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LPC-2

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MARINE CORPS ORDER 4050.38D

From: Commandant of the Marine Corps  
To: Distribution List

Subj: PERSONAL EFFECTS AND BAGGAGE MANUAL

Ref: (a) MCO P10120.28G  
(b) MCBul 10120  
(c) MCO 5530.14A  
(d) MCO P1900.16F  
(e) OPNAVINST 5510.36A  
(f) DOD 4160.21-M, "Defense Materiel Disposition Manual," August 18, 1997  
(g) MCO 8300.1C  
(h) MCO P4400.82F  
(i) JFTR Joint Federal Travel Regulations, Para U5360, U5400  
(j) MCO P3040.4E  
(k) Joint Pub 4-06, "Mortuary Affairs in Joint Operations," June 5, 2006  
(l) 10 U.S.C. Subtitle A, part IV, chapter 153, section 2575, et. al.  
(m) JAGINST 5800.7E  
(n) JAGINST 5890.1A  
(o) MCO P4600.39  
(p) DFAS-KC 7220.31-R, "Automated Pay Systems Manual," October 22, 2003  
(q) DOD FMR 7000.14-R, "DOD Financial Management Regulation"  
(r) DODI 1300.18, "Department of Defense (DOD) Personnel Casualty, Matters, Policies, and Procedures," January 8, 2008  
(s) MCO P1020.34G  
(t) MCO P7301.104  
(u) DODI 4715.8, "Environmental Remediation for DOD Activities Overseas," February 2, 1998  
(v) SECNAV M-5210.1  
(w) National Firearms Act (28 USC 5801-8862)

1. Situation. To publish policy and procedures for the administration and disposition of personal effects and baggage.

2. Cancellation. MCO P4050.38C.

3. Mission. To promulgate an update to an outdated Order.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commander's Intent

(a) This revision is to update the Personal Effects and Baggage Manual. There is a continuing requirement to improve and standardize the

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procedures used Marine Corps-wide by commanders and officers in charge to execute the responsibilities relative to personal effects and baggage.

(b) Commanders shall ensure that this Manual is made available, understood, and used by all personnel responsible for the collection, storage, return, and disposition of personal effects and baggage.

(2) Concept of Operations

(a) This Manual has been significantly revised. It contains a substantial number of changes and must be completely reviewed.

(b) This Manual has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee per established Department of Defense (DOD) policy.

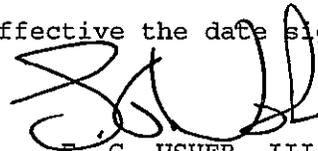
b. Subordinate Element Mission. The Head, Life Cycle Management Center (LPC), Plans, Policies, and Strategic Mobility Division (LP), Installations and Logistics (I&L) Department, will be the main effort in the execution of the policies identified within this Manual.

5. Administration and Logistics. Recommendations concerning the contents of the Personal Effects and Baggage Manual are invited and should be submitted to the Commandant of the Marine Corps (CMC) (LPC-2) via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



E. G. USHER, III  
Deputy Commandant for  
Installations and Logistics

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SUMMARY OF CHANGES

This revision:

- Adds list of references a through w (cover page).
- Consolidates table of contents (pages ii through iv).
- Adds definitions for Casualty Category, Transfer Personal Effects, Remain Behind Personal Effects, Personal Protective Equipment, Person Eligible to Receive Effects (PERE), and Blue Bark (chap 1, para 4).
- Replaces recipient definition with Person Eligible to Receive Effects, provides additional guidance (chap 2, para 3).
- Removes all information relating to combat from Chapters 2 through 4 and incorporates this guidance into a new chapter (chapter 9).
- Dictates that Individual Equipment returned to the Supply Office will utilize a locally created form vice NAVMC 10154 (chap 4, para 2.c.1; chap 10, para 3.b).
- Adds a new chapter pertaining to combat operations (chap 9).
- Updates Inventory Preparation guidance (chap 10, para 3).
- Updates various Inventory Procedures (chap 10, para 4).
- Updates information and guidance for Personal Effects and Baggage Centers (chap 12).
- Updates abbreviations (appendix A).

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## Chapter 1

### Personal Effects Administration and Disposition

#### 1. Scope

a. This Manual contains instructions for the administration and disposition of personal effects and baggage when:

(1) Members of the U.S. Marine Corps and other personnel assigned to Marine Corps units are deceased, killed in action, missing in action, hospitalized, incarcerated, on extended temporary additional duty (TAD), participating in a unit deployment program (UDP), on annual or emergency leave, or are officially determined to be absent without leave (AWOL) for more than 48 hours (72/96 hours in the case of holidays and weekends).

(2) Lost, abandoned, or unclaimed personal property is recovered (comes into custody or control of a military unit or installation).

(3) Members receive a discharge under the conditions identified in chapter 10 paragraph 9., following, which requires the recovery of their Marine Corps uniforms.

(4) Being processed at a Personal Effects and Baggage Center (PEBC).

(5) Being processed at the Joint Personal Effects Depot (JPED).

(6) Individual's property is held or returned to government control by commercial carriers.

b. Disposition of personal effects/household goods (HHG) incident to an alert notice is covered in reference (i), paragraph, U5370-F.

2. Command Responsibility. The installation commander, major commands, major subordinate commands (MSC), and unit commands 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. This responsibility is to be delegated at the lowest level possible, usually battalion, squadron, or separate company having an organic supply account and a unit personnel officer. Distributing or turning over personal property or personal effects among the service member's roommates, work section, platoon, company, battalion, or to the base thrift store, or to other charitable organizations, is not authorized nor sanctioned.

3. Assistance. The local Traffic Management Office (TMO) is required to provide assistance upon request. The installation commander shall provide the necessary safe storage facilities for storage of items of personal property or effects, including privately-owned vehicles (POVs) that are beyond the normal capacity of the unit supply section's security cage or secure storage area.

#### 4. Definitions

a. Articles of Substantial Value. This category includes computer hardware and software, watches, expensive jewelry, portable stereophonic equipment, high quality cameras and photographic equipment, coin collections and any other items which may appear to have high sentimental, monetary or souvenir value as defined in the reference (i), paragraph U5330-E.

b. Government Property. The term "Government property" shall be construed to mean Government issued materiel. This Government property is recovered upon a member's separation from the service; i.e., flight clothing, tools, instruments identified by Government serial numbers, organizational clothing and all temporary and permanently issued individual equipment (normally referred to as 782, CIF, or TAP gear), and/or other items that the unit's property records identify as in the member's possession at the time of the inventory.

c. Household Goods (HHG). The term "household goods" as used herein means furniture and furnishings or equipment, clothing, baggage, and personal effects as defined in reference (i), appendix A.

d. Lost, Abandoned, or Unclaimed Personal Property. "Lost, abandoned, or unclaimed personal property" is defined, as any privately-owned personal property that may come into the custody or control of any unit or military installation and which is unclaimed by the owner or the owner cannot be identified.

e. Members. The term "members" as contained herein will be used to describe any personnel of the Marine Corps or other Military Service member assigned or attached to a Marine Corps organization. This also includes foreign attachés, liaison officers and embedded civilians.

f. Missing. The term "missing" will be used to describe all casualties including battle or hostile casualties whose whereabouts or actual fate cannot be determined. This includes members who are neither known, nor can be reasonably determined, to be in an unauthorized absence (UA) status. This term will not be utilized unless an official unit diary entry is made recording such an event.

g. Casualty Category. A term used to specifically classify a casualty for reporting purposes based upon the casualty type and the casualty status. Casualty categories are: killed in action (KIA), died of wounds received in action (DWRIA), deceased, duty status whereabouts unknown (DUSTWUN), beleaguered, besieged, captured (POW), detained, missing in action (MIA), missing, interned, not seriously ill or injured (NSI), incapacitating illness or injury (III), seriously ill or injured (SI), very seriously ill or injured (VSI), special patient (SpecPat), and return to military control. Casualty categories and status are defined in reference (j), paragraphs 1001.7 and 1001.8.

h. Motor Vehicles. The term "motor vehicles" means Privately Owned Vehicles (POVs) owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:

- (1) Is self-propelled;
- (2) Is licensed to travel on the public highways;
- (3) Is designed to carry passengers or HHGs; and

(4) Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member doesn't ship a vehicle with four or more wheels on the same orders.

i. Personal Baggage. The term "personal baggage" is defined as that portion of an individual's personal effects normally shipped or carried separately from the bulk of HHGs.

j. Personal Effects (PE). The term "personal effects" or "effects" shall be construed to mean articles of individual uniform clothing, civilian clothing, and other personal items not herein defined which are normally separate from the bulk of HHGs and personal baggage. This includes all items of property known to be owned by the service member that are found in the workspace or assigned camp or quarters.

k. Transfer Personal Effects (Theater PE). The term "transfer personal effects" is defined as all items of property known to be owned by the service member that are found on his or her person or near his or her person during a time of incident.

l. Remain Behind Personal Effects (RBPE). The term "remain behind personal effects" is defined as all items of property known to be owned by the service member that are left in government storage (Personal Effects and Baggage Center, Traffic Management Offices, designated Deployment Storage or Storage in Transit locations or Unit Storage Areas) or in the custody of the government. RBPE also includes Sea bags, furniture, motor vehicles and any other items of personal property/household goods.

m. Personal Protective Equipment (PPE). The term "personal protective equipment" is defined as individual combat clothing and equipment with the primary purpose to protect individuals from injury in combat. Personal Protective Equipment (PPE) includes helmet, modular protective vest, small arms protective inserts and eye protection etc.

n. Proper Recipient. The term "proper recipient" is defined as the individual identified as the person having the primary or designated right to control the administrative disposition and/or to receive the effects of personnel who are hospitalized, AWOL, or incarcerated.

o. Person Eligible to Receive Effects (PERE). Is defined as the person eligible to receive the personal effects of deceased, missing, or designated prisoners of war. See chapter 2 of this Manual or refer to reference (j), for questions concerning the line of succession of the PERE.

p. Theater of Operations. The term "theater of operations" is defined as that portion of an area of conflict/war necessary for military operations, either offensive or defensive, pursuant to an assigned mission and for the administration incident to such military operations, reference (k).

q. Blue Bark. Department of Defense United States military personnel, United States citizen civilian employees of the Department of Defense, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts for dependents of deceased military members. Furthermore, the term is used to designate the personal property shipment of a deceased member/employee.

