. Per the references, the following Class V(W) expenditure report is completed:

Range/Training Area _____ Date(s) _____

RECEIPT DOCUMENT NUMBER	DODIC	NOMENCLATURE	LOT NUMBER/SERIALNUMBER (NOTE 1)	QTY RECEIVED (NOTE 1)	QTY EXPENDED	QTY TURNED IN (SERVICEABLE) (NOTES 2,3)	QTY TURNED IN (UNSERVICEABLE) (NOTES 2,3)

Input the signature of the OIC.

Input the date the OIC signed.

Ammunition Technician/Handler that issued ammunition to the range OIC needs to fill in their information and signature below.

(If applicable on ranges) _____

Position (If applicable) _____

I certify the receipt/expenditure data listed above is accurate and the "QTY EXPENDED" as listed above was consumed on the range/training area as documented. That a range safety/ammunition brief was conducted and all expended ammunition retrograde material was checked for dangerous/hazardous items.

OIC (Signature) _____ Date _____

I certify that I am the turn-in documenter and returned the ammunition to the range.

Ammo Tech or Authorized individual: _____

(Print Name, Rank) _____

Unit name _____

Phone number) _____

(Signature) _____

NOTE 1: All serial numbers for serialized munitions are annotated on the issue/turn-in documents attached to this expenditure report with a copy of the expenditure report.

NOTE 2: Unexpended Class V(W) will be turned in using the same document number as the initial issue document using a suffix (Example M11000-8001-0001A).

NOTE 3: Serviceable Turn-in is ammunition with a condition code of A,B,C,N and Unserviceable Turn-in is ammunition with a condition code of E,F,G,H,J,K.

Retention: Expenditure reports are filed by fiscal year (FY) and retained for current year plus two FY's.

Only signed and dated by the personnel designated as the audit and verification officers(AVO).

_____ and turn-in documentation (DD1348-1A's) and corrective action is _____

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_____ of _____ Pages

Once range is completed, the audit and verification officer(AVO) needs to sign and date within 7 days of the range completion.

NAVMAC 11391 & Supporting Documentation

Maintain the NAVMAC 11391 & supporting documentation for 10 years.



Any
Questions

