



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE, HEADQUARTERS GROUP  
I MARINE EXPEDITIONARY FORCE  
BOX 555325  
CAMP PENDLETON, CA 92055-5325

GruO 4050.1  
Sup

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GROUP ORDER 4050.1

From: Commanding Officer  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE (SOP) FOR PERSONAL EFFECTS (PE)

Ref: (a) MCO 4050.38d Personal Effects and Baggage Manual  
(b) UM 4400-124 Supported Activities Supply System (SASSY) User's Manual

Encl: (1) Waiver of Personal Effects Inventory (Company Commander's Endorsement)  
(2) Waiver of Personal Effects Inventory (Commanding Officer's Endorsement)  
(3) Request for Personal Effects Inventory Waiver (Hospitalization)  
(4) Personal Effects Waiver ICO Leave, Liberty, TAD  
(5) Individual Clothing Record, Men's (NAVMC 631)  
(6) Personal Effects Inventory Form (NAVMC 10154)  
(7) Personal Effects Inventory Board Member Appointment Letter  
(8) Personal Effects Inventory Board Member Acceptance Letter  
(9) Hazardous Material and Un-exploded Ordnance Removal  
(10) Marine Corps Baggage Identification Check (NAVMC 10241)

1. Situation. The Commandant of the Marine Corps (CMC) directs units to properly inventory, store, and dispose of Marines' and Sailors' Personal Effects (PE) in accordance with (IAW) reference (a) if a Marine is: deceased, missing, hospitalized, in an unauthorized absence without leave status, incarcerated or on leave, liberty or temporary additional duty (TAD) for more than 30 days, or deployed. I Marine Expeditionary Force Headquarters Group is hereby establishing an internal SOP, which clearly defines how the unit will execute PE inventory.

2. Mission. On order, I Marine Expeditionary Force Headquarters Group conducts PE inventories and properly stores and disposes of PE cases in order to comply with reference (a).

3. Execution

a. Commander's Intent

(1) Purpose. To introduce the I Marine Expeditionary Force Headquarters Group standard operating procedures for PE, streamline the process and ensure uniformity within the Headquarters Group as the Commanding Officer and service member's unit are charged with the responsibility of collecting, inventorying, safekeeping, and ensuring the appropriate disposition of the personal effects and baggage of all service members who cannot or do not care for their own property. The responsibility is to be delegated at the lowest level possible, usually battalion, squadron, or

separate company having an organic supply account and a unit personal officer.

(2) Method. The PE SOP guides all parties involved in how the I Marine Expeditionary Force Headquarters Group inventories, stores, and disposes PE. Company Commander and Headquarters Group staff members will execute specific roles in PE cases in order to ensure each member of the Headquarters Group is aware of his duties and responsibilities and performs accordingly.

(3) Endstate. PE cases are conducted IAW reference (a) and in a timely manner.

b. Concept of Operations. When a Marine or Sailor falls into one of the categories listed in paragraph 1.a., the Company Commander/Executive Officer or First Sergeant will notify the Headquarters Group Chain of Command and Supply, assign an Inventory Officer who will then liaison with the Supply Officer and/or Supply Chief and PE Non-Commissioned Officer (NCO) for guidance before conducting an inventory. The assigned Inventory Officer will then conduct the required PE inventory and turn in all PE items to Supply. The items will be stored in the PE cage in the Supply warehouse. The PE NCO will maintain a case file for each PE inventory and logbook of all PE cases as detailed in paragraph 3.c.(5) of this SOP. The PE NCO will transport items to Individual Issue Facility (IIF) and Personal Effects and Baggage Center (PEBC) IAW references (a) and (b) and maintain the receipt of the transfer in the respective case file.

c. Tasks

(1) Company Commander

(a) Notify the Supply Officer or Supply Chief immediately when a Marine falls into one of the categories listed in paragraph 1.a., assign an Inventory Officer from the Inventory Board letter distributed by Supply, and ensure the respective Inventory Officer reports to the Supply Officer and/or Supply Chief immediately to collect PE boxes and receive guidance on the conduct of the inventory.

(b) On a daily basis, reconcile with the Supply PE NCO on all Marines that fall into the categories listed in paragraph 1.a.

(c) Ensure that when a Marine is on a period of authorized absence; i.e., annual leave for greater than 30 days but less than 90 days, they identify whether or not they choose to waive their Personal Effect's inventory.

(d) Ensure that Marines requesting a waiver for an authorized absence for greater than 30 days submit their waiver to the Company once their leave is endorsed (encl 1). Once the Company Commander approves and endorses the waiver, the waiver must also be routed to and endorsed by the Commanding Officer (encl 2).

