



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

II MEFO 4400.4A
G-4
23 April 2012

II MARINE EXPEDITIONARY FORCE ORDER 4400.4A

From: Commanding General
To: Distribution List

Subj: II MARINE EXPEDITIONARY FORCE (MEF) UNIT ISSUE FACILITY (UIF)

Ref: (a) MCO P4400.150E
(b) MARADMIN 285/03
(c) UM 4400-124
(d) CG MARCORLOGCOM Albany GA MSG 061238Z Aug 10

Encl: (1) Sample Responsible Officer (RO) Appointment Letter
(2) Sample RO Acceptance Letter
(3) Sample Delegation of Authority (DOA) Letter
(4) Sample Request for UIF Equipment
(5) Sample Request for Turn-in of UIF Equipment
(6) Sample Request for Extension Letter
(7) Sample Request for Investigation and/or Adjustment Letter

1. Situation. The UIF has replaced what was known as the Contingency Training Equipment Pool (CTEP)/Special Training Allowance Pool (STAP). The CTEP/STAP was established to maintain II MEF's contingency Class II, Type 3 equipment to support training and contingency/combat operations. This equipment was issued on a temporary basis to II MEF units prior to training in other than normal environments, such as extreme cold weather or hot weather. The UIF is managed by a third party logistics company under the direction and guidance of the MEF, with MCLC acting as the Contracting Officer's Representative (COR). The UIF issues equipment on UIF accounts, similar to Consolidated Memorandum Receipts (CMRs). While the UIF still supports extreme cold and hot weather training, the UIF's priority is to support forces deploying for contingency/combat operations.

2. Mission. This Order sets forth policy on the procedures for accountability for, requesting of, and returning of, Unit Issue Facility (UIF) equipment, as well as procedures, and the causative research required, for requesting adjustments due to loss and/or damage of UIF equipment.

3. Execution

a. Commander's Intent. Effective immediately, all Unit Commanders will ensure that UIF Responsible Officers (RO) reconcile their UIF account with the UIF upon redeployment to CONUS. All UIF equipment will be turned in to the UIF within 45 days of return, including any unit holding excess UIF equipment.

b. Concept of Operations. In order to correct current practices, mitigate the effects of limited UIF equipment, and verify actual on hand quantities, UIF account reconciliations require the physical turn-in of all UIF equipment, and the timely submission of Request for Investigation and/or Adjustment letters for equipment not returned to the UIF. This process will allow UIF personnel to determine serviceability, adjust inventory quantities, and forecast future procurement/sustainment for replacement items. Once adjudication/adjustments are complete, UIF accounts will be closed, resulting in clean UIF accounts in preparation for future equipment issues.

All UIF equipment is issued on a temporary loan basis, and will be maintained on a UIF account for accountability purposes. The RO will sub custody the equipment to the Marines/Sailors utilizing the equipment. Sub custody procedures can be found in reference (c).

All II MEF Unit Commanders are directed to ensure proper management of, requests for, and accountability of, UIF equipment in accordance with the following:

(1) Unit Commanders will appoint, in writing, a UIF Responsible Officer (RO). See enclosure (1).

(a) If the RO is separated, or is anticipated to be separated, from the assets under their control for more than 60 days, a new RO is to be appointed per reference (a) and a complete turnover will be conducted.

(b) During special circumstances, approved by II MEF G-4 Supply, one secondary RO, per unit, may be appointed by the unit commander. This will only be considered if the initial RO has deployed and unit personnel still require UIF equipment. This does not relieve the original RO of responsibility for equipment previously signed for, and resident on their CMR. The UIF Manager will ensure that each RO has a separate account.

(2) RO will submit an Acceptance of Appointment letter. See enclosure (2).

(3) The RO will submit a Delegation of Authority letter appointing, in writing, Responsible Individuals (RI) authorized to conduct specific activities on their behalf, to include requests and/or receipts for UIF equipment on behalf of the RO. The RO should have a direct command relationship with the assigned personnel. If the RO declines delegating such authority, the RO will sign the letter with the statement "No Personnel Authorized." See enclosure (3).

(a) It is not authorized to appoint an RI to avoid appointing a new RO due to the original RO becoming separated from the account. Appointment of an RI by anyone other than the RO will not be accepted. An RI can only be appointed by the RO.

(4) Prior to deployment, the RO will submit a Request for UIF Equipment, via the chain of command, to the MEF G-4 Supply Officer, with primary and alternate dates, for approval. Requests should be submitted electronically via military email to II MEF G-4 Supply no later than 15 business days prior to the requested pick up date. Units/Major Subordinate Commands (MSCs) submitting a request with less than 15 business days notice should include a justification statement in their request.

