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| CONSUMER-LEVEL SUPPLY 4400.201 | | |
| This checklist is applicable to all commands with consumer-level supply accounts. This checklist is focused on supply functions that serve to support command and unit personnel. | | |
| Functional Area Sponsor: HQMC I&L LPS-1 | | **Name of Command** |
| Subject Matter Expert:  CWO5 Pierce/MGySgt Otey | | **Date** |
| (COML) 571-256-7136 | | **Inspector** |
| Revised: 26 August 2022 | | **Final Assessment**  **Discrepancies: Findings:** |
| Overall Comments: Place Here | | |
| Subsection 1 - CONTROL OF SERIALIZED SMALL ARMS | | |
| 0101 | Was the annual asset verification listing completed and submitted to NSWC, Crane and within 45 calendar days of the date of the listing? Reference: MCO 4400.201 Vol 4, par 020508, MCO 8300.1D, chap 1, par 11c | |
| Result | Comments | |
| 0102 | Has the CO appointed in writing an inventory officer to conduct the Monthly Serialized Inventory (MSI)? Reference: MCO 4400.201, Vol 3, par 020902 | |
| Result | Comments | |
| 0103 | Is the unit conducting and properly documenting the MSI? Reference: MCO 8300.1D, par 4b(5), encl (1), par 11a; MCO 4400.201, Vol 4, par 020508 and Vol 3, par 020902 | |
| Result | Comments | |
| 0104 | Has the unit maintained MSI documents and inventory officer comments for a period of 3 years active and archived for 7 years? Reference: MCO 4400.201, Vol 4, par 020508 | |
| Result | Comments | |
| 0105 | Does the unit utilize the Crane registry website? Reference: MCO 8300.1D, par 4b(5)(j); MCO 4400.201, Vol 4, par 020508 | |
| Result | Comments | |
| Subsection 2 - WAREHOUSING PROCEDURES | | |
| 0201 | Are issues from the warehouse made only to the authorized recipients assigned in writing by commodity Responsible Officers (ROs) via a NAVMC 11869? Reference: MCO 4400.201, Vol 3, par 020603 | |
| Result | Comments | |
| 0202 | Is a stock locator file established and maintained? Reference: CMC Message 142020Z MAR 19;MCO 4400.201 Vol 3, par 030306 | |
| Result | Comments | |
| Subsection 3 - PERSONAL EFFECTS - NON-COMBAT RELATED PERSONAL  EFFECTS HANDLING | | |
| 0301 | Has an inventory board been appointed in writing by the unit commander? Reference: MCO 4400.201, Vol 13, par 1502 | |
| Result | Comments | |
| 0302 | Has the unit commander established in writing an area designated for storage, secured with a lock, and access limited to those individuals with a need to be in the area?  Reference: MCO 4400.201, Vol 13, par 150701 | |
| Result | Comments | |
| 0303 | Have individual case files been established? References: MCO 4400.201, Vol 13, par 1406, 1509 and 1510 | |
| Result | Comments | |
| 0304 | Has government property been inventoried and cited on the appropriate locally generated form/letter and retained with the personal effects?  References: MCO 4400.201, Vol 13, par 150302 | |
| Result | Comments | |
| 0305 | Does the original or copy of the personal effects inventory form (NAVMC 10154) contain the required information? References: MCO 4400.201, Vol 13, par 1503, 1504 and 1505 | |
| Result | Comments | |
| 0306 | Are personal effects storage containers marked or tagged with the required information? References: MCO 4400.201, Vol 13, par 150702 and 150703 | |
| Result | Comments | |
| 0307 | Are all personal effects inventories entered into the logbook to include all required information to record receipt/disposition of personal effects?  References: MCO 4400.201, Vol 13, par 140601 and 150703 | |
| Result | Comments | |
| 0308 | When recovery inventories were conducted for personnel discharged for reasons of other than honorable conditions, and/or granted appellate leave, were the NAVMC 631/631A forms completed and, if shortages were noted, did the commanding officer sign the certificate statement?  References: MCO 4400.201, Vol 13, par 1509. | |
| Result | Comments | |
| 0309 | Whether supported by a Personal Effects Baggage Claim Center or not, has disposition of personal effects, to include government property, abandoned or unclaimed personal property, and/or personal effects not transferred to the proper recipient been accomplished as required?  References: MCO 4400.201, Vol 13, par 1508, 1604, 1703, 1802, 1803, 1902, 190301, and 1906. | |