(e) Ensure that Marines requesting for an inventory for an authorized coordinates with supply for guidance on the personal effect's inventory of their belongings prior to their leave departure.

(f) Ensure that when the ambulatory patient's length of

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hospitalization is confirmed by the admitting medical facility and is expected to be 10 days or less, or if individual is known to reside in Government quarters/family housing or in private residence off base/post, a hospitalization waiver is submitted (encl 3).

(2) Inventory Officer

(a) Report to the Supply Officer and/or Supply Chief immediately to collect all necessary packing materials, NAVMC forms, and receive guidance on the conduct of the inventory from the PE NCO.

(b) Conduct inventory IAW reference (a) and the guidelines set forth in paragraph 1.a.

(c) Attend all PE classes given by Supply IAW para 3.(4).(g).

(3) S-1

(a) Provide PE NCO access to unit morning report for I Marine Expeditionary Force Headquarters Group, I MEF Command Element, 1<sup>st</sup> Intelligence Battalion, and Military Support Company in order to screen for one of the duty statuses mentioned in paragraph 1.a.

(b) Include the Supply Officer and/or Supply Chief when notifying Company leadership that a Marine will be brought to/be released from incarceration.

(c) Within 24 hours of receipt from higher headquarters, forward to Supply all letters that indicate unit member's status of future separation from service on other-than-honorable conditions.

(d) Upon request, forward to PE NCO the Next of Kin (NOK) and known address.

(e) Ensure a Personal Effects waiver is attached to all TAD orders.

(f) If a Marine chooses to waive their Personal Effects inventory as a result of TAD status, then ensure that the waiver has been completed.

(g) If a Marine chooses to conduct an inventory, then ensure that the Marine coordinates with Supply. The inventory will be completed prior to the Marine leaving on TAD (encl 4).

(h) Ensure all Personal Effect's waivers administered by both the company and S-1 are placed in the member's SRB/OQR and case file.

(i) In the event that the debt for missing uniform items incurred by a Marine receiving an Other than Honorable (OTH) discharge cannot be recovered prior to discharge, forward the NAVMC 631 (encl 5) to Defense Finance and Accounting Service (DFAS), Kansas City.

(j) In the event that no articles of personal property or Government property were left behind by the member concerned or the whereabouts of such items are not known, ensure that a certificate attesting to that fact been prepared and placed in the member's SRB/OQR and case file.

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(4) Supply

(a) Upon request, coordinate transportation of PE to IIF and PEBC. Only the PE NCO and other Supply personnel will accompany the items to their respective destination. Additional personnel may transport PE to the NOK only if authorized in writing by the NOK and a copy has been provided to the PE NCO.

(b) Assign a PE NCO, who will be charged with the storage of PE in the PE cage and proper transfer of PE to the IIF and PEBC.

(c) Coordinate with TMO a date for pick-up of PE prior to deployment. Retain NAVMC 10154's (encl 6) from Marines storing their PE with TMO and leave copies with the Officer in Charge (OIC) and Staff Non Commissioned Officer in Charge (SNCOIC). Coordinate a date for return of PE once I Marine Expeditionary Force Headquarters Group has returned from deployment.

(d) Publish semi-annually a PE Inventory Board of Staff Non Commissioned Officers (SNCO's) and Officers and ensure a copy of the board is completed.

(e) Ensure members of the Inventory Board are appointed (encl 7).

(f) Ensure members of the Inventory Board complete an acceptance letter (encl 8).

(g) Provide PE classes quarterly for all PE Inventory Board members of the Headquarters Group.

(h) Ensure personal effects inventories are conducted no later than 48 hours after receipt of information that a member is separated from his or her personal effects and placed in an applicable status (72/96 hours if the time frame involves a holiday weekend).

(i) Reconcile the Marines who fall into one of the categories listed in paragraph 1.a. with the Company Office on a weekly basis.

(j) Ensure a logbook is used to record receipt/disposition of personal effects and is all required information entered for each container, to include the baggage tag number (NAVMC 10241).

(k) Ensure lost, abandoned, or unclaimed personal property, and/or personal effects not transferred to the proper recipient has been disposed of properly.

(l) Ensure a personal effects inventory has been conducted for personnel who are on leave or temporary additional duty in excess of thirty days.

(m) Ensure 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.

(n) Ensure PE, once recovered and properly inventoried, is securely stored by Supply in such a manner to prevent theft, pilferage, or

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unwarranted deterioration. Access to the effects, e.g. a section leader needing access to remove health and comfort items for the member is restricted. Such access to personal effects will be granted, in writing, by the Commanding Officer. Additionally, only designated supply personnel will have access to the personal effects storage area.