See enclosure (4). The request should include:

- (a) Copy of RO Appointment letter
- (b) Copy of Delegation of Authority
- (c) Request for UIF equipment
- (d) Roster of deploying personnel (by name, rank, and last four of Social Security Number)
- (e) UIF Tally Sheet (electronic spreadsheet provided upon request)

(5) The Personnel Roster and the UIF Tally Sheet requested quantities should match based on unit of issue per individual. The UIF Tally Sheet is a listing of equipment available for temporary loan and outlines which items are returnable and non-returnable to the UIF. This listing will be updated periodically as equipment is phased in or out of inventory.

(6) Once the Request for UIF Equipment package is approved by MEF G-4 Supply, the package will be forwarded to the UIF Manager for action. MEF G-4 Supply will schedule an appointment for pick up of requested equipment. If both the requested primary and alternate dates on the unit's Request for UIF Equipment are not feasible, the unit will be called to provide another suitable date.

(a) The scheduled appointment date will not exceed 45 calendar days from the unit deployment date. Holidays, training, and unit block leave dates will be considered by MEF G-4 in determining appropriate dates.

(b) ROs are highly encouraged to submit their Request for UIF Equipment 60+ calendar days out. This allows the UIF Manager to properly forecast to ensure that the required UIF equipment is on hand and ready for issue on the scheduled appointment date, thus avoiding shortfalls.

(c) MEF G-4 Supply will endorse unit Requests for UIF Equipment and forward to the Consolidated Storage Program (CSP) Logistics Management Specialist (LMS) and UIF Manager for action, providing a copy to the unit.

(d) UIF Equipment Assets provided will not be shipped/mailed individually from OCONUS. Ensure that UIF Equipment Assets are not placed in storage when individual Marines/Sailors process their TMO requirements prior to deployment.

(7) If a unit is directed via naval message, by a Combatant Commander to transfer UIF equipment to another unit during deployment, the RO will ensure that UIF equipment is signed for by the gaining unit's appointed RO. Appointed RO signed DD-1348 mats will be forwarded to II MEF G-4 Supply, who will ensure that appropriate action is taken by the UIF Manager.

(8) Upon redeployment to CONUS, the unit RO will request a turn-in appointment to be scheduled within 45 calendar days. See enclosure (5).

(9) If unable to return UIF equipment within (45) days of return to CONUS, and/or completion of exercise, the RO can submit a request for an extension, not to exceed (15) calendar days, to the MEF G-4 for approval. See enclosure (6).

(10) Once the RO reconciles the UIF account with the UIF personnel, and turns in all available UIF equipment, if there is any missing equipment the RO will submit a Request for Investigation, and/or an adjustment letter via the chain of command to II MEF G-4 Supply, with any known facts concerning any of the equipment remaining on their UIF account. See enclosure (7).

(a) The unit's MSC should ensure that the investigation results are provided as an enclosure to the Request for Investigation and/or Adjustment Letter submitted to II MEF G-4 Supply.

(b) Request for Investigation and/or Adjustment letters must include endorsements from the unit's chain of command before any adjustments are adjudicated. The unit COSTJON will be provided to cover any unsubstantiated losses. Letters will include the following enclosures.

1. Enclosure (1) of the unit loss letter will be a list of discrepancy items that will include:

(a) Column 1 - Tally of authorized pay checkages per equipment item.

(b) Column 2 - Tally of processed missing gear statements conducted by unit, where no fault or negligence was involved, per equipment item.

(c) Column 3 - Tally of unaccounted for equipment losses per equipment item.

(d) Column 4 - Tally of non-returnable equipment that requires adjustment/removal from the unit's CMR.

(e) Column 5 - Tally of total missing, lost, or destroyed equipment losses, to include unit price per item and total dollar value.

2. Enclosure (2) of the unit loss letter will be copies of processed NAVMC 6 forms with the Unit Diary numbers assigned by IPAC.

3. Enclosure (3) of the unit loss letter will be copies of signed Missing Gear Statements, where no fault or negligence was involved. Any accompanying missing gear statements used in enclosure (3) of the adjustment letter must be signed by the Commanding Officer, or an officer appointed in writing as "Acting." "By direction" will not be accepted, refer to SecNav M 5216.5. Once the Commanding General II MEF AC/S G-4 approves the request, the UIF will be directed to make any necessary adjustments. The using unit will be financially responsible for any assets not accounted for which are not related to combat losses. II MEF G-4 will coordinate with the II MEF Comptroller to initiate the transfer of funds for unsubstantiated losses. See enclosure (7).

4. Enclosure (4) of the unit's loss letter should include the items that are non-returnable that require adjustment/removal from the unit's CMR. This enclosure will be signed by the unit administration section head (Adjutant or S-1 Officer), to validate that all personnel on the original roster when UIF equipment was received actually deployed.