##### 5. Claims for Loss or Damage

a. Reference (1), Armed Forces; Subtitle A-General Military Law; part IV-Service, Supply, and Procurement; chapter 153-Exchange of Material and Disposal of Obsolete, Surplus or Unclaimed Property; paragraph 2575 states the following:

"The owner (or the heirs, NOK, or legal representative of the owner) may file a claim for those proceeds with the General Accounting Office (GAO) within 5 years after the date of the disposal of the property. If not filed within that period, such a claim may not be considered by a court or the GAO."

b. Claims for reimbursement arising from loss of or damage to a member's personal property, which includes HHGs, personal effects, and POVs will be processed per reference (m), chapter XXI, reference (n), and reference (o).

6. Retention of Personal Effects Case File Records by the Unit

a. The unit personal effects clerk will record all personal effects and baggage inventories in a logbook. The logbook entry and prepared case file for each collection will be in clear and legible text. Refer to chapter 10 paragraph 7.c, proceeding, for a list of required logbook entries.

b. The case files will be segregated for record keeping purposes into the following categories: UA/AWOL, deserters, incarcerated (Brig), incarcerated (In hands of Civilian Authorities), deceased, missing, annual leave, TAD status, hospitalized, and recovered uniforms. Refer to chapter 10 proceeding, regarding detailed guidance in the preparation of the inventory forms and segregation of the articles.

c. These records and all related correspondence will be maintained for the following specific periods of time:

(1) Personal Effects and Property Returned to Proper Recipient or PERE. When property is returned to the member or legally designated proper recipient, records will be maintained for 2 years, per reference (v) SSIC 4050.3a, from the date of delivery.

(2) Property Unclaimed, Sold or Disposed of. Per reference (f) and reference (a), all unclaimed personal effects and baggage will be disposed of by the member's unit or the PEBC. This is accomplished by transferring the civilian articles to the local Defense Reutilization and Marketing Office (DRMO). The member's serviceable uniforms are turned over to the Military Clothing Sales Stores (MCSS), Retail Clothing Outlets (RCO) of the Marine Corps Recruit Depot's, or Marine Corps Base, Quantico, Virginia. All unserviceable uniform articles will be turned into DRMO as scrap cloth. chapter 10 of this Manual provides additional details.

(a) DRMO, MCSS, or RCO may sell or otherwise dispose of these items in the best interests of the Government.

(b) The original inventory records of unclaimed personal property that is disposed of, and all receipts, will be held with the member's officer qualification record (OQR) or service record book (SRB).

(c) A copy will be retained in the case file for a period of 5 years following the date the property was disposed of per reference (v) SSIC 4050.3b.

(d) All organizations in the chain of custody will retain such records for this same period.

(e) Records of unclaimed property involving deceased or missing personnel will be held with the individuals OQR/SRB for a period of 8 years after the date of death or unit diary entry date of declaration that the missing person is deceased.

7. Long-Term Prisoners. This refers to members convicted as the result of a military court-martial and those convicted or held for crimes in foreign countries. Status of forces agreements (SOFA) with foreign countries require these members be maintained on the Marine Corps manpower records until actually discharged from the service, released or become deceased.

a. The member's unit at the time of incarceration will establish records of the personal effects and baggage recovery and subsequent disposition.

b. A record will be retained for the entire period of the sentence plus 10 years per reference (v) SSIC 1640.7.

c. To prevent unwarranted claims against the Government, the unit personnel officer will forward a certified true copy of the inventory and all subsequent correspondence to CMC (MRPC-20) for inclusion in the member's Official Military Personnel File (OMPF) for unclaimed property and the property belonging to long-term prisoners.

8. Other Military Service or Foreign Military Service Personnel. Liaison will be required of those service regulations to ensure all things required are properly accomplished and consistent with their requirements. All Naval personnel assigned to Marine Corps units will have their personal effects and baggage maintained as specified herein unless other regulation or authority dictates otherwise.

9. Individuals' Residence in Government Housing/Private Residence Off Base/Post

a. When a Member resides in a domicile with their legal spouse, NOK, or designated PERE in Government family housing, or on the local economy in an apartment or privately owned residence, the personal effects will remain with the proper recipient or legally authorized individuals, unless otherwise specified herein. Refer to chapter 10, paragraph 1.e of this Manual for specifics.

b. All items found in workspaces/platoon area belonging to the member will be turned over to the inventory board to be included in the inventory.

10. Money and U.S. Treasury Checks

a. Any foreign currency found that can be construed to be a part of a coin collection and/or a U.S. currency collection will remain intact and will become a record of the inventory with all denominations and serial number (if applicable) and amounts recorded.

b. Reference (p), paragraph 40502.D.2, requires money, other than coin collections, found in personal effects in the amount of \$3.00 U.S. currency, or less, be retained and recorded as part of the inventory.

c. Reference (q), volume 5, paragraph 070503 requires all other monies found in the personnel effects of persons who are dead or missing or whose whereabouts are unknown (including absentees and deserters) shall be exchanged for a Treasury check.

(1) Checks shall be made payable to the payee designated by the officer having custody of the personal effects (i.e., the proper recipient for a deceased member, or the individual for unauthorized absence cases, etc.)

(2) U.S. Treasury checks found in the personal effects will have the serial numbers and amounts recorded on the inventory form (NAVMC 10154). In addition, reference (q), paragraph 070504, requires all check not negotiated by the member be turned over to the disbursing officer using DD Form 1081. This form will indicate that the return of the check is per reference (q), chapter 3, requesting credit to the members payroll account.

d. To facilitate the Debt Collection Improvement Act, when financial management regulations allow, deposit all funds, including Treasury checks, found as part of a personal effects inventory with the disbursing officer requesting credit to the members payroll account. This will allow for the money to be transmitted by electronic funds transfer to the individuals banking facility or by Treasury check to the NOK or properly designated recipient

e. Personal checks found that are payable to the individual from other sources will be recorded and remain a part of the personal effects inventory.

f. Copies of such actions that are necessary to safeguard such funds for the individual will become a part of the personal effects inventory record.

11. U.S. Savings Bonds. Savings bonds found in the personal effects will become a part of the inventory and will be recorded by serial number on the inventory form. These will be returned to the individual when that person takes custody. If the bonds are not returned to the individual, consult with the unit personnel officer in order to provide a repository for safekeeping the bonds until turned over to the proper recipient.

## Chapter 2

### Deceased and Missing Status

1. Inventory. When a member is deceased or their duty status becomes whereabouts unknown (DUSTWUN), or they have been declared missing as defined in reference (j), the unit shall cause the individual's personal effects to be inventoried, prepared for shipment, or storage per chapter 10 of this Manual. Refer to chapter 9 of this Manual for inventory and shipping requirements during combat operations. The personal effects inventory will include all HHGs, POVs, bank account records, and all such articles that are or may become accessible to the Marine Corps inventorying official or the casualty assistance call officer (CACO) designated to assist the NOK.

2. Disposition of Effects. In the case of deceased members, commanders will coordinate through the assigned CACO, locate the PERE, and ascertain an appropriate time and location to deliver the personal effects. The inventorying official(s) will coordinate with the CACO and ensure that the personal effects are shipped per this Manual and reference (j), paragraph 8306. See chapter 9 of this Manual for combat operations. Refer all questionable situations or cases to CMC (MRPC-20); e.g., designated recipient cannot be located or the recipient contributed to the death of member.

### 3. Person Eligible to Receive Effects (PERE)

a. Per references (j) and (r), the following persons, listed in order of precedence, are eligible recipients of personal effects:

(1) Legal representative of the member's estate. To qualify as a legal representative, an individual must present duly certified copies of letters testamentary, letters of administration, or other evidence of final qualification, issued by a proper court of competent jurisdiction.

(2) Unmarried surviving spouse.

(3) Natural or adopted children in order of seniority (age).

(4) Parents in order of seniority (age), unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

(5) Siblings in order of seniority (age).

(6) Other blood relative. When two individuals are of equal relationship, priority will be determined by age.

(7) A person standing in loco parentis. Loco parentis is a legal doctrine describing a relationship similar to that of a parent to a child.