(5) PE NCO

(a) Maintain a logbook of all PE cases which includes name of Marine owning PE, rank, last 4, status of Marine, date of status, date of inventory, date of turn-in, expected date of return, NAVMC 10241 (encl 12) serial number for each PE box, Inventory Officer, disposition of each PE box, type of container, i.e. military serviceable/unserviceable, IIF equipment, civilian and signature of Marine owning the PE (if available).

(b) Maintain PE case file for each PE inventory which contains a PE case file checklist, morning report for starting date of status, PE Inventory Board for appropriate Company, NAVMCs 10154, NAVMC 631 and any other supporting documentation pertaining to the PE inventory.

(c) Transport PE to IIF and PEBC IAW references (a) and (b).

(d) Provide guidance on the conduct of a PE inventory IAW references (a) and (b) to each Inventory Officer prior to the conduct of a PE inventory.

(6) RBE OIC/SNCOIC

(a) Retain copies of all NAVMC 10154's for deployed Marines storing PE with TMO.

(b) Adhere to Headquarters Group PE SOP for all RBE PE cases that occur during deployment. Post an access roster to the outside of the PE cage and ensure only those designated on the access roster, the Inventory Officer, and the Marine or Sailor owning the PE enters the PE cage.

d. Coordinating Instructions

(1) Upon notification of a Marine or Sailor in the statuses listed in paragraph 1.a., the Company Commander/Executive Officer/First Sergeant/Company Gunnery Sergeant will notify the Supply Officer and/or Supply Chief, assign an Inventory Officer and ensure the inventory is conducted within twenty-four hours. Seventy-two or ninety-six hour delays are permitted if the status begins on a weekend or holiday period. The Inventory Officer will be of equal or greater rank than that of the Marine or Sailor whose PE are being inventoried.

(2) The Inventory Officer must have at a minimum two Marines not on the PE Board to assist in the inventory in order to physically separate the property. Upon notification that a PE inventory is necessary, the quarters in which the inventory will be conducted will be closed off and secured. The Company Commander will ensure that the Marines conducting the inventory are the only personnel present in the quarters where the inventory is being conducted. Each member must also write legibly their name, last four of their social security number, rank, and date on all forms annotating them as assistants to the Inventory Officer.

(3) All military uniform items must be separated from civilian clothing. All items with a serial number such as T.V.'s, DVD's, CD's, software, cameras, cell phones, money, jewelry, POV's, or weapons must be identified with additional information annotated such as make, model, and manufacturer. Specifically for jewelry, the Inventory Officer will not annotate the item as being "gold", "silver" or "platinum" without qualifying remarks, since the item may not in fact be made of those elements. Specific information detailing inventory of PE is contained in Chapter 10 of reference (a).

(4) The Inventory Officer will turn over any personally owned vehicles as part of a PE inventory to Supply for processing at TMO. Marines and Sailors may store vehicles at TMO during deployment. Company Commanders will identify these Marines to Supply no later than 60 days prior to deployment.

(5) The Inventory Officer will take custody of any weapon found and include it in the inventory, as well as any custody card if applicable. Weapons will then be reported to the Provost Marshall's Office.

(6) All hazardous material, un-exploded ordnance, and liquids must be removed and annotated on the removal form (encl 9) as well as annotated on NAVMC 10154 in the remarks section.

(7) Inventory Officer must include NAVMC 10241, or "baggage tag" (encl 10) with each box ensuring that the top portion is placed on the outside of the box, the middle section is placed inside the box and the bottom section is given to the PE NCO. The Inventory Officer will write the serial number of the NAVMC 10241 on the associated NAVMC 10154 in the remarks section. The other portion is returned to the PE NCO for induction of all forms in the member's case file. The PE NCO will ensure all proper documentation is entered into the member's SRB/OQR.

(8) Any cash collected in the inventory will be annotated on a separate NAVMC 10154 by the Inventory Officer, to include the denomination, dollar amount, and serial numbers on the bills. Amounts of \$3.00 or less will remain with the PE inventory, amounts over \$3.00 and any checks will be forwarded to the I Marine Expeditionary Force Disbursing Officer.

(9) Deceased or Missing Personnel: The Command must treat this case with special attention. Once the inventory is complete, the Casualty Assists Call Officer (CACO) and the Inventory Officer are to coordinate with the Next of Kin (NOK) for the delivery of the PE. If the Marine or Sailor lives off base, assist the NOK in retrieving the PE through the Household Goods section of TMO. If there is property that is soiled or stained, the PE NCO will arrange through base laundry to have the items cleaned prior to turning over to PEBC or the NOK. This includes POV's.