5. Enclosure (5) of the unit's loss letter will include a copy of the command investigation, with the Commanding Officer's endorsement, which includes any unsubstantiated quantities, if applicable.

(11) MEF G-4 will endorse all Requests for Investigation and/or Adjustment Letters routed via units chain of command, and forward approved inventory adjustments to the UIF Manager. MEF G-4 will also forward the endorsement to the Comptroller in order to transfer funds as required to replenish unsubstantiated losses.

5. Administration and Logistics

a. The RO will provide a working party and adequate government transportation to assist with issues and turn-in of UIF Equipment. Material will not be issued to personnel in civilian attire, or loaded into Personally Owned Vehicles (POVs).

b. The RO will be present for all issue and turn-in appointments. Delegation of Authority Letters (enclosure (3)) are designed to enable more efficient customer service. These letters allow a designated representative of the RO, preferably a SNCO or Officer, to sign internal tally sheets when issues are conducted from multiple bays. The designated representative will be able to verify serviceability and accountability of assets being issued, or turned in, while the RO is working in another part of the UIF. This letter does not negate the need to have the RO present at the UIF during appointments; the absence of the RO and/or Responsible Individuals will terminate the appointment.

c. ROs will receive an initial CMR from the UIF during pick up of equipment. They will receive copies of all signed DD-1348s for equipment received or returned. ROs will ensure that each time a transaction takes place concerning their account a new CMR is provided reflecting the changes. The RO will initial each page, sign the last page, and maintain a copy. The original CMR, to include supporting documentation, will be maintained by the UIF.

d. Return of material will be in accordance with reference (d). The RO should already be aware of equipment that is damaged or missing, provided strict accountability rules were implemented by the RO in accordance with reference (c).

e. Outside agencies/commands will coordinate with II MEF G-4 Supply to ensure that funds are transferred to the II MEF Comptroller for all requested UIF equipment losses as a result of Request for Investigation and/or Adjustment Letters and prior to receiving II MEF funded UIF Equipment Assets.

f. Material must be returned in a ready-for-issue condition within 45 days upon completion of the exercise or deployment. Items that have not been received by the designated turn-in date will be considered as missing, or unserviceable, unless MEF G-4 Supply is notified that a command investigation is being conducted.

g. No appointments are conducted on weekends; the only exceptions are emergency issues with prior approval from MEF G-4 Supply.

h. The UIF Manager will ensure that all material is sent through a certified laundry facility. All laundry procedures will be made by the Manager and will not be the responsibility of the unit RO.

i. For those UIF assets which require training prior to use, ROs will ensure that 70% of personnel, to include Staff Non-Commissioned Officers and Officers, receive adequate training from PM-ICE Field Service Representatives prior to drawing equipment.

j. Individual Augment/Augmentee (IA/IAs) requirements will be supported by the Individual Issue Facility (IIF) and submitted by the MSC via the chain of command to II MEF G4 Supply. These requests will consist of a copy of the IA/IAs orders (destination specific) with a tally sheet.

k. All UIF accounts will be the Unit's UIC. Units will verify account information with the UIF. Per reference (d), all ROs have online asset visibility for assets drawn from the UIF. ROs can request on line access at this link: <HTTPS://NBCDTRACKER.USMC.NEWBREED.COM>, by selecting the user access form. This capability will also allow online RO CMR reconciliations. The UIF can provide detailed instructions concerning the utilization of this website.

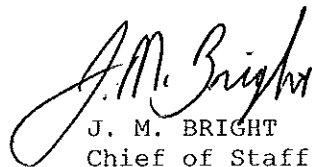
l. This Order will be reviewed intermittently by II MEF G4 to capture any process changes which can further enhance support to II MEF units.

m. Point of contact is II MEF G-4 Supply at (910) 451-9633/8838/8839.

6. Command and Signal

a. This Order is applicable to II MEF.

b. This Order is effective the date signed.



J. M. BRIGHT
Chief of Staff

Distribution:

CG, II MEF (G-4)
CG, 2d MARDIV (G-4)
CG, 2d MLG (G-4)
CG, 2d MAW (G-4)
CG, II MEF Comptroller
CG, MARSOC
CG, MCIEAST
CG, MARFORRES
CG, TECOM



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4400.4A
Section
Date

From: Commanding Officer, (Unit Name)
To: Rank, Name, Last 4 SSN

Subj: APPOINTMENT OF RESPONSIBLE OFFICER (RO) FOR UNIT ISSUE
FACILITY (UIF) MATERIAL FOR ACCOUNT (UIC)

Ref: (a) MCO P4400.150E
(b) MARADMIN 285/03 (Marking of UIF Equipment Assets)
(c) II MEF Unit Issue Facility Policy
(e) CG MARCORLOGCOM Albany GA MSG 061238Z Aug 10

1. Per the references, the above individual is appointed as the RO for UIF Equipment Assets for Account (UIC).

2. The below Marine stands relieved, once joint inventory is conducted with newly appointed RO, if applicable:

NAME	RANK	LAST 4 SSN
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_____	_____	_____
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3. A joint inventory will be conducted by both individuals, if UIF Equipment Assets remain on the unit's UIF Account (UIC).