(8) A person named as a beneficiary in a will.

b. Spouse always means current spouse and never a former spouse. The spouse takes precedence in all cases unless a legal representative of the member's estate is issued by a proper court of competent jurisdiction.

c. When the eligible recipient is a minor, other than a spouse, the effects will be shipped in care of the legal guardian or person having legal custody of that child.

d. In cases where more than one person claims eligibility to receive personal effects and an agreement cannot be made by the parties, contact CMC (MRPC) for disposition instructions.

#### 4. Non-Combat

a. Commands Located Within 200 Miles of a PEBC. When the PERE of the personal effects and baggage of the deceased or missing member has been determined and the CACO has made liaison with the PERE, the member's command, following appropriate laundry and dry cleaning of the member's belongings, will turn over the personal effects and baggage to the nearest PEBC for processing and shipment. If the member had a POV, the command will ensure the vehicle is properly cleaned prior to turning it over to the nearest PEBC. This action must be completed within 4 days of the official notification of this status determination in order to facilitate the timely shipment by the PEBC and turnover of the personal effects to the PERE by the CACO. Checks endorsed to the proper recipient may accompany the escort of the remains for presentation to the PERE by the CACO.

(1) When an escort accompanies the remains, the escort will sign for and deliver the check to the CACO.

(2) The escort will be given a suitable form for the CACO to obtain a receipt from the proper recipient.

(3) Receipt will be forwarded to CMC (MRPC), a copy retained by the CACO, and one copy returned to the deceased member's unit by the escort to close out the case file.

b. Isolated Commands Located 200 Miles or More From a PEBC. See chapter 12 of this Manual for PEBC locations. When the PERE of the personal effects and baggage of the deceased or missing member has been determined, the CACO will make liaison with the PERE and determine the appropriate location and date to deliver the personal effects and baggage. Based upon instructions provided to the unit by the CACO, the unit supply officer will make arrangements, at Government expense, and cause the belongings to be delivered to the PERE by the CACO. Prior to shipment the unit supply officer will ensure appropriate laundry and dry cleaning of the member's belongings has been accomplished.

(1) This may be accomplished through the local TMO of the nearest military facility, U.S. Postal Service (USPS), United Parcel Service (UPS), Federal Express, etc.; however, shipment must be traceable. The use of the TMO will be accomplished as a normal function through a reimbursable Interservice Support Agreement (ISSA) when required. Notify TMO that the shipment is considered a BLUEBARK (deceased service member) shipment.

(2) Whenever possible, the personal effects and baggage of the deceased will accompany the remains.

(3) Checks endorsed to the proper recipient will accompany the remains as previously stated.

(4) When an escort accompanies the remains, the escort will ensure the safe delivery of the personal effects to the CACO on site. The same receipt handling procedures contained in paragraph 4.a.(2), above, applies.

5. Uniforms for Deceased and Escorts

a. The deceased Marine or Corpsman's Marine optional uniforms may be used in the burial of the individual. If the individual's uniforms are not available or appropriate for the burial, a gratuitous issue is authorized per reference (a). When approved, CMC (MRPC) will provide the unit with appropriation data necessary for use in the procurement of the necessary uniforms.

b. The Dress Blue Uniform is the preferred uniform for burial of deceased active duty Marines, per reference (j). If the dress blue uniform is not available and cannot be made available for the internment, within the required time frame established by the CACO and the family, the service uniform will be used.

c. Retired and former Marines and their spouses may obtain at personal expense such uniforms, per reference (a), as are deemed necessary for the burial. These may be procured from a Marine Corps Exchange, MCSS, or RCO.

d. Escorts of fallen Marines will wear the Marine Corps Dress Blue Uniform to the maximum extent possible.

e. If escorts do not possess the Dress Blue Uniform, their service uniform will be worn.

6. Per reference (t), the Functional Account Number (FAN) 72043 (Supplementary Issues) is to be charged and used during normal tours of Duty.

7. Mourning Bands will be procured and worn as prescribed in reference (s).

## Chapter 3

Hospitalization

1. Ambulatory Patients. The commander will have all ambulatory patients inventory their own effects and baggage and place them in an authorized storage area. Inventories conducted under these circumstances must be witnessed per chapter 10 of this Manual. Refer to chapter 9 of this Manual for additional information during combat operations.

a. When the ambulatory patient's length of 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, the unit commander may waive the inventory requirements by use of a locally created form. An example is provided at figure 3-1, following.

(1) This action is in the best interest of both the individual and the Marine Corps and eliminates unnecessary hardships associated with packing of personal effects and subsequent laundering costs to restore the uniform items to a ready-for wear condition.

(2) A copy of the waiver will be provided to the personal effects inventory board for acknowledgment and forwarding to the personal effects custodian for case file records retention purposes.

b. When the duration of hospitalization is known or expected to exceed 10 days, ambulatory patients residing in bachelor enlisted quarters (BEQ)/bachelor officers quarters (BOQ) will be required to inventory and store his or her personal effects in the billeting area, provided the area and storage containers are lockable and limited access is afforded to personnel per chapter 6, paragraph 3 of this Manual. For individuals residing in Government quarters or in private residence off base/post, the unit commander may waive the inventory requirements by use of a locally created form. An example is provided at figure 3-1, following.

c. Serialized metallic seals will be utilized to provide an additional measure of security and the serial number recorded onto the personal effects inventory form.

d. A copy of the inventory record will be forwarded to the personal effects custodian for case file records retention purposes.

e. In any instance where the personal effects items cannot be properly safeguarded in the billeting areas or sufficient storage is not available, the items will be inventoried as prescribed in chapter 10, and secured in the unit's designated personal effects storage area.

2. Incapacitated Patients. When personnel are incapacitated by injury or illness and are admitted or transferred to a medical facility, the unit commander shall ensure that their personal effects and baggage are recovered and placed in safe storage.

3. Disposition of Effects

a. Non-Combat. Commanders will retain in temporary storage the personal effects and baggage of all personnel under their command who have been hospitalized or medically evacuated to another location until the member returns. If the individual or proper recipient requests, transport the items

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to the individual's home of record. If in a long-term care facility, determine whether on site storage will be provided.

b. It should be noted that personal baggage, not to exceed 225 pounds (gross weight), may be shipped with a member who is transferred to a hospital.

c. In the event the member is transferred by service record to a Marine Corps activity (I&I, Recruiting Station, etc.) near the hospital, refer to reference (i), paragraphs U5345-F and U5372, for instructions concerning the proper disposition of personal effects and subsequent transfer to that activity pending return to a full duty status.

d. Additional information can be found in reference (i), paragraphs U5345, U5372, and U5375.

UNITED STATES MARINE CORPS  
(Mailing Address of Unit)

4050  
Sup  
(Date)

From: Rank, Full Name  
To: Commanding Officer  
Via: Chain of Command

Subj: REQUEST FOR PERSONAL EFFECTS INVENTORY WAIVER

Ref: (a) MCO 4050.38D

1. Per the reference, I request to waive an inventory of my personal effects for a 10-day period due to hospitalization. The following applies:

a. I will be admitted to \_\_\_\_\_ Hospital on \_\_\_\_\_ due to (surgery, in-patient-care, etc).

b. Information received from the attending medical officer indicates that my anticipated length of stay is not to exceed 10 days.

2. The medical officer's Rank, Name: \_\_\_\_\_ phone number \_\_\_\_\_.

Signature of Marine

4050  
(Date)

FIRST ENDORSEMENT

From: Company Commander  
To: Commanding Officer

1. Forwarded: approved/disapproved (circle one).

2. SNM has secured his/her personal effects as follows (check appropriate block):

\_\_\_ Within the individual's Government quarters or private dwelling in the custody of his/her NOK. Individual Initials \_\_\_\_\_

\_\_\_ Within an apartment off base, in which the individual is the sole proprietor. Individual Initials \_\_\_\_\_

\_\_\_ Within fully secured facilities of the unit's barracks or living spaces aboard the base or station. Individuals Initials \_\_\_\_\_

Company CO's Signature

Figure 3-1.--Waiver of Personal Effects Inventory for Individuals  
Hospitalized for 10 Days or Less

UNITED STATES MARINE CORPS  
(Mailing Address of Unit)

4050  
Sup  
(Date)

SECOND ENDORSEMENT on

From: Commanding Officer  
To: Unit Personal Effects Clerk

Subj: WAIVER ON PERSONAL EFFECTS INVENTORY FOR \_\_\_\_\_,  
\_\_\_\_\_/USMC.

1. The request for waiver is approved/disapproved. (circle one)

Commanding Officers Signature

Figure 3-1.--Waiver of Personal Effects Inventory for Individuals  
Hospitalized for 10 Days or Less (continued)

Chapter 4

Unauthorized Absence Without Leave

1. Inventory. When a member has been determined to be in a UA/AWOL status, all effects will be recovered, inventoried, and placed in secure storage. Refer to chapter 9 of the Manual for additional information during combat operations.

2. Disposition

a. Return of Member. If the member returns prior to the disposition of member personal effects, return them to the individual. Ensure that the member conducts an inventory of the effects under supervision and signs a receipt stating the same.

b. UA/AWOL Status and Becomes Hospitalized or Deceased. If the member dies or is hospitalized while in a UA/AWOL status, the personal effects will be handled in the same manner as set forth in chapters 2 and 3 or chapter 9 for combat operations, preceding. If it is determined that the individual was erroneously categorized as UA/AWOL, then change all applicable forms and correspondence and the logbook to reflect the same. This will be accomplished by the originating inventory board member(s) and all changes initialed and dated by the senior member of the board.

c. Individual Equipment Returned to the Supply Office. Upon a member being declared a deserter, the unit's supply office will accomplish the following:

(1) Remove all government property/individual equipment (782, CIF, or TAP gear) from the member's inventory. A locally created form will identify disposition of the removed government property. Refer to Chapter 9, figure 9-4.