(a) If there is not a NOK or beneficiary, then the property can be released to a legal representative of the member's estate or person(s) listed in a will as a beneficiary.

(b) The unit will prepare the required paperwork to assist the CACO in acquiring the Dress Blue uniform for Marines, Service Alphas for

Sailors in Marine Standards, or Navy Dress equivalent uniform, all to include required devices, belts, and shoes.

(c) The case will be forwarded to TMO for proper disposal if the NOK or member's estate cannot be located or refuses member's property. Any individually issued gear which is missing will be annotated on the NAVMC 10154 for action at the unit level.

(10) Hospitalization: When a Marine or Sailor is hospitalized for 10 days or less, the member may elect to waive the personal effects inventory. If the member is hospitalized for 11 days or more, the Company Commander must direct a PE inventory as appropriate to be stored in the Battalion's Supply warehouse. Supply will hold the member's personal effects case for 30 days. Thereafter, Supply will forward government property to IIF and forward all other property to PEBC.

(11) Unauthorized Absence/Incarceration: When a Marine or Sailor is in an unauthorized absence status or incarcerated (in custody of military or civilian authorities), the Company Commander will direct a PE inventory. The Inventory Officer must conduct a uniform inventory and annotate the results on a NAVMC 631. Printed below the last item listed on the first page of the NAVMC 631 will be the statement "Shortages recorded hereon constitute a debt to the U.S. Government for items of uniform clothing required to be in the member's possession at the time of discharge" with a signature block for the Battalion Commander. Supply will forward a certified copy of the NAVMC 631 to the Regimental Personnel Administration Center (RPAC), who will then place the NAVMC 631 in the member's SRB/OQR to be recovered if the Marine or Sailor is administratively separated from service under conditions of other than honorable (OTH). Once the member receives an OTH discharge, he will sign "Certificate No. 6" on the second page of the NAVMC 631 and the NAVMC 631 will be forwarded to the Commanding Officer for signature. The signed NAVMC 631 will be returned to the PE NCO and a NAVMC 6 will be prepared to effect a checkage of the member's pay for missing uniform items. The only personnel authorized to access PE to put property in or take property out are the Inventory Officer, the two assistants annotated on the NAVMC 10154's, and the Marine or Sailor whose property is being inventoried. It is often required for members to retrieve service uniforms if they are summoned to appear in their courts martial. The Inventory Officer does not have to conduct a new inventory in this case, simply annotate on the NAVMC 10154 form items removed and returned each time.

(12) Leave, Liberty and TAD in excess of 30 days: When a Marine or Sailor is on authorized leave, liberty, or TAD for more than 30 days, but less than 90, a PE inventory will be conducted and can be stored in lockable wall lockers. The Marine or Sailor will inventory his own PE under the supervision of an Inventory Officer. The member and Inventory Officer will sign all documentation to include NAVMC's 10154 and 10241. The originals will be retained by the member and copies will be given to Supply. If PE are to be stored with NOK or off base, then the member can waive the PE inventory. Upon the member's return, an inventory between the initial Inventory Officer and the member must be conducted to confirm nothing is missing. If there is missing property, an investigation is warranted and PMO shall be called to file a theft of property report.

(13) Pre-deployment requirements: Prior to deployment, the Company Commander will identify Marines and Sailors desiring to store PE with TMO no

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less than 60 days before deployment. Government storage is only available to single parents, bachelors, and geographical bachelors. If geographical bachelors are receiving basic allowance for housing, they must forfeit the right to their housing allowances prior to storing PE at government cost.

(a) A roster of those desiring government storage will be forwarded to the Supply Chief by each company no less than 60 days before deployment. No changes can be made once the roster is submitted. The Supply Chief will coordinate a pick up date with TMO for the Battalion.

(b) Twenty-four to forty-eight hours prior to TMO's pick up date, the member and an Inventory Officer from his company must conduct an inventory of all property being boxed for storage, utilizing a NAVMC 10154. The member and Inventory Officer will sign all NAVMC 10154s.

(c) The original NAVMC 10154 will be maintained by the member for claim validation upon return from deployment. Copies will be forwarded to Supply to be placed in the member's case file to be maintained by the RBE OIC should the member become Killed in Action (KIA), Missing in Action (MIA), medically evacuated, or imprisoned in a foreign country.

4. Administration and Logistics

a. Administration. Omitted

b. Logistics. All materials for the inventory, i.e. boxes, forms, tape will be provided to the Inventory Officer by Supply.

5. Command and Signal. The point of contact is the Supply Officer at 760-725-9207.

*S. M. Hanson*  
S. M. HANSON

Distribution: A