| Result | Comments | |
| Subsection 4 - MISCELLANEOUS SUPPLY PROCEDURES | | |
| 0401 | Does the commanding officer have the Certificate of Relief from the previous commanding officer with a NAVMC 11867 included as an enclosure?  Reference: MCO 4400.201, Vol 3, par 010901.A | |
| Result | Comments | |
| 0402 | Does the supply officer/accountable property officer (APO) have the Certificate of Relief from the previous supply officer/APO with a NAVMC 11867 included as an enclosure, and an endorsement from the current supply officer/APO to accept the account? Reference: MCO 4400.201, Vol 3, par 010902.A and 010902.B | |
| Result | Comments | |
| 0403 | Does the supply section have desktop or turnover procedures? Reference: MCO 4400.201, Vol 3, par 011301 and 011302 | |
| Result | Comments | |
| 0404 | Have the unit supply accounting records been inspected by representatives of the CMC, MSCs or equivalent higher headquarters?  Reference: MCO 4400.201, Vol 3, par 011401 | |
| Result | Comments | |
| 0405 | Has the supply officer/APO established a training program for all aspects of retail-level supply operations within the command? Reference: MCO 4400.201, Vol 3, par 0116 | |
| Result | Comments | |

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| 0406 | Does the unit maintain current and accurate address information in the DODAAD?  References: MCO 4400.201, Vol 2, par 040402 and par 040405 |
| **Result** | Comments |

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| Subsection 5 - SUPPLY INVESTIGATIONS | |
| 0501 | Are DD 200 Financial Liability Investigation of Property Loss (FLIPL) forms submitted to the CO/approving authority, via the supply officer, within 15 calendar days when there is known loss, damage, destruction, or theft of government property? Reference: MCO 4400.201, Vol 17, par 020701 |
| Result | Comments |
| 0502 | Has the financial liability officer (FLO) completed the investigation and provided their recommendations to the CO/approving authority within the required time frame? Reference: MCO 4400.201, Vol 17, par 020702 |
| Result | Comments |
| 0503 | Are DD 200s assigned an inquiry/investigation number by the FLIPL manager, and is the FLIPL register maintained in accordance with current policy?  Reference: MCO 4400.201, Vol 17, par 020601, par 030803, and Append H |
| Result | Comments |
| 0504 | Are the FLIPL manager and appointing authority appointed in writing by the approving authority? Reference: MCO 4400.201, Vol 17, par 020208 and par 020209 |
| Result | Comments |
| 0505 | Are signed final copies of the DD 200 and all supporting documentation retained on file in the supply office for 10 years (3 years in the active file and 7 years in an archive file)? Reference: MCO 4400.201, Vol 3, par 021002 |
| Result | Comments |
| Subsection 6 - MECHANIZED PROPERTY ACCOUNTING | |
| 0601 | Is a complete physical inventory of all accountable property conducted once each fiscal year, property records adjusted, and the results properly documented?  Reference: MCO 4400.201, Vol 4, par 0201 |
| Result | Comments |
| 0602 | Do Money Value Gain/Loss Notices (MVGL/N) contain an explanatory note/statement and signature of the commanding officer, or acting commanding officer and maintained in the active file for 3 years and the archived file for 7 years?  Reference: MCO 4400.201, Vol 4, par 0704, 051203 |
| Result | Comments |
| 0603 | Are MVGL/Ns certified within 15 days from processing the gain/loss transaction?  Reference: MCO 4400.201, Vol 4, par 0704 |
| Result | Comments |
| Subsection 7 - SUB-CUSTODY PROCEDURES | |
| 0701 | Have ROs been appointed in writing by the commanding officer via an appointment letter?  Reference: MCO 4400.201, Vol 3, par 020603 |
| Result | Comments |
| 0702 | Are historical CMRs with supporting documentation maintained for 3 years active and archived for 7 years?  Reference: MCO 4400.201, Vol 3, par 021002 |
| Result | Comments |
| 0703 | Are the ROs physically inventorying assets, signing, and dating the CMR quarterly (Semi-annually if approved in writing by the CO/AO)? References: MCO 4400.201, Vol 3, par 020603.f and Vol 4, par 020510 |
| Result | Comments |