(2) Compare the removed items against the member's issue document (i.e., Individual Memorandum Receipt (IMR), TURBO-SIRS, Equipment Custody Receipts (ECR), or other automated receipts). This issue document will identify all individual equipment that had been properly issued to the member, items returned to supply will be deleted off the issue document.

(3) Once this has been accomplished, for those items that were not found within the member's inventory, the member's command will establish a Cash Collection/Checkage Sales form (NAVMC 6), identifying those missing items of individual equipment.

(4) Once the NAVMC 6 has been properly signed by the commanding officer, the original along with a copy of the issue/turn-in document will be placed in the member's SRB/OQR. One signed copy with original signature of commanding officer will be placed, along with the issue/turn-in document, in the member's case file.

(5) Individual equipment that was not returned to supply would be dropped from the unit's property records.

d. Individual Equipment to be Returned to the CIF. Upon a member being declared a deserter, the unit holding the individual equipment will make liaison with the CIF. The CIF will provide a copy of the issue document, which identifies all individual equipment that had been properly issued to the member. The unit holding the member's effects will compare the issue

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document to the items being returned. Once this has been accomplished, for those items identified as missing, the member's command will establish a NAVMC 6, identifying those missing items. The member's unit will then return all individual equipment to the CIF. The CIF will be required to provide a turn-in receipt to the member's unit. This turn-in receipt, which identifies those items that were returned as well as those missing, will be placed in the member's SRB/OQR along with the original NAVMC 6. A copy of the NAVMC 6, with original commanding officer's signature and issue/turn-in receipt will also be placed in the member's case file. A copy of the NAVMC 6 will be provided to the CIF. Individual equipment that was returned to the CIF will be dropped from the property records.

3. Non-Combat. At the expiration of 30 days from the first day of UA/AWOL of a member and provided the member has not returned to military control, the commander will ensure that the following actions are accomplished:

a. Within Continental United States (CONUS)

(1) Units located 200 miles or more from a PEBC have the responsibility to contact the nearest military installation TMO, or in isolated locations, the nearest USPS. This will ascertain the various transportation methods and associated costs that will be incurred by the proper recipient for shipment. To facilitate this, the unit commander will ensure the name and address on the NAVMC 10154 is revalidated from the individual's service record and manpower management subsystem (MMS).

(2) The unit will contact the proper recipient, by certified signed return receipt and identify that the member has been absent for 30 days or more. See figures 4-1 and 4-2 for format example. Individual equipment will be removed from the member's inventory and handled per paragraph 2c and 2d, above.

(a) Identify to the proper recipient that reference (f) and reference (1), section 2575 provides for a maximum of 45 days storage prior to disposal and that this may be extended, but only upon the receipt of such a request in writing. If a reply is not received within the time frame specified in the original letter to the proper recipient, or an extension is not requested and approved in writing, the personal effects will be disposed of 45 days from the date on the certified return receipt.

(b) This letter will advise the proper recipient that all transportation charges are required to be pre-paid by them.

(c) Inform the proper recipient that you will forward the personal effects to their residence, based upon their written request to do so.

(d) The correspondence to the proper recipient will contain the following:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the State of the owner's residence."

(3) If the unit is located within 200 miles of a PEBC, immediately transfer all of the personal effects (military and civilian articles) to the PEBC, less individual equipment. Individual equipment will be handled per

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paragraph 2(c), above. The PEBC will correspond with the proper recipient as outlined in paragraph 3.a.(3)b(1), proceeding.

b. Units Outside CONUS (OCONUS). The unit will contact the proper recipient, by certified signed return receipt and identify that the member has been absent for 30 days or more. See figures 4-3 and 4-4 for format example. Individual equipment will be removed from the member's inventory and handled per paragraph 2c and 2d, above.

(1) Identify to the proper recipient that reference (f) and reference (1), section 2575 provides for a maximum of 45 days storage prior to disposal and that this may be extended, but only upon the receipt of such a request in writing. If a reply is not received within the time frame specified in the original letter to the proper recipient, or an extension is not requested and approved in writing, the personal effects will be disposed of 45 days from the date on the certified return receipt.

(2) This letter will advise the proper recipient that the government will accept responsibility for any transportation charges.

(3) Inform the proper recipient that you will forward the personal effects to their residence, based upon their written request to do so.

(4) The correspondence to the proper recipient will contain the following:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the State of the owner's residence."

(5) The return receipt acknowledgment and the date indicated thereon by the recipient will serve as the starting point for ultimate disposition of the personal effects in the event a response is not received. Again, this will help prevent future problems in disposal of the personal effects by either the PEBC or the unit, if that is warranted.

c. If the proper recipient replies to the correspondence and desires the member's personal effects:

(1) Ship, by traceable means only, the personal effects, less U.S. Treasury checks, individual equipment, and serviceable/unserviceable uniform clothing, to the recipient. The transmittal letter or document at the time of shipment will contain the following statement:

"This property is forwarded to you to be retained or disposed of as custodian per the laws of the state of the owner's domicile. No legal interest in the property or rights to retain it against a person entitled thereto is conferred on you by this delivery."

(2) The personnel officer will, at the time of the inventory, deliver all U.S. Treasury checks and money found within the personal effects to the disbursing officer to be credited to the member's pay account.

(3) Transfer all uniform clothing to the appropriate PEBC, MCSS, RCO, or DRMO. Ensure that locally created form is properly completed, to include the name and address of the member's proper recipient as obtained from the service record. Articles of substantial value will be forwarded by certified mail. Refer to chapter 9, figure 9-4.

d. If the Proper Recipient Cannot be Determined or Declines Delivery:

(1) For units located overseas, including Alaska and Hawaii, utilize the procedures contained in reference (f), and dispose of the personal effects after the expiration of 45 days from the date of last correspondence with the proper recipient.

(2) Marine Corps units located more than 200 miles from a PEBC may use the procedures contained in reference (f), and turn them into the nearest DRMO.

UNITED STATES MARINE CORPS  
(Unit's Mailing Address)

4050  
Sup  
Date

From: Commanding Officer/OIC PEBC  
To: (Enter Next of Kin or Proper Recipient - Full Name and  
Address from OQR/SRB's Record of Emergency Data)  
Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC  
Encl: (1) Acknowledgment Form  
(2) Pre-addressed and Stamped Return Envelope

1. This command is in possession of the personal effects of \_\_\_\_\_ (Rank, Full Name), who has been in an unauthorized absence status for a period of 30 days or more.

2. You have been designated by their service record to receive his/her personal belongings, if he/she does not care for them. These items may be sent to you, minus uniforms, individual equipment, and monies due. The estimated shipping charges of \$X.XX are to be "pre-paid" by you. A money order or cashiers check made out to the "Postmaster", for the amount indicated above, must be returned with the acknowledgment form. In accordance with Department of Defense directive 4160.21-M and U.S. Code Title 10, in the event that you do not respond within 45 days, all items will be disposed of per Government regulations. Please complete the enclosed form and return it. We will forward the personal effects to your residence, based upon the return of this request. You may call me at (XXX) XXX-XXXX should you have any questions.

3. You are also advised that per Government regulations and U.S. Law:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the State of the owner's residence."

4. If no response is received, the agency below will dispose of the effects: (place address of PEBC/local DRMO/RCO/MCSS)

(Signature)

Figure 4-1.--Letter to Proper Recipient/Next of Kin (CONUS Units)

From: (Proper Recipient Full Name and Full Address)  
To: Commanding Officer/OIC PEBC

Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC

1. I do/do not (circle one) desire the personal effects of (RANK, FULL NAME) USMC to be sent to me. I do/do not (circle one) agree to pay all shipping charges.

2. Per Government Regulation and U.S. Law, I have read and understand the following statement:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the State of the owner's residence."

(SIGNATURE)

Figure 4-2.--Letter of Acknowledgment from Recipient/Next of Kin (CONUS Units)

UNITED STATES MARINE CORPS  
(Unit's Mailing Address)

4050  
Sup  
Date

From: Commanding Officer  
To: (Enter Next of Kin or Proper Recipient - Full Name and  
Address from SRB's Record of Emergency Data)  
Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC  
Encl: (1) Acknowledgment Form  
(2) Pre addressed and Stamped Return Envelope

1. This command is in possession of the personal effects of \_\_\_\_\_  
\_\_\_\_\_(RANK, FULL NAME), who has been in an unauthorized  
absence status for a period of 30 days or more.

2. You have been designated by their service record to receive his/her  
personal belongings, if he/she does not care for them. These items may be  
sent to you, minus uniforms, individual equipment, and monies due. The  
Government will accept responsibility for any transportation charges. In  
accordance with Department of Defense directive 4160.21-M and U.S. Code Title  
10, in the event that you do not respond within 45 days, all items will be  
disposed of per Government regulations. Please complete the enclosed form  
and return it. We will forward the personal effects to your residence, based  
upon the return of this request. You may call me at (XXX) XXX-XXXX should  
you have any questions.