4. This appointment is effective as of _____.

5. Your responsibilities as this unit's RO include, but are not limited to:

a. Familiarize yourself and comply with the references and all other orders pertaining to your appointment.

b. You will submit a RO Acceptance Letter.

c. You will submit a Delegation of Authority (DOA) letter listing personnel authorized to receipt for equipment on your account in emergency situations. You can elect not to authorize personnel to receipt and turn in UIF Equipment Assets on your behalf, yet DOA letter will be submitted stating such. Personnel authorized on the RO's DOA letter should only be utilized in emergency situations; otherwise the RO should be the sole manager of units account. This letter must be kept current and updated upon change of personnel.

d. You will request online access to the UIF for asset visibility using the following link:

<https://nbcdracker.usmc.newbreed.com/>

Enclosure (1)

Subj: APPOINTMENT OF RESPONSIBLE OFFICER (RO) FOR UNIT ISSUE
FACILITY (UIF) MATERIAL FOR ACCOUNT (UIC)

i. Ensure that all returnable equipment is turned in within (45) days after completion of the exercise and/or deployment. The equipment turned in must be of the same size and National Stock Number (NSN) as the equipment that was temp-loaned. A total for TAMCN is acceptable and UIF will recover all excess unit assets.

j. Nalgene water bottles, space save cups, scalable plate carriers (SPC), knee pads, elbow pads, tents, heaters, bed nets, air mats, etc. will be cleaned prior to turn-in.

k. All clothing and equipment will be segregated by size, NSN and serviceability prior to turn-in.

l. All unused non-returnable assets will be turned back into the UIF.

m. Those items turned-in that are determined as unserviceable due to normal "wear and tear" will be replaced by UIF. Unserviceable gear is as follows: rips/tears more than a quarter in diameter, blood or soiled stains, knee and elbow areas with worn fabric caused by normal wear and tear.

(1) Blood stained items must be turned into the local biohazard waste management and a copy of the turn-in receipt must be provided to UIF for verification, in order for items to be removed from your account.

n. All stoves will be inventoried by stock listing and technical manual. Those items missing 35% or more will be considered unserviceable. The unit will be charged for all incomplete stoves; however, UIF will recover the unserviceable stoves and salvage all serviceable components.

7. You must ensure that an Extension Letter is submitted to the UIF Manager via chain of command for approval, if not able to return UIF equipment assets within (45) days of redeployment to CONUS or completion of exercise.

8. RO will submit a Request for Investigation and/or Adjustment Letter via chain of command immediately upon turn-in of available equipment assets. Letter will include summary justifying all situations for equipment assets that remain on the units UIF CMR account.

9. You will ensure utmost accountability is adhered to as the units Responsible Officer for UIF Account (UIC). Unit funds will be charged for all lost, missing or stolen equipment, to include SL-3 shortages upon turn-in and possible adjudication could apply as a result of the command investigation.

/s/ Commanding Officer

Copy to: UIF
II MEF G-4 Supply

Enclosure (1)



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4400.4A
Section
Date

FIRST ENDORSEMENT

From: *Responsible Officer Name*, Account (UIC)
To: Manager, Unit Issue Facility (UIF), Camp Lejeune
Via: Commanding Officer, *Your Unit*

Subj: ACCEPTANCE OF APPOINTMENT AS RESPONSIBLE OFFICER (RO) FOR UNIT ISSUE FACILITY (UIF) EQUIPMENT ASSETS FOR ACCOUNT (UIC)

Ref: (a) MCO P4400.150E
(b) MARADMIN 285/03
(c) UM 4400-124
(d) II MEF Unit Issue Facility Policy
(e) CO Appointment Letter dated _____

1. I have read and understand the instructions and procedures contained in the references, which apply to my appointment as Responsible Officer for UIF Equipment Assets.
2. I hereby accept this appointment as Responsible Officer, and I am accountable for all equipment on my account.

/s/ *Responsible Officer*

Enclosure (2)



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:

4400.4A

Section

Date

From: *Responsible Officer*, Account (UIC)
To: Manager, Unit Issue Facility (UIF), Camp Lejeune
Via: Commanding Officer, *Your Unit*

Subj: DELEGATION OF AUTHORITY TO TURN-IN AND RECEIPT FOR UIF EQUIPMENT
ASSETS FOR ACCOUNT (UIC)

1. The following list of Responsible Individual(s) is/are authorized to turn-in and receipt for UIF Equipment Assets in the absence of the appointed Responsible Officer. This/these individual(s) will receipt for and turn-in equipment assets only in emergency situations.

<u>NAME</u>	<u>RANK</u>	<u>LAST 4 SSN</u>	<u>SIGNATURE</u>
_____	_____	_____	_____
_____	_____	_____	_____

2. This letter supersedes all previous authorization letters.

/s/ *Responsible Officer*

Enclosure (3)



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:

4400.4A

Section

Date

From: **Responsible Officer, Unit, Account** (UIC)
To: Manager, Unit Issue Facility (UIF), Camp Lejeune
Via: (1) Commanding Officer, **Your Unit**
(2) Commanding Officer, **Your Regiment/Squadron (if applicable)**
(3) Commanding General, **Your MSC**
(4) Commanding General, II Marine Expeditionary Force (G4)

Subj: REQUEST FOR UNIT ISSUE FACILITY (UIF) EQUIPMENT ASSETS FOR
ACCOUNT (UIC)

Ref: (a) MCO P4400.150E
(b) MARADMIN 285/03
(c) UM 4400-124
(d) II MEF Unit Issue Facility Policy

Encl: (1) UIF Tally Sheet
(2) Personnel Roster

1. Per the references, it is requested that the equipment assets listed in the enclosure be made available on a temporary loan basis.

2. The items listed in enclosure (1) are required in conjunction with (list exercise/deployment designation) for the inclusive dates listed below, to support a quantity of Number Marines/Sailors per enclosure (2):

From: _____
To: _____

a. Primary pick up date is date.

b. Alternate pick up date is date.

3. I will provide a working party and adequate government transportation to assist with the issue of equipment assets. I will be present during the initial issue and final turn-in for all UIF equipment assets.

4. I will be responsible for the care of UIF Equipment Assets received and will ensure that equipment assets are returned upon the completion of the exercise and/or upon redeployment to CONUS to the UIF.

a. Projected return/turn-in date is date.

5. Point of contact pertaining to this request is name @ phone number.

/s/ Responsible Officer

Enclosure (4)

UIF REQUEST TOTAL FOR TAMCN		Updtd 04/05/11
TAMCN	NOMENCLATURE	TOTALS
MARGENT ISSUE		
FLAME RESISTANT ORGANIZATIONAL GEAR (FROG)		
VG023	GLOVE, MAX GRIP, NT, TAN "FROG I"	0
VG069	BLOUSE, COMBAT DESERT, MARPAT "FROG II"	0
VG070	TROUSER, COMBAT DESERT, MARPAT "FROG II"	0
VG072	FLAME RESISTANT (FR) UNDERSHIRT, LONG SLEEVE "FROG I"	0
VG091	BALACLAVA, LIGHT WEIGHT, FLAME RESISTANT (FR) "FROG I"	0
VG092	BALACLAVA, MEDIUM WEIGHT, FLAME RESISTANT (FR) "FROG I"	0
FLAME RESISTANT ORGANIZATIONAL GEAR (FROG) COLD WEATHER CLOTHING		
C0115	FLAME RESISTANT (FR) SILKWEIGHT UNDERWEAR, NEXT TO SKIN, COLD WEATHER, DRAWERS "FROG"	0
C0116	FLAME RESISTANT (FR) SILKWEIGHT UNDERWEAR, NEXT TO SKIN, COLD WEATHER, UNDERSHIRT "FROG"	0
C0117	FLAME RESISTANT (FR) UNDERWEAR, GRID FLEECE, MID-WEIGHT, COLD WEATHER, PULLOVER "FROG"	0
C0029	FLAME RESISTANT (FR) UNDERWEAR, GRID FLEECE, MID-WEIGHT, COLD WEATHER, DRAWERS "FROG"	0
VG143	INCLEMENT WEATHER COMBAT SHIRT DESERT MARPAT "FROG"	0
RUGGED ALL TERRAIN (RAT) BOOTS		
C0135	RUGGED ALL TERRAIN (RAT) BOOT, TEMPERATE WEATHER	0
C0136	RUGGED ALL TERRAIN (RAT) BOOT, HOT WEATHER	0
DESERT MARPAT UTILITY UNIFORM		
V4188	BLOUSE, DESERT, MARPAT W/PREMETHRIN	0
V4385	TROUSER, DESERT MARPAT W/PREMETHRIN	0
VG063	COVER, GARRISON, MARPAT DESERT 8 PT	0
VG064	COVER, FIELD, MARPAT BOONIE DESERT	0
COLD WEATHER EQUIPMENT		
V0017	LIGHTWEIGHT EXPOSURE SUIT, JACKET	0
V0018	LIGHTWEIGHT EXPOSURE SUIT, TROUSER	0
V4126	JACKET, WINDPRO FLEECE, COLD WEATHER	0
VG056	GAITER, BOOT CW, COYOTE	0
EXTREME COLD WEATHER EQUIPMENT		
C0141	EXTREME COLD WEATHER MITTEN SYSTEM	0
C0142	FLAME RESISTANT LIGHT DUTY GLOVE INSERTS	0
V0014	EXTREME COLD WEATHER (ECW) BOOTIE	0
V0015	EXTREME COLD WEATHER (ECW) PARKA	0
V0016	EXTREME COLD WEATHER (ECW) TROUSER	0
V4356	SOCKS, EXTREME C/W MOUNTAINEERING	0

M12310 PERSONNEL ROSTER

Lname	Fname	Rank	Boot size	Qty	Dig. Trou size	Qty	Dig. Blouse size	Qty	Dig. Boonie size	Qty	Fleece size	Qty	Glove size	Qty	Frog Trou size	Frog Blouse size	Last 4 of SSN	Signature of Marine/Sailor Receiving
GOLDMAN	STEPHEN	GYSGT	11.0R	1	Med/Reg	2	Med/Reg	2	Med	1	Lg	1	Lg	1	Med/Reg	Med/Reg	6878	
MIDDENDORF	KENNETH	SSGT	10.5R	1	Lg/L	2	Lg/Lg	2	Lg	1	XL	1	Lg	1	Lg/L	Lg/Lg	1777	
HILLYER	WILLIAM	SGT	10.5W	1	Med/Lg	2	Lg/Lg	2	Med	1	Lg	1	Lg	1	Med/Lg	Lg/Lg	3976	
ARTHUR	JACQUES	CPL	12.5R	1	Med/Lg	2	Med/Lg	2	Lg	1	Med	1	XL	1	Med/Lg	Med/Lg	7742	
COCHRAN	ELIZABETH	CPL	5.5R	1	S/XS	2	S/XS	2	S	1	Med	1	S	1	S/XS	S/XS	6031	
DOMINGUEZ	JON	CPL	11.0W	1	Med/Reg	2	Med/Reg	2	Lg	1	Med	1	Lg	1	Med/Reg	Med/Reg	6265	
FAW	JOSEY	CPL	12.0W	1	Med/Lg	2	Med/Lg	2	Med	1	Lg	1	XL	1	Med/Lg	Med/Lg	0646	
FERNANDEZ	ANTHONY	CPL	11.5R	1	Lg/Reg	2	Lg/Reg	2	Lg	1	Lg	1	Lg	1	Lg/Reg	Lg/Reg	5587	
HAUGER	KEVIN	CPL	10.5R	1	S/S	2	Sm/Reg	2	Med	1	Med	1	Lg	1	S/S	Sm/Reg	7589	
HUSTON	JORDAN	CPL	10.5W	1	Med/Lg	2	Med/Lg	2	Lg	1	Med	1	Lg	1	Med/Lg	Med/Lg	0818	
MANN	MELVIN	CPL	10.5R	1	Med/Reg	2	Med/Reg	2	Med	1	Med	1	Lg	1	Med/Reg	Med/Reg	6624	
WEBER	BRYAN	CPL	11.5W	1	Med/Reg	2	Med/Reg	2	Lg	1	Lg	1	Lg	1	Med/Reg	Med/Reg	0727	
MATTICE	CHRISTOPHER	PFC	10.5R	1	Med/Reg	2	Med/Reg	2	Med	1	Med	1	XL	1	Med/Reg	Med/Reg	5663	
CADMAN	JAMES	CPL	11.0R	1	Lg/Reg	2	Lg/Reg	2	Med	1	Lg	1	Lg	1	Lg/Reg	Lg/Reg	4625	
SCOTT	KEVIN	SGT	11.5R	1	Med/L	2	Med/Lg	2	Med	1	Lg	1	Med	1	Med/L	Med/Lg	5597	
DEWITT	JEREMIAH	SGT	9.5R	1	Med/Reg	2	Med/Reg	2	med	1	med	1	med	1	Med/Reg	Med/Reg	3146	
MACIAS	MICHAEL	CPL	9.5R	1	S/REG	2	S/REG	2	S	1	MED	1	MED	1	S/REG	S/REG	9224	
FOSLER	BRADLEY	LCPL	10.5W	1	S/REG	2	S/REG	2	Med	1	Med	1	Lg	1	S/REG	S/REG	5759	
															Enclosure (4) Sample Enclosure (2)			



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4400.4A
Section
Date

From: *Responsible Officer, Unit, Account (UIC)*
To: Manager, Unit Issue Facility (UIF), Camp Lejeune
Via: (1) Commanding Officer, *Your Unit*
(2) Commanding Officer, *Your Regiment/Squadron (if applicable)*
(3) Commanding General, *Your MSC*
(4) Commanding General, II Marine Expeditionary Force (G4)

Subj: REQUEST FOR TURN-IN OF UNIT ISSUE FACILITY (UIF) EQUIPMENT ASSETS FOR
ACCOUNT (UIC)

Ref: (a) MCO P4400.150E
(b) MARADMIN 285/03
(c) UM 4400-124
(d) II MEF Unit Issue Facility Policy

Encl: (1) Listing of UIF Equipment Assets/Quantities for Turn-in

1. Per the references, a turn-in appointment is requested.
 - a. Primary turn-in date is date.
 - b. Alternate turn-in date is date.
2. The items listed in enclosure (1) are available for turn-in.
3. I will provide a working party and adequate government transportation to assist with the turn-in of UIF Equipment Assets. I will be present during the turn-in.
4. Items that have not been received by the projected turn-in date will be considered as missing and a Request for Investigation and/or Adjustment Letter will be submitted via chain of command.
5. Upon completion of turn-in, a final copy of Account (UIC) Consolidated Memorandum Receipt is requested, listing remaining items that require all or some of the following to be included in the Request for Investigation and/or Adjustment Letter:
 - a. Missing Gear Statements
 - b. NAVMC 6 forms with Unit Diary numbers assigned by IPAC.
 - c. Original personnel roster signed by the Personnel Officer (S-1)
 - d. Investigation results
6. Unit funds will be used to replace or repair all damaged UIF Equipment Assets per the references. The following accounting data is provided.

Enclosure (5)



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:

4400.4A

Section

Date

From: **Responsible Officer**, Account (UIC), Unit
To: Manager, Unit Issue Facility (UIF), Camp Lejeune
Via: (1) Commanding Officer, **Your Unit**
(2) Commanding Officer, **Your Regiment/Squadron (if applicable)**
(3) Commanding General, **Your MSC**
(4) Commanding General, II Marine Expeditionary Force G-4

Subj: REQUEST FOR EXTENSION OF TURN-IN DATE FOR ACCOUNT (UIC)

Ref: (a) II MEF Unit Issue Facility Policy

1. Per the reference, it is requested that Account (UIC) be granted an extension on the return date of their UIF Equipment Assets.

2. Requested turn-in date is _____.

3. Reason for extension:

4. Point of contact pertaining to this request is name @ phone number.

/s/ **Responsible Officer**

Date

FIRST ENDORSEMENT

From: Commanding Officer, **Unit**
To: Manager, Unit Issue Facility (UIF), Camp Lejeune
Via: (1) Commanding Officer, **Your Regiment/Squadron (if applicable)**
(2) Commanding General, **Your MSC**
(3) Commanding General, II Marine Expeditionary Force (G-4)

Subj: REQUEST FOR EXTENSION OF TURN-IN DATE FOR ACCOUNT (UIC)

1. Forwarded for approval.

2. Requested new date of return is: Date.

/s/ **Commanding Officer**

Enclosure (6)



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO
4400.4A
Section
Date

From: Commanding Officer, (Unit Name)
To: Manager, Unit Issue Facility
Via: (1) Commanding Officer, (Regiment (If applicable))
(2) Commanding General, Major Subordinate Command (Div, MAW, MLG)
(3) Commanding General, II MEF (Attn: G-4/Supply)
Subj: REQUEST FOR INVESTIGATION AND/OR ADJUSTMENT LETTER FOR UNIT ISSUE
FACILITY (UIF) EQUIPMENT ASSET LOSSES FOR ACCT (UIC)

Ref: (a) II MEF Unit Issue Facility Policy
(b) MCO P4400.150

Encl: (1) Discrepancy Equipment List
(2) Cash Sales/Requests for Checkage for Government Property (NAVMC 6)
with the Unit Diary numbers assigned by IPAC
(3) Missing Gear Statements
(4) Original Personnel Roster with Personnel Officer Signature
(5) Completed Investigation initiated by Responsible Officer

1. Per the references, the UIF Equipment Assets listed on enclosure (1) is reported lost or unaccounted for as indicated below.

a. Column (1) represents the total authorized checkage of pay. See enclosure (2).

b. Column (2) represents the total processed missing gear statements conducted by unit, where no fault or negligence was involved. See enclosure (3).

c. Column (3) contains the total unaccounted for UIF equipment losses.

d. Column (4) contains non-returnable equipment items that require adjustment/removal from the units CMR.

e. Column (5) contains the total missing, lost, or destroyed and the total dollar value for equipment for loss.

2. The total reimbursement amount of \$4252.11 is authorized as listed in columns (3). The total amount can be transferred from the unit CostJON (Your CostJON).

3. The point of contact for this command is SSgt Miller, S.T. at 451-XXXX/XXXX.

/s/ Responsible Officer

Enclosure (7)

UIC	TAMCN	NSN	NOMENCLATURE	U/I	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	U/P	T/P OF COLUMN 3
M12222	V4385	8415-01-527-2028	MCCUU TROUSERS, SMREG	PR				2	2	\$40.24	\$0.00
M12222	V4385	8415-01-527-2029	MCCUU TROUSERS, SMLNG	PR				2	2	\$40.24	\$0.00
M12222	V4188	8415-01-527-1513	MCCUU BLOUSE, SMREG	EA				2	2	\$37.24	\$0.00
M12222	V4188	8415-01-527-1494	MCCUU BLOUSE, REG	EA				2	2	\$37.24	\$0.00
M12222	C0135	8430-01-563-6931	RAT BOOT, SIZE 10	PR				1	1	\$156.18	\$0.00
M12222	C0135	8430-01-563-6815	RAT BOOT, SIZE 8	PR				1	1	\$156.18	\$0.00
M12222	C0135	8430-01-563-8586	RAT BOOT, SIZE 10 1/2	PR			1		1	\$156.18	\$156.18
M12222	C0135	8430-01-563-6897	RAT BOOT, SIZ 9	PR			1		1	\$156.18	\$156.18
M12222	C0040	8415-01-515-0367	PAD, KNEE LG	PR		2	1		3	\$17.92	\$17.92
M12222	C0040	8415-01-515-0364	PAD, KNEE MED	PR			2		2	\$17.92	\$35.84
M12222	C0040	8415-01-515-0363	PAD, KNEE SM	PR			3		3	\$17.92	\$53.76
M12222	C0041	8415-01-515-0219	PAD, ELBOW SM	PR			1		1	\$11.48	\$11.48
M12222	C0041	8415-01-515-0224	PAD, ELBOW LG	PR			2		2	\$11.48	\$22.96
M12222	C0041	8415-01-515-0222	PAD, ELBOW MED	PR			2		2	\$11.48	\$22.96
M12222	C3061	4610-01-513-8498	WATERPURIFIER, MIOX	N/A			1		1	\$145.43	\$145.43
M12222	V4360	8440-00-221-0852	SUSPENDERS, TROUSERS, OD	PR			7		7	\$5.16	\$36.12
M12222	VG003	8415-01-555-4183	MITTEN, ECW, FIREBRAND LG	PR		1	1		2	\$183.36	\$183.36
M12222	VG003	8415-01-555-4174	MITTEN, ECW, FIREBRAND MED	EA			8		8	\$183.36	\$1,466.88
M12222	VG011	8415-01-555-3453	OBSOLETE FLEECE, PULLOVER, MED	EA			14		14	\$30.50	\$427.00
M12222	VG011	8415-01-555-3468	OBSOLETE FLEECE, PULLOVER, LGREG	EA			8		8	\$30.50	\$244.00
M12222	VG011	8415-01-555-3422	OBSOLETE FLEECE, PULLOVER, SM	EA			3		3	\$30.50	\$91.50
M12222	VG011	8415-01-555-3476	OBSOLETE FLEECE, PULLOVER, LGLNG	EA			12		12	\$30.50	\$366.00
M12222	VG011	8415-01-555-3462	OBSOLETE FLEECE, PULLOVER, MEDLNG	EA			3		3	\$30.50	\$91.50
M12222	VG014	8415-01-554-9623	FLEECE CAP, COYOTE SM/MED	EA			25		25	\$5.97	\$149.25
M12222	VG014	8415-01-554-9632	FLEECE CAP, COYOTE LG/XL	EA			17		17	\$5.97	\$101.49
M12222	VG058	4240-01-531-6826	NALGENE WATER BOTTLE	EA		18	18		18	\$5.64	\$0.00
M12222	VG060	4240-01-531-6792	SPACE SAVER CUP	EA			1		1	\$7.46	\$7.46
M12222	VG078	8415-01-555-3910	PULLOVER, GRID FLEECE, FR LG	EA		1	1		2	\$34.95	\$34.95
M12222	VG078	8415-01-555-3895	PULLOVER, GRID FLEECE, FR MED	EA			6		6	\$34.95	\$209.70
M12222	VG078	8415-01-555-3959	PULLOVER, GRID FLEECE, FR XLNG	EA			5		5	\$34.95	\$174.75
M12222	VG079	8415-01-555-3851	DRAWERS, GRID FLEECE, FR XLNG	EA			1		1	\$45.44	\$45.44
			TOTAL								\$4,252.11

Enclosure (7) Sample Enclosure (1)