



UNITED STATES MARINE CORPS
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542

IN REPLY REFER TO:
4400
G-4
15 May 14

II MARINE EXPEDITIONARY FORCE CHEMICAL BIOLOGICAL RADIOLOGICAL
NUCLEAR EQUIPMENT UNIT ISSUE FACILITY (CBRN UIF) ORDER 4400.7

From: Commanding General
To: Distribution List

Subj: CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR (CBRN) EQUIPMENT
UNIT ISSUE FACILITY (UIF) ORDER

Ref: (a) MCO 4400.150
(b) UM 4400-124
(c) MEFO 4400.6 (Individual Issue Facility (IIF) Order)
(d) CG MARCORLOGCOM Albany GA MSG 061238Z Aug 10
(e) CMC Washington DC PPO MSG DTG 091516Z Jul 09

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/CBRN Equipment
(5) Sample Request for UIF/CBRN Block
(6) Sample Request for Turn-in of UIF/CBRN Equipment
(7) Sample Request for Extension Letter
(8) Sample Request for Investigation and/or Adjustment
Letter

1. Situation. The CBRN Unit Issue Facility (CBRN UIF) has replaced what was known as the Nuclear, Biological, and Chemical (NBC) Issue Point. The CBRN UIF was established to maintain II Marine Expeditionary Force's (II MEF's) contingency Class II equipment to support training and contingency/combat operations. The CBRN UIF is managed by a third party logistics company under the direction and guidance of II MEF, with Marine Corps Logistics Command (LOGCOM) acting as the Contracting Officer's Representative (COR), in direct coordination with II MEF. The CBRN UIF issues equipment on CBRN accounts to unit commanders in support of operational missions and training, similar to Consolidated Memorandum Receipts (CMRs).

2. Mission. This directive sets forth guidance on the procedures necessary to maintain accountability throughout the requesting, issuing, and recovery of CBRN equipment assets from the CBRN UIF.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All unit commanders will ensure that their appointed CBRN Responsible Officers (RO) reconcile their CBRN account with the CBRN UIF upon redeployment to CONUS and/or conclusion of training. All CBRN equipment will be turned in to the CBRN UIF within 45 days of return from deployment/training.

(2) Concept of Operations

(a) In order to correct current practices, mitigate the effects of limited CBRN equipment, and verify actual on hand quantities, CBRN account reconciliations require the physical turn-in of all CBRN equipment (minus mask, which is issued at the Individual Issue Facility), and the timely submission of Requests for Investigation and/or Adjustment letters for equipment not returned to the CBRN UIF. This process will allow CBRN personnel to determine serviceability, adjust inventory quantities, and forecast future procurement/sustainment for replacement items. Once adjudication/adjustments are complete, CBRN accounts will be closed, resulting in clean CBRN accounts in preparation for future equipment issues.

(b) All CBRN equipment (minus gas mask) is issued to a unit on a temporary loan basis and will be maintained on a CBRN account for accountability purposes. The RO will sub custody the equipment to the Marines/Sailors. Sub custody procedures can be found in reference (b).

(c) All II MEF unit commanders are directed to ensure proper management of, requests for and accountability of CBRN equipment in accordance with the following:

b. Tasks

(1) II MEF Subordinate Commands/Elements

(a) Unit commanders will appoint, in writing, a Responsible Officer (RO). Commanders must ensure that the RO appointed is trained by the Supply Officer on proper sub custody procedures as referenced in the appointment letter (enclosure 1). In circumstances where a 5702/5711 CBRN Specialist is not available, commanders will assign the 5702/5711 CBRN Specialist as the unit's RO for CBRN equipment.

1. 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 must be appointed per reference (a) and a complete turnover conducted.

2. During special circumstances, and subject to approval 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 CBRN equipment. This does not relieve the original RO of responsibility for equipment previously signed for and resident on their CMR. The CBRN UIF Manager will ensure that each RO has a separate account.

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

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

1. Commanders are not authorized to appoint an RI to avoid appointing a new RO due to the original RO becoming separated from the account.

2. Appointment of an RI by anyone other than the RO will not be accepted.

(d) Prior to deployment/training, the RO will submit a Request for CBRN equipment (enclosure 4), via the chain of command, to the MEF G-4 Supply Officer with primary and alternate dates to receive CBRN equipment. Requests will be validated by the Major Subordinate Command (MSC) G-3 (Attn: CBRN) prior to forwarding. Requests will 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 submitting a request with less than 15 business days' notice should include a justification statement in their request. II MEF G-4 will forward all requests to II MEF G-3 CBRN for validation and approval prior to forwarding requests to the CBRN UIF for action. The request should include:

1. Copy of RO Appointment Letter

2. Copy of Delegation of Authority
3. Request for UIF/CBRN Equipment
4. Roster of deploying personnel (by name (last, first and middle initial) and rank))
5. UIF/CBRN Tally Sheet (electronic spreadsheet provided upon request)
6. If applicable, a Request for a CBRN Block

(e) The Personnel Roster and the UIF/CBRN Tally Sheet requested quantities should match based on unit of issue per individual.

1. The UIF/CBRN Tally Sheet is a listing of equipment available for temporary loan and outlines which items are returnable and non-returnable (if used) to the CBRN Issue Facility. This listing will be updated periodically as equipment is phased in or out of inventory.

2. Request for a CBRN Block of equipment and/or repair parts will be forwarded via the chain of command (enclosure 5), to the MEF G-4 Supply Officer. II MEF G-4 will forward all requests to II MEF G-3 CBRN for validation and approval prior to forwarding requests to the CBRN UIF for action.

(f) Once the Request for CBRN Equipment package is validated/approved by II MEF G-3 CBRN and provided to II MEF G-4 Supply, the package will be forwarded electronically to the Consolidated Storage Program (CSP) smblogcompsccsp@usmc.mil for action. II MEF G-4 Supply will schedule an appointment to receipt for requested equipment. If the primary and alternate dates on the unit's Request for CBRN equipment are not available, the unit will be called to provide another suitable date.

1. The scheduled appointment date will not exceed 60 calendar days from the unit deployment date. Holidays, training, and unit block leave dates will be considered by II MEF G-4 in determining appropriate dates.

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

3. II MEF G-4 Supply will endorse unit Requests for CBRN equipment validated by II MEF G-3 CBRN, to include CS Chamber training requests, and forward to the CSP Project Officer, for action, utilizing smblogcompsccsp@usmc.mil and will provide a copy to the unit.

4. CBRN equipment will not be shipped/mailed individually from OCONUS. Ensure that CBRN equipment is not placed in storage when individual Marines/Sailors store their personal items prior to deployment.

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

(h) Within 45 days of redeployment, the unit RO will request a turn-in appointment for all CBRN equipment (enclosure 6).

(i) If unable to return CBRN equipment within (45) days of return to CONUS, and/or completion of exercise, the RO can submit a request for an extension (enclosure 7), not to exceed (15) calendar days, to the II MEF G-4 for approval.

1. Chemical Biological Incident Response Force (CBIRF) is required to physically maintain CBRN equipment on hand in support of unit mission readiness and the RO will reconcile their account quarterly and ensure equipment remains in a state of readiness.

2. Marine Corps Security Force Regiment (MCSFR) is required to physically maintain CBRN equipment on hand in support of unit mission readiness. The RO will reconcile their account quarterly and ensure equipment remain in a state of readiness.

3. CBRN equipment will not be accounted for on unit property records.

(j) The RO will submit a Request for Investigation and/or an Adjustment Letter (enclosure 8), via the chain of command to II MEF G4 for any items remaining on their CBRN account.

1. 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. II MEF G-4 will forward all Requests for Investigation and/or Adjustment Letters to II MEF G-3 CBRN for situational awareness.

2. 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:

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

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

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

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

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

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

b. Enclosure (2) of the unit loss letter will be copies of processed NAVMC 6 forms with the Unit Diary numbers assigned by IPAC. NAVMC 6 pay checks will be completed in accordance with reference (b).

c. Enclosure (3) of the unit loss letter will be copies of signed Missing Gear Statements, where no fault or negligence was involved.

(1) 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, per reference (a). Once the II MEF AC/S G-4 approves the request, CBRN UIF will be directed to make any necessary adjustments.

(2) 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).

d. 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 CBRN equipment was received actually deployed.

e. Enclosure (5) of the unit's loss letter will include a copy of the command investigation and any unsubstantiated losses, with the Commanding Officer's endorsement.

(2) II MEF G-3

(a) Will validate all CBRN equipment Block requests forwarded by II MEF G-4 Supply prior to requests being approved and forwarded to the CBRN UIF for action.

(b) Will validate all CBRN Equipment packages, to include CS Chamber training requests forwarded by II MEF G-4 Supply prior to II MEF G-4 endorsing unit Requests for CBRN equipment and forwarding to CBRN UIF for action.

(3) II MEF G-4

(a) Will endorse all Requests for Investigation and/or Adjustment Letters routed via the unit's chain of command, and forward all approved inventory adjustments to the CBRN UIF.

(b) Will forward all Requests for Investigation and/or Adjustment Letters to II MEF G-3 CBRN for situational awareness.

(c) Will forward the endorsement to the Comptroller in order to transfer funds as required to replenish unsubstantiated losses.

c. Coordinating Instructions

(1) The RO will provide a working party and adequate government transportation to assist with the issue and turn-in

of CBRN Equipment. Materiel will not be issued to personnel in civilian attire or loaded into Privately Owned Vehicles (POVs).

(2) The RO will be present for all initial issues and final turn-in appointments. The RO may use Delegation of Authority letters (enclosure (3)) which allows the RO to designate representatives to act on his/her behalf. These representatives, known as Responsible Individuals (RI's), may receipt for, turn in and exchange equipment based on the level of authorities delegated by the RO. The RO will be responsible for insuring all changes to his/her CMR, made on their behalf, are properly reconciled with the CBRN UIF in a timely manner.

(3) ROs will receive an initial CMR from the CBRN UIF during pick up of equipment. They will receive copies of all signed DD-1348s/other electronic custody receipts 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 CBRN UIF.

(4) Return of materiel will be in accordance with reference (d).

(5) Outside agencies/commands will coordinate with II MEF G-4 Supply to ensure that funds are transferred to the II MEF Comptroller for all CBRN equipment losses.

(6) Materiel must be returned in a ready-for-issue condition within 45 days of 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 II MEF G-4 Supply is notified that a command investigation is being conducted.

(7) Weekend appointments are by exception only and must be approved by II MEF G-4.

(8) Laundering of CBRN equipment is the responsibility of the CBRN UIF.

4. Combat replacements, Individual Augment/Augmentee (IA/IAs), and civilian personnel requirements will be supported by the Individual Issue Facility (IIF). Requirements for individuals will be submitted by the MSC via the chain of command to II MEF G-4 Supply. II MEF G-4 will forward all requests to II MEF G-3 CBRN for validation and approval prior to forwarding requests to

the CBRN IIF for action. Combat replacements and IA requests will consist of a copy of orders (destination specific) with a tally sheet.

a. Government Civilian Personnel, Linguists, Law Enforcement Program/Law Enforcement Advisors (LEP/LEA) Contractors, and Civilian Contractors. Personnel deploying OCONUS that require Personal Protective Equipment (PPE) will obtain authorization from the supported unit Supply Officer in writing and forward the request to II MEF G-4 Supply via the chain of command for approval. II MEF G-4 will forward all requests to II MEF G-3 CBRN for validation and approval prior to forwarding requests to the IIF for action. See reference (c), enclosure (2) for the authorized list of equipment for Government Civilian Personnel, Linguists and Civilian Contractors.

b. Government Civilian Personnel, Linguists, Law Enforcement Program/Law Enforcement Advisors (LEP/LEA) Contractors, and Civilian Contractors not supported by a unit, the contractor will get approval via the DPC. Requests must contain all necessary information in order to be accepted and reviewed. Once the request is approved, the individual is responsible for drawing the equipment at the local IIF. Civilian contractor personnel will follow the directives promulgated in this policy with regards to missing, damaged, and replacement items, and safeguarding of IIF issued items while deployed. Civilian contractors will be required to submit a Missing/Damaged Gear Statement to be endorsed by the supported unit commander if items are missing or damaged.

c. LEP/LEA Contractors embedded with units should receive the same CBRN items as required by the unit's Marines for deployment.

(1) Enclosure (3) of reference (c) provides an example of the documentation required for all Government Civilian Personnel, Linguists, and Civilian Contractors that is to be provided when submitting requests for PPE equipment.

(2) It is incumbent upon the supported unit commander, and/or their representative, to ensure all IIF and CBRN equipment issued to civilian contractors is recovered promptly upon the individual's return to CONUS.

5. Requests for Field Protective Masks (FPM) and PEB items for training at the CS Chamber should be received by the II MEF G-3 CBRN Chief at least 14 days prior to training event. Requests should include: quantity of Field Protective Masks with

sizes/PEB items, Name of Unit Range Safety Officer (RSO), training dates, and date for turn-in. See enclosure (4).

a. Once the request for CBRN equipment for CS Chamber support is validated by MEF G-3 CBRN and provided to II MEF G-4 Supply, the package will be forwarded electronically to the CBRN CSP for action.

b. The unit RSO will sign for the Field Protective Masks/PEB items on DD Form 1348 /other electronic custody receipts, and is responsible for transportation to and from the CBRN UIF. Unit RSO will ensure FPM's are cleaned/sanitized prior to turn-in and SL-3 complete, to include PEB items. Upon turn-in, the RSO will certify the sanitation with CBRN UIF personnel.

c. Unit RSO will initiate a Missing/Damaged Gear Statement to be signed by unit's Commanding Officer for any loss, or damaged equipment.

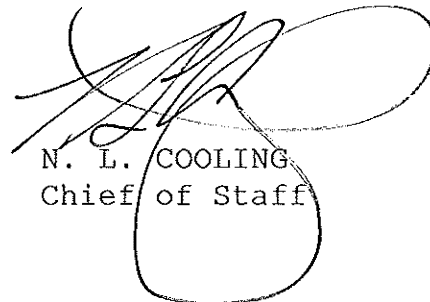
6. All CBRN accounts will be identified by the Unit's UIC. Units will verify account information with the CBRN Manager. Per reference (d), all ROs have online asset visibility for assets drawn from the CBRN UIF. ROs can request on line access at this link: <https://usmccif.com>, by selecting the user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

7. Administration and Logistics. This policy will be reviewed intermittently by II MEF G-3 and G-4 to capture any process changes which can further enhance support to II MEF units.

8. Command and Signal. Points of contact are II MEF G-4 Supply at (910) 451-9633/8838/8839 and II MEF G-3 at (910) 451-8990.

a. Command. This order is applicable to distribution list commands that are supported by the CBRN UIF.

b. Signal. This Order is effective the date signed.



N. L. COOLING
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
Section
Date

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

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 CBRN Unit Issue Facility Order

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
_____	_____

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. 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. Submit a RO Acceptance Letter (enclosure 2).

c. 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. Request online access to the UIF for asset visibility using the following link:

<https://usmccif.com>

e. Ensure that the CBRN UIF has accurate contact information to include work phone number and e-mail address.

Enclosure (1)

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

f. Ensure training on CBRN equipment is conducted by the unit's CBRN Specialist (MOS 5711).

6. Ensure that during pick-up and turn-in the following procedures are followed:

a. Ensure Request for CBRN UIF Equipment Assets and Request for Turn-in of CBRN UIF Equipment Assets are submitted via chain of command to CBRN UIF Manager in determining the time and date of the pick-up/turn-in and any special requirements. Appointments are required for pick-up/turn-in of equipment. Appointments are to be scheduled in advance with the UIF Manager.

b. Provide an adequate working party and sufficient government transportation for the pick-up/turn-in.

c. Unit will check-in with the CBRN UIF office before proceeding to the warehouse.

d. The RO and/or the authorized personnel noted in the DOA letter must be present during the duration of the pick-up/turn-in appointments.

e. Conduct a joint inventory of all CBRN UIF equipment listed on your unit's receipts (DD-1348's/other electronic custody receipt) during pick-up and turn-in with CBRN UIF personnel.

(1) CBRN UIF personnel will provide RO with DD1348's/other electronic custody receipt for signature upon receipt of CBRN UIF Equipment Assets.

(2) Unit will provide CBRN UIF with DD1348's/other electronic custody receipt for signature upon turn-in of CBRN UIF Equipment Assets.

f. Sign the original account. The RO will sign or initial any changes made to the original account. The RO will receive an updated account with any changes to include issues or receipts via DD1348-1. Any changes and or receipt of gear may be executed by personnel listed on the DOA. The RO/DOA will receive copies of the DD-1348's upon receipt or turn-in of equipment assets and a copy of the account once signed by the RO.

g. Ensure that individual unit personnel that receive CBRN UIF Equipment Assets in his/her care, sign for the equipment assets issued. This will assist in Missing Gear Statements and NAVMC 6 reimbursements for UIF Equipment Assets that are not returned prior to the turn-in appointment to the CBRN UIF upon redeployment or completion of exercise.

h. For exchanges, notify the CBRN UIF in writing with NSN, nomenclature, and quantity of all items that need to be exchanged for a different size. CBRN UIF is authorized to exchange items of the same TAMCN for a different size, but not for a different TAMCN. This is a one for one exchange. DD-1348 must be created for items being turned in.

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

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

that was temp-loaned. A total for TAMCN is acceptable and CBRN UIF will recover all excess unit assets.

j. CBRN UIF assets will be free of debris 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 CBRN UIF. Unserviceable equipment 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. CBRN equipment that is not in its original protective packaging is considered unserviceable for combat and will be turned in to be utilized for training only.

(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 CBRN UIF for verification, in order for items to be removed from your account.

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

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

9. Ensure utmost accountability is adhered to as the units Responsible Officer for CBRN 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: CBRN UIF
II MEF G-4 Supply



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4400
Section
Date

FIRST ENDORSEMENT

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

Subj: ACCEPTANCE OF APPOINTMENT AS RESPONSIBLE OFFICER (RO) FOR CBRN 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 CBRN Unit Issue Facility Order
(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 CBRN 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

Copy to: CBRN UIF
II MEF G-4 Supply

Enclosure (2)



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4400
Section
Date

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

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

1. The following list of Responsible Individual(s) is/are authorized to turn-in and receipt for CBRN 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>DOD ID #</u>	<u>SIGNATURE</u>
_____	_____	_____	_____
_____	_____	_____	_____

2. This letter supersedes all previous authorization letters.

/s/ Responsible Officer

Copy to: II MEF GF4 Supply



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4400
Section
Date

From: Responsible Officer, Unit, Account (UIC)
To: Manager, CBRN 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 CBRN UNIT ISSUE FACILITY EQUIPMENT ASSETS FOR
ACCOUNT (UIC)

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

Encl: (1) CBRN/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 CBRN UIF equipment assets.

4. I will be responsible for the care of CBRN 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 CBRN 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)



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4400
Section
Date

From: *Responsible Officer, Unit, Account* (UIC)
To: Manager, CBRN 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 CBRN UNIT ISSUE FACILITY EQUIPMENT BLOCK ASSETS FOR
ACCOUNT (UIC)
Ref: (a) MCO P4400.150E
(b) MARADMIN 285/03
(c) UM 4400-124
(d) II MEF CBRN Unit Issue Facility Order

1. Per the references, it is requested that CBRN UIF equipment assets be made available on a temporary loan basis, to include repair parts to support the percentage allotted for the exercise/deployment designated below.

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.

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 CBRN UIF equipment assets.

4. I will be responsible for the care of CBRN 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 CBRN UIF.

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

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

/s/ *Responsible Officer*



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4400
Section
Date

From: *Responsible Officer, Unit, Account (UIC)*
To: Manager, CBRN 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 CBRN 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 CBRN Unit Issue Facility Order

Encl: (1) Listing of CBRN 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 CBRN 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) 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 CBRN UIF Equipment Assets per the references. The following accounting data is provided.

Enclosure (6)

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

Unit UIC: _____, Unit AAC: _____

Unit Replenishment/Replacement COSTJON: _____

Supply/Fiscal Officer Name/Rank: _____

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

/s/ Responsible Officer



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4400
Section
Date

From: *Responsible Officer*, Account (UIC), Unit
To: Manager, CBRN 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 CBRN UIF ACCOUNT (UIC)

Ref: (a) II MEF CBRN Unit Issue Facility Order

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 CBRN UIF ACCOUNT (UIC)

1. Forwarded for approval.

2. Requested new date of return is: Date .

/s/ *Commanding Officer*

Enclosure (7)



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO
1000
Section
Date

From: Commanding Officer, (Unit Name)
To: Manager, CBRN 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)

Subj: REQUEST FOR INVESTIGATION AND/OR ADJUSTMENT LETTER FOR CBRN UNIT ISSUE FACILITY (UIF) EQUIPMENT ASSET LOSSES FOR ACCT (UIC)

Ref: (a) II MEF CBRN Unit Issue Facility Order
(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 CBRN 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 CBRN UIF equipment losses.

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

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 \$_____ is authorized as listed in column (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/ Commanding Officer

Enclosure (8)