3. You are also advised that per Government regulations and U.S. Law:

"The action of transmitting the personal effects does not, in itself, vest  
title in the recipient. Such property will be forwarded to the recipient to  
be retained or disposed of as custodian, per the laws of the State of the  
owner's residence."

4. If no response is received, the agency below will dispose of the effects:  
(place address of local DRMO/RCO/MCSS)

(Signature)

Figure 4-3.--Letter to Proper Recipient/Next of Kin (OCONUS Units)

From: (Proper Recipient Full Name and Full Address)  
To: Commanding Officer

Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC

1. I do/do not (circle one) desire the personal effects of (RANK, FULL NAME) USMC to be sent to me.

2. Per Government Regulation and U.S. Law, I have read and understand the following statement:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the State of the owner's residence."

(SIGNATURE OF PROPER RECIPIENT/NOK)

Figure 4-4.--Letter of Acknowledgment from Recipient/Next of Kin (OCONUS Units)

## Chapter 5

### Incarcerated

1. Civil Penal Institution Inventory Procedures. When a member is arrested/detained by civil authorities and does not have an opportunity to properly care for their personal effects, the member's command will upon notification of such information, recover, inventory, and place the member's effects in secure storage. The personnel officer will deliver all U.S. Treasury checks and money found during the inventory to the disbursing officer to be credited to the member's pay account. Refer to chapter 9 of this Manual for additional information during combat operations.

2. Disposition While Confined in Civil Penal Institution. If the member is convicted of crimes or detained for what is considered long-term prisoner confinement (greater than 90 days) and is not afforded the opportunity to properly dispose of their personal property, the member's commander will take the following actions:

a. The commander will correspond with the member in person or by certified mail, to afford the member an opportunity to dispose of personal effects, other than Government property, as the member wishes.

b. The member may elect to dispose of their personal effects by private arrangement, such as execution of a power of attorney for an individual to act as that member's agent in the disposition of the personal effects.

c. The member may also designate a person(s) to whom the personal effects will be shipped. Such shipment will not include U.S. Treasury checks, uniform clothing, and individual equipment (782 gear). Individual equipment will be handled per chapter 4, paragraphs 2c and 2d, preceding.

### 3. Within CONUS

a. Once the unit has received in writing the name(s) of a designated person(s) to receive the personal effects, the following applies:

(1) Units located 200 miles or more from a PEBC will comply with those procedures outlined within chapter 4, paragraph 3.a.(1), preceding. (NOTE: Correspondence will identify the member as being incarcerated vice UA.)

(2) Units located within 200 miles of a PEBC will comply with those procedures outlined within chapter 4, paragraph 3.a.(3), preceding.

b. If the member refuses to provide the commander with the name(s) of a designated person(s) to receive the personal effects, in the case of short-term confinement (90 days or less) the unit will hold the effects until the individual returns. In the case of long-term confinement the commander will dispose of such items per the procedures contained in chapter 8 of this Manual and per reference (f), chapter 4. Additionally, the command will notify the member of the action taken.

c. Reference (i), paragraphs U5240-J and U5370-J, provides procedures and requirements that commanders must meet for the travel, transportation, and shipment of HHGs at Government expense for the dependents of a Marine stationed in the CONUS who is sentenced by court martial to:

(1) Confinement for more than 30 days.

(2) Receives a dishonorable/bad conduct discharge.

(3) Dismissal from a uniformed service, or receives an administrative discharge under other than honorable conditions.

4. Units Outside CONUS (OCONUS). When convicted and sentenced to confinement in a penal institution of a foreign nation, the member may have their personal effects shipped at Government expense to a proper recipient.

a. Once the commander has received in writing the name(s) of a designated person(s) to receive the personal effects the procedures outlined within Chapter 4, paragraph 3b through 3c, preceding, will be complied with. The correspondence will identify the member as being incarcerated vice UA.

b. If the member does not specify their desire to ship the personal effects and takes no further action regarding the disposal of their personal effects, the commander will dispose of such personal effects per the procedures contained in Chapter 8 of this Manual and per reference (f), Chapter 4. Additionally, the command will notify the member of the action taken.

5. Military Brig/Detention Facility Inventory

a. When a member is placed in a military brig/detention facility for pretrial confinement or sentenced to confinement following a court-martial, the personal effects inventory will be conducted prior to the confinement, whenever possible. This is to allow the individual to participate in and sign the inventory. The inventory will also identify those articles being taken to the brig as required by that facility and will be recorded as such. The inventory board member will witness the inventory and placement of the individual's personal effects into storage. The personnel officer will deliver all U.S. Treasury checks and money found during the inventory, to the disbursing officer to be credited to the member's pay account. Refer to Chapter 9 of this Manual for additional information during combat operations.

b. Access to Personal Effects. When a member has been placed in the brig or other confinement and requires items from their stored personal effects, the commanding officer may authorize, in writing, a member from the command to access the baggage and retrieve the required items. The authorization letter must specify what articles are being removed. When this occurs, the authorized individual will annotate the NAVMC 10154 as to the disposition of the removed items. There is no requirement for the inventory officer to recertify the contents of the personal effects.

c. When a member does not have an opportunity to properly care for their personal effects, the commander will recover, inventory, and place the effects into secure storage.

6. Disposition While Confined in Military BRIG/Detention Facility

a. Short-Term Confinement (Less Than 90 Days). If the individual is to return to the unit following confinement, the unit will store the personal effects until that time.

b. Long-Term Confinement (Greater Than 90 Days).

(1) If the member is to be confined in excess of 90 days, discharged, or discharged after confinement of less than 90 days, the commander will correspond with the member in person or by certified mail, to afford the member an opportunity to dispose of personal effects, other than Government property, as the member wishes.

(2) The member may elect to dispose of their personal effects by private arrangement, such as execution of a power of attorney for an individual to act as that member's agent in the disposition of the personal effects.

(3) The member may also designate a person(s) to whom the personal effects will be shipped. Such shipment will not include U.S. Treasury checks, uniform clothing, and individual equipment (782 gear). Individual equipment will be handled per Chapter 4, paragraphs 2c and 2d, preceding.

(4) Once the unit receives, in writing, the name(s) of designated person(s) to receive the personal effects the following applies:

(a) CONUS units located 200 miles or more from a PEBC will comply with those procedures outlined within Chapter 4, paragraphs 3a and 3c, preceding. The correspondence will identify the member as being incarcerated vice UA.

(b) CONUS units located within 200 miles of a PEBC will comply with those procedures outlined within Chapter 4, paragraphs 3a(3), preceding.

(c) OCONUS units will comply with those procedures outlined within Chapter 4, paragraphs 3b, 3c, and 3d, preceding.

c. If the member does not specify the desire to ship their personal effects and takes no further action regarding the disposal of personal effects, the commander will dispose of such personal effects per the procedures contained in Chapter 8 of this Manual and reference (f), Chapter 4. Additionally, the command will notify the member of the action taken.

#### 7. Disposition of Uniform Items Upon Discharge

a. Members that received a discharge for the following reasons shall have all articles of uniform clothing in their possession inventoried/recovered per Chapter 10, paragraphs 8 and 9 following:

- (1) Defective enlistment and inductions.
- (2) Entry-level performance and conduct.
- (3) Unsatisfactory performance.
- (4) Homosexual conduct.
- (5) Drug abuse rehabilitation failure.
- (6) Alcohol abuse rehabilitation failure.
- (7) Misconduct.
- (8) Separation in lieu of trial by court martial.

- (9) Interned or discharged as alien enemies.
  - (10) New entrant drug and alcohol test.
  - (11) Security.
- b. Further guidance can be found in references (a) and (d).

## Chapter 6

### Leave, Liberty, and Temporary Additional Duty

1. General Information. This chapter pertains to situations when a member is on authorized leave or liberty or is ordered to TAD for less than 90 days and the unit remains in place (situations concerning unit deployments are discussed in chapter 7).

2. Safekeeping. Each Marine is responsible for safekeeping all clothing and equipment not accompanying the Marine during authorized absences. Prior to departure on leave, liberty, or TAD less than 90 days, a member shall be afforded an opportunity to place their personal effects in safe storage per this Manual.

a. If the period of authorized absence is 30 days or less, there is no need to inventory, pack, and store personal effects if adequate secure storage is available; i.e., lockable wardrobes, wall lockers, or member is known to reside in Government quarters, BOQ/BEQ, or resides off base. In the event billeting needs are such that storage of personal effects cannot be accommodated, the unit must store the member's personal effects within other unit storage areas (unit supply warehouse, storeroom, etc).

b. If the period of authorized absence is greater than 30 days but less than 90 days, a personal effects inventory will be accomplished; however, the member's articles may be stored in lockable wardrobes, wall lockers, or BOQ/BEQ rooms if space permits. The member will be required to conduct the inventory of their personal effects and record the results of this inventory on NAVMC 10154. A member of the personal effects inventory board will be required to supervise the inventory and sign the inventory sheets.

(1) The original NAVMC 10154 will be retained by the member.

(2) One copy will be placed inside the storage container.

(3) The commander or other official directing the inventory will retain one copy.

(4) One copy will be provided to the command's personal effects clerk in order that a case file can be established.

c. Chapter 7 provides procedures, which will be complied with when a member's period of authorized absence is greater than 90 days.

d. Upon a member's return the command will ensure an inventory is conducted between the member and a member of the inventory board.

e. Figure 6-1 provides an example of a letter that may be established by the command to document that a personal effects inventory was required for an authorized absence greater than 30 days but less than 90 days, but due to the identified condition on the form, an inventory was not conducted.

f. For personnel who previously had an inventory conducted and their personal effects were being stored within their BOQ/BEQ and are subsequently away from the unit longer than 90 days, the inventory board will initiate a personal effects inventory and place the effects into safe storage. A record of all matters pertaining to the extended absence will be placed into the case file as a memorandum for the record.

### 3. Commander's Procedures

a. Prior to permitting the storage of personal effects in areas outside those specifically designated for secure storage, the commander must determine:

(1) If desired storage space is adequate and can be secured to prevent theft or deterioration.

(2) If the command will have access to the property, if the need arises.

(3) If this interferes with BEQ/BOQ space requirements for anticipated personnel turnover.

(4) If the storage space or container(s) access can be limited to the command's personal effects clerk until such time as the member once again accepts custody of the personal effects. This is done so that the member or other personnel may not have access to the stored personal effects without the knowledge and supervision of the unit's designated personal effects custodian.

b. The member will inventory and sign their own personal effects inventory form, which will be certified by a member of the inventory board.

c. One copy of the inventory will be placed inside the storage container, wall locker, etc.

d. An Anti-Pilferage Serialized Seal will be placed on the storage container at the locking mechanism and the serial number recorded on the personal effects inventory form.

e. Any item too large to fit inside a lockable container, such as a lockable wardrobe or wall locker, etc., will be turned in to the personal effects custodian for safe keeping and a separate inventory record made thereof, and signed by the individual. This too will be supervised and attested to by the inventory board.

f. A case file will be prepared per chapter 10 of this Manual.

g. Members living in Government housing must comply with local housing regulations and paragraph 1006, preceding.

4. Transfer While on Emergency Leave or TAD. Members may be transferred to another unit or installation while on emergency leave or TAD. After receiving this information, the unit commander will, without delay, cause all applicable inventories of military and personal effects to be re-verified by the Personal Effects Inventory Board and have the military clothing and personal effects shipped to the member at Government expense using the appropriation on the Naval message directing the transfer. Reference (i), paragraph U5310.

UNITED STATES MARINE CORPS  
(Unit's Mailing Address)

4050  
Sup  
(Date)

From: Commanding Officer  
To: Personal Effects Inventory Board

Subj: PERSONAL EFFECTS INVENTORY FOR (RANK, FULL NAME) USMC

1. The subject named Marine (SNM) is in a period of authorized absence; i.e., annual leave or TAD, for greater than 30 days but less than 90 days.

2. SNM has secured his/her personal effects as follows (check block):

\_\_\_\_\_ Within the individual's installation (Government housing) or private dwelling in the custody of his/her next of kin. \_\_\_\_\_ Individual's Initials

\_\_\_\_\_ Within an apartment off base, in which the individual is sole proprietor. \_\_\_\_\_ Individual's Initials

3. In view of the above, a personal effects inventory is not required.

(Commanding Officer Signature)

Figure 6-1.--Acknowledgement that Personal Effects Inventory is not Required

## Chapter 7

### Unit Deployment

#### 1. General Information

a. Storage for unit deployments will be coordinated with the base or station TMO. Commercial storage is authorized only when sufficient suitable storage space is not available aboard the military facility and then only for periods in excess of 90 days. The basic authority for the deployment storage program is prescribed in reference (i), paragraph U4770 and reference (o). Only bachelors, geographical bachelors (not receiving basic allowance for housing (BAH)) and single parents are eligible for unit deployment storage. Further, those members, E-7 and above, unmarried, receiving BAH will be authorized storage provided they forfeit their BAH while in a deployed status. Deployment storage can be authorized by a letter of authorization (LOA) by any commanding officer having special courts martial authority. This LOA must contain, at a minimum:

- (1) Names of individuals needing storage.
- (2) Deployment order number.
- (3) Estimated date of return from deployment.
- (4) Signature of officer authorizing the storage.

b. Distribution of the LOA will be as follows:

- (1) A copy to each member authorized temporary storage.
- (2) One copy to the installation TMO.
- (3) One copy to the supporting disbursing officer.

2. Deployments Less Than 90 Days. Procedures for the storage of personal effects for members of commands who are assigned to units deploying for periods less than 90 days are provided in chapter 6 of this Manual. If the command does not have adequate facilities to provide storage of personal effects, the commanding officer should notify higher authority in the chain of command and request assistance.

3. Pre-Deployments. Prior to deployment, the unit commander, or designated representative will perform the following:

a. Make liaison with the next senior command and the local TMO to arrange the safekeeping and transfer of the personal effects of members that will become separated from their effects for any reason. Liaison should be made at least 30 days prior to the deployment. The higher headquarters will retain, or designate a subordinate unit that will retain the personal effects for short-term storage only.

b. Ensure that the personal effects of the members identified above have been properly inventoried as outlined in chapter 10 of this Manual.

c. Completed case files originated by the members' unit will be transferred and recorded in the personal effects logbook and will be retained by the higher headquarters, designated unit or TMO. Ensure that active case

folders of the personal effects being transferred contain, at a minimum, the following:

- (1) Two copies of the form NAVMC 10154 per container.
  - (2) One certified true copy or original of each letter forwarded to and received from the proper recipient.
  - (3) One certified true copy of confinement orders or messages/orders transferring the member. For incarcerated members, chapter 5 applies.
  - (4) Certified true copies of turn-in transactions for the disposition of personal effects.
- d. Maintain copies of HHGs and personal property storage forms in the SRB/OQR of assigned personnel.
  - e. Perform POV storage based on MSC policy, installation procedures, and per reference (i), chapter 5, part I.
  - f. The receiving activity should receive the personal effects per chapter 10, paragraph 7 of this Manual. Once transferred, these effects become the responsibility of the receiving activity until final disposition.

#### 4. During Deployment

- a. The commander will designate in writing an individual to withdraw personal effects from the household effects section prior to the return of the unit when members cannot accomplish this themselves; e.g., incapacitation, etc. Inventorying and shipping the personal effects then becomes the responsibility of the designated person.
- b. Additionally, the commander is responsible for promptly forwarding all pertinent correspondence received which impacts upon the disposition of the personal effects identified in paragraph 3c, preceding; e.g., letters from the proper recipient. This information is to be provided to the unit physically holding the personal effects.
- c. The inventory procedures contained in chapter 10, following, will be used in all other cases during the deployment.

5. Return From Deployments. The commander or designated representative will perform the following:

- a. Make liaison with the household effects section to coordinate and arrange for the prompt withdrawal of personal effects.
- b. Designate in writing an individual to withdraw the personal effects of members who are hospitalized, deceased, missing, UA/AWOL, or deserters. A signed copy of the appointing letter must be provided to the household effects section.

## Chapter 8

### Lost, Abandoned, or Unclaimed Privately-Owned Personal Property

#### 1. Definitions

a. Claims Settlement Property. Personal property damaged during a HHGs/unaccompanied baggage shipment. Reference (f), chapter 4, paragraph B9.

b. Government Personal Property. Property other than real property (buildings/lands) and records (files/documents) of the Federal Government as defined by reference (f). Any recovered Government property will be returned to stock for reissue or appropriate disposition.

c. Lien Holder. If there is a lien against the privately-owned property by a financial institution (e.g., bank, credit union, etc.), the owner of the property may be the respective financial institution. Several factors, however, may influence who is awarded custody. The owner may have incorporated insurance into the loan and named a benefactor. A co-owner may be involved or the heirs, NOK, or legal representative of the owner may still retain rights unless payments stop and the lien holder calls for final payments. Legal assistance shall be solicited to resolve such issues.

#### d. Privately-Owned Personal Property

(1) Personal effects of DOD personnel (military or civilian) are not and never become Government property unless:

(2) The owner (or the heirs, NOK, or legal representative of the owner) executes a written and signed release document unconditionally giving the U.S. Government all right, title, and interest in the privately-owned property.

(3) The property is acquired by DOD as the result of a claims settlement action.

#### e. Examples of Private Property

(1) Military clothing and equipment that cannot conclusively be established as Marine Corps/Navy furnished or issued organizational Government property.

(2) Money: Record by denomination and value of the currency.

(3) Negotiable and nonnegotiable instruments such as bonds, checks, notes, deeds, wills, receipts (including those covering safekeeping deposits), agreements, certificates, insurance policies, and bank books.

(4) Miscellaneous articles of intrinsic, sentimental, and utility value such as:

(a) Motor vehicles, trailers, HHGs, baggage, and wardrobe trunks.

(b) Weapons. Includes standard rifles, shotguns, handguns (i.e., semi-automatic pistols and revolvers), antique firearms, and cutlery (knives, bayonets, and swords). Firearms subject to the provisions of reference (w) will be noted on the inventory and confiscated.

(c) Computer hardware and software, musical instruments, sports and athletic equipment, audio entertainment equipment, cameras, jewelry, wallets, and souvenirs.

(d) Fountain pens, insignia, medals, photographs, books, diaries, toilet articles, flight logs, and personal papers.

## 2. General Information

a. Disposal of lost, abandoned, or unclaimed privately-owned personal property (hereafter referred to as private property), especially POVs, is based on:

(1) Amendments to reference (1), section 2575 and DOD-approved waivers. Reference (1), section 2575 established mandatory notification requirements and time limits associated with the identification and return of private property to the owner (or the heirs, NOK, or legal representative of the owner) and the lien holder, if applicable/known. The holding time frame after notification has been changed per public law 101 189, section 322 of reference (1), section 2575, by decreasing the number of days from 120 to 45 days.

(2) Reference (f), chapter 4, paragraphs B9 (Claims Settlement Property) and B40 (Lost, Abandoned, or Unclaimed Privately-Owned Personal Property).

b. Return of subject property to the owner (or the heirs, NOK, or legal representative of the owner) and/or the lien holder is required per the provisions of reference (1), section 2575 and the guidance contained herein. This guidance does not apply in cases of deceased personnel where private property is subject to the provisions of reference (1), sections 4712, 4713, 6522, 9712, 9713, or subsection (c) of section 2575.

c. Installation and activity/unit commanders must view the abandonment of private personal property as a personnel management issue and be diligent in deterring occurrences. When personnel check-in, it is necessary to foster personal responsibility during familiarization and indoctrination training and stress the consequences of abandoning private property. Upon permanent change-of-station orders, the check-out procedures should ensure that private property is cleared prior to departing. This approach is more cost-effective than funding disposal costs subsequent to personnel departure.

d. Intentional abandonment of private property resulting in subsequent cost to the U.S. Government for disposal will not be tolerated. Personnel must be knowledgeable of the consequences associated with intentional abandonment, such as:

(1) Reimbursing the Government for incurred costs.

(2) Repossession by lien holder.

(3) Garnishment of pay.

(4) Internal Revenue Service withholding of income tax refunds for indebtedness to the U.S. Government.

(5) Violation of articles under the Uniform Code of Military Justice.

e. Installation and activity/unit commanders, not the DRMO, are responsible for the disposal of private property. The DRMO is responsible for the disposal of Government personal property; however, DRMO is an avenue for disposal of private property and should be used to the greatest extent possible.

f. Unit supply officers and the Provost Marshal Office (PMO) shall cooperate with one another when necessary in disposition matters related to subject property (e.g., preparation of disposal turn-in documents for DRMO, sharing of records and information, providing secured storage where feasible during the notification process, etc.).

g. Disposal of private property, especially POVs in overseas locations, is an unnecessary expense to the U.S. Federal Government. The notification requirement of reference (1), section 2575 should include a daily cost for up to 45 days if the Government would incur costs resulting from commercial removal of property and impoundment due to lack of Government resources. These costs should be reimbursed to the Government in exchange for return of the property to the owner or legal representative. In the case of the owner's heirs and NOK, discretionary authority is granted to waive reimbursement to the Government in favor of final disposition of the property (e.g., imposes extreme financial hardship, owner deceased, etc.).

### 3. Policy

a. Military jurisdiction does not extend to private property located off military installations. Consequently, when a military member abandons such private property voluntarily or otherwise, the Government is not held liable for its safekeeping.

b. For disposition of personal property known to be located off base for an individual hospitalized, deceased, or wounded/killed in action, refer to chapter 10 paragraph 7, following, for guidance.

c. When private property is found on or comes into custody or control of the military and has apparently been lost, abandoned, or left unclaimed for any reason by the owner, the commander shall appoint a board of at least two people (one of which must be a commissioned officer and the other at least a noncommissioned officer or warrant officer). For officer-owned private property, the board will consist of two officers of equivalent or higher grade. The board shall complete the following:

(1) Examine the property and prepare an accurate, complete, legible, and dated inventory of the private property, including its estimated current fair market value. The board will record any information which may assist in the settlement of the affairs of the estate of the owner. Copies will be filed accordingly, and specifically; one copy will remain with the property, one copy will be filed in the appropriate personnel record, and when identified and contacted, one copy will be furnished to the owner(s), or their heirs, NOK, or legal representative.

(2) Conduct diligent inquiries to ascertain or locate the owner(s), or their heirs, NOK, or legal representative.

(3) Ensure the private property is kept in safekeeping by the activity having physical custody to prevent theft, pilferage, or unwarranted deterioration.

(4) Segregate and tag the private property which the board has been able to identify as belonging to an individual or believed to be the owner; with the name, service number and/or other pertinent identification.

(5) Unless otherwise mandated by current statute or other more current regulation, items such as toilet articles, cosmetics, used/soiled personal items, undergarments having no value, except to the original owner will be disposed of for the safekeeping of the remaining articles.

(6) Where other regulations under which the Board functions specifically provide a form of findings, such form shall be followed. In the absence of specific guidelines, the finding shall be a clear and concise statement of the facts established, and the conclusions of the board. In either case, the finding should show that the requirements herein have been obtained and accompany the finding. Any notification to a lien holder or release of a lien (if furnished) shall be included with any finding.

d. If title owner is determined, the private property may be claimed by the owner, the heirs, NOK, or the legal representative at any time before disposition. If the private property is claimed by anyone other than the owner, the transmittal letter or document shall contain the following statement:

"The action of this command in transmitting the private property does not vest title in the recipient. Such private property is forwarded to you to be retained or disposed of as custodian, in accordance with the laws of the State of the owner's residence."

e. If the private property is not claimed, or if the owner, the heirs, NOK, or the representative, is not found, the installation will ensure the following or a similar notice is sent by certified or registered mail to the owner, the heirs, NOK, or the legal representative, at their last known address:

"Under the law, U.S. Code Title 10, section 2575, you are hereby advised that the private property described herein shall be sold or otherwise disposed of at (location, on [approximate date]). A request for the return of the private property shall be honored, if received before the time specified. Request for return of the private property after the specified time shall be honored, only if disposition has not been made."

This statement will be sent at least 45 days before any disposal actions are taken. The Board shall determine the method of disposal and if appropriate, coordinate disposal with the local DRMO.

Note: If the Board determines that packing, handling, transportation, or other charges are not a responsibility of the U.S. Government (e.g., vehicle towing and impoundment costs, etc.); the above statement shall be modified to advise the prospective recipient. The statement shall indicate the manner in which payment for these charges shall be made.

f. The board, at its discretion, may include with the notice specified above, a release document substantially in the format shown in Figure 8-1 of this chapter. If the release document, properly executed, is returned by the owner (or the heirs, NOK, or legal representative of the owner), the private property listed thereon becomes the personal property of the U.S. Government and shall be processed through normal disposal channels. This procedure may not be used, however, when the private property in question is subject to a lien (such as an abandoned vehicle purchased through a finance company),

unless the release on the lien is obtained. Since several factors may influence a lien, legal counsel shall be consulted on all issues where private property is subject to a lien.

g. The board, with the assistance of the installation security police or PMO, is responsible for determining if an abandoned vehicle has a lien.

h. If 45 days of diligent effort to identify the owner (which is chronologically documented) proves unsuccessful, and/or the lien holder absolutely cannot be determined, and/or the private property is not released per figure 8-1, and/or the private property continues to be unclaimed by the owner (or the heirs, NOK, or legal representative of the owner); the property remains private property and does not become Government property. The commander may dispose of the private property immediately. The commander may waive this requirement in the event base closure time frames will not allow the full 45 days. The commander may elect to:

i. DRMO Turn-In. Turn the private property in to the DRMO for disposal or dispose of the private property by other means. DRMO may be used under the following conditions:

(1) Claims Settlement Property. Disposal as Government property through the DRMO per reference (f), chapter 4, paragraph B9. Claims settlement property is usually private property damaged during a HHGs/unaccompanied baggage shipment. The item(s) shall be considered as Government property and processed for normal disposal turn-in to the DRMO at no cost. The disposition instructions issued by the claims adjudication office should be attached to the disposal turn-in document (DTID).

(2) Release of Property by Owner. Disposal as Government property through the DRMO per reference (f), chapter 4. Ensure properly executed release form, figure 8-1, is attached to the DTID.

(3) DRMO Funding. Disposal by DRMO requires coordination and may require advanced funding via a military interdepartmental purchase request (MIPR). Costs are based on marketing cost factors established by Defense Reutilization and Marketing Service (DRMS). Batch lotting turn-ins of identical items, e.g., quantities of bicycles, etc., rather than commingling unlike items should alleviate much of the cost. An example of DRMS established cost factors is as follows:

(a) Cost to handle one line item -	\$ 21.61
<u>Overhead per line item -</u>	<u>+ 17.54</u>
Total cost per line item	\$ 39.15

(b) Cost per line item of service contract - to be determined by DRMO (e.g., \$150 per abandoned vehicle, etc.).

(c) Multiply the category of line item costs in (a) and/or (b), preceded by the number of items expected to be turned in. Add them together to determine total funding to be furnished by MIPR to the DRMO. To alleviate some of the cost for processing subject property through the DRMO, it is suggested that disposal turn-in is delayed until sufficient quantities of like items accumulate for turn-in under the batch lotting criteria of reference (f), resulting in one handling process and one overhead charge.

(4) A copy of the board's inventory and any other associated pertinent documents shall be attached to the DTID.

j. Other Dispositions. Examples of "other dispositions" include:

(1) Lien Holders. Facilitate repossession by the lien holder or obtain release document. The appointed board is charged with the responsibility for determining if an item has a lien (e.g., abandoned vehicles, etc.) and that the lien holder is, in fact, the legal claimant. If it can be determined and names are not available from local records, contact the State authorities of the State of registration for motor vehicles to obtain the name of registered owner and lien holder. Both the owner and lien holder are subject to the "registered mail (request receipt returned)" notification requirements of reference (1), section 2578. After 45 days, if no claim is made after all reasonable attempts have failed, notify the State Department of Motor Vehicles by registered mail of the status of the motor vehicle, identity of the registered owner and/or lien holder (as evidenced by the license plates), and the intention to dispose of property as abandoned to the United States Federal Government.

(2) Transfers to a Marine Corps Community Services (MCCS). Transfers to a MCCS office/facility for use as part of its program (e.g., the auto hobby shop). Non-appropriated fund instrumentalities (NAFI's) proceeds from sale of private property may be retained as revenue.

(3) Independent Sales. Commanders may conduct independent sales transactions or arrange to have property sold. Sales proceeds are deposited in the appropriate accounts for owners or their representatives to file claims within 5 years of the disposal action, as required by reference (1), Title 10, section 2575.

(a) Twenty percent of the proceeds from sales shall be deposited to the U.S. Treasury General Fund Receipt Account 97R2651.

(b) Per DOD-approved waiver, documented costs incurred (e.g., packing, handling, storage, towing, impound charges, advertising, auctioneer, etc.) may be recovered from the remaining 80 percent of the total net proceeds after 20 percent of the total net proceeds are deposited to the U.S. Treasury General Fund Receipt Account 97R2651.

(c) Otherwise, the remaining 80 percent, or fraction thereof, shall be deposited into the Services' X6001 account (i.e., 17X6001, Navy and Marine Corps).

(d) Official documentation of disposition costs is mandatory to maintain for presentation as evidence in potential claim litigations. After 5 years from the date of the sale by either DRMO or independent sale, any unclaimed proceeds shall be transferred from the \_\_X6001 account to the General Fund Miscellaneous Receipt Account \_\_1060, Forfeiture of Unclaimed Money and Property.

(4) Qualified Recycling Programs (QRP). For private property that is obviously recyclable scrap, the installation QRP may be utilized to the maximum extent practicable (See reference (f), Chapter 7, paragraph N.). The sales proceeds after meeting recycling program expenses may be distributed to MCCS morale, welfare, and recreation activities per reference (1), Title 10, section 2577.

(5) Donations/Contributions. Private property eligible for disposition may be donated/contributed to a legitimate nondenominational charitable organization. Receipts shall be obtained and maintained on file for 5 years as evidence in potential claim litigations.

(6) Non-Hazardous Solid Waste ((NHSW)/Disposal). Private property that is obviously trash, refuse, or scrap that is not usable, salable, recyclable, and is environmentally compliant, may be disposed of with normal NHSW. The disposal document shall reflect certification that:

"All action pursuant to reference (l), section 2575, reference (f), and this Manual have been met without a claim or sale proceeds; therefore, based on condition, private property was disposed of in the best interest of the Government with normal NHSW."

k. Lost and Found Property. Private property, turned in to lost and found (traditionally maintained by the PMO or base/station security police aboard posts, bases, and stations) whose rightful owner cannot be ascertained and remains unclaimed after diligent efforts to find owners through means such as local newsletter ads, posted fliers, etc., falls under the provisions of lost, abandoned, or unclaimed privately-owned personal property. The private property is typically minor property such as bicycles, etc. At the discretion of the commander, PMOs or base/station police may be granted authority to elect any of the options in the paragraphs i through j, preceding. Decision on private property such as lost and found jewelry, which may contain precious metals or precious gems, should be based on documented appraisals and consultation with legal counsel and the DRMO.

(1) The Board may reclaim private property for return to the legal owner at any time prior to disposal. If this occurs after private property has been turned in to a DRMO, immediate and direct coordination with the DRMO will be made to determine whether a formal requisition or a formal memorandum or letter to the DRMO will suffice, certifying that the return of the property to the legal owner is intended and that the funded MIPR will be withdrawn and canceled.

(2) If private property such as a vehicle has only scrap value, but contains petroleum, oil, lubricants; refrigerant (e.g., ozone depleting substances [ODS]); coolants (e.g., anti-freeze, water) and other fluids (e.g., windshield washer, etc.), they should be recovered by the generator prior to disposal or turn-in to the Defense Reserve of OSD. The recovered items should be reclaimed, recycled or disposed of in an environmentally compliant manner, per Federal/state/local regulations or per SOFA, Final Governing Standards (FGS), or the DOD Overseas Environmental Guidance Baseline Document (OEBGD). Reference (u) applies to overseas DOD activities.

#### 4. Firearms

a. Any authorized firearms falling into this category should have already been registered and properly secured in an authorized storage area per reference (c). The firearm(s) shall be added to the weapons record count and reported per reference (g). Disposition instructions of unclaimed firearms shall be requested per reference (h), and any directed disposal or demilitarization shall be per reference (f).

b. In cases of death caused by the weapon in question, every consideration should be given to the potential emotional nature of the NOK or proper recipient's decision to relinquish ownership of the weapon. Keep in mind that Naval Criminal Investigative Service Resident Agency (NCISRA) or the Criminal Investigative Division (CID) of the local PMO will retain the weapon in such instances until the conclusion of their investigation notification is made to the Federal Bureau of Investigation (FBI) and the weapon released as evidence from any investigation. The NOK or proper recipient should be given a second opportunity to make that decision, or to

determine that some member of the deceased's family may desire the weapon. Reference (f), stipulates that the packing, storage, and transportation or other costs, which may be the responsibility of the NOK or proper recipient, must be addressed. Such weapons are not to be turned over to felons and those convicted of spousal abuse.

c. If the NOK or proper recipient's ultimate decision results in the Government's retention of the weapon, they must complete the release document in figure 8-1 and must include applicable physical descriptions and serial numbers.

d. If the NOK or proper recipient releases the weapon to the Government, an expert technical inspection will be necessary to ensure the safety of the weapon and its supportability based on its intended use (e.g., MCCA, Training, etc). In addition, if retained, the appropriate authorized allowance must be established, and the weapon must be added to the property accounting records and reported to Naval Surface Warfare Center Division, Crane, Indiana for inclusion on the unit's Serialized Small Arms Report.

e. If the weapon is released to the Government and no value can be ascertained, it will be turned over to the local PMO for disposal as an abandoned weapon.

f. A complete record must be maintained of all correspondence and the ultimate disposition of the weapon. This will be held with the unit supply office for a 2-year period, per reference (v) SSIC 4520.1, following the final disposition of the weapon.

#### 5. Filing of Claims

a. Any claims for proceeds received from the sale of private property pursuant to this Chapter will be transferred to the GAO.

b. Claims filed after the expiration of 5 years from the date of disposition of the private property are barred from being acted on by the GAO.

Sample Format of Release Document for Unclaimed Property

Know all men by these presents that I, \_\_\_\_\_, do hereby unconditionally give to the United States Government all of my right, title and interest in and to the following described personal property:

The above-described personal property of which I am the sole and exclusive owner is located at \_\_\_\_\_. I hereby authorize the United States Government to dispose of said property in any manner it may consider suitable and hereby release and discharge the United States Government and its agents from any and all claims and demands whatsoever by me which could otherwise be asserted because of the disposition of said personal property by any person.

In witness whereof I have hereunto set my hand this day of \_\_\_\_, 20\_\_.

(Signature of Individual)

Acknowledged before me \_\_\_\_ on this \_\_\_\_ day of \_\_\_\_, 20\_\_.  
(Notary Public)

Figure 8-1.--Release of Ownership

## Chapter 9

### Combat

1. Command Responsibility. To safely, securely, and expeditiously inventory and move personnel effects in a combat environment of deceased, DUSTWUN, missing, ill, injured personnel or personnel otherwise separated from their personal effects. Casualty categories and status are defined in reference (j), paragraphs 1001.7 and 1001.8.

a. Ship personal effects of deceased personnel (Killed in Action (KIA), other hostile death or non-hostile death) that did not accompany the remains to include personal effects of Missing in Action (MIA), or designated as a Prisoner of War (POW) per this Manual and reference (k) to the Joint Personal Effects Depot (JPED).

(1) The U.S. Army is the Department of Defense's executive agency for Mortuary Affairs and is operationally responsible for the JPED.

(2) An established JPED Marine Corps Liaison Cell coordinates the disposition of all received personal effects from theater with designated CACOs.

(3) Under no circumstances shall units in combat operations ship personal effects of service members defined in paragraph 1a, above, directly to the CACOs or family.

(4) Remain Behind Element (RBE) or designated supporting MSC unit will accomplish procedures outlined in chapter 2 of this Manual to ensure all remain behind personal effects, to include, HHGs, POV(s), and all such articles that are or may become accessible to the Marine Corps CONUS inventorying official are inventoried and shipped to the PERE via the CACO.

b. Ship personal effects of Wounded in Action (WIA), Unauthorized Absence (UA), emergency leave, brig, non-hostile medical, deserter or non-deceased personnel otherwise separated from their personal effects to the Personal Effects and Baggage Center (PEBC).

(1) Remain Behind Element (RBE) or designated supporting MSC unit will coordinate with supporting PEBC and accomplish procedures outlined in Chapters 3, 4, 5, or 6 depending on the circumstances that cause the personal effects to be shipped from combat operations.

(2) Under no circumstances shall units in combat operations ship personal effects of service members defined in paragraph 1b, above, directly to a service member's home.

(3) The JPED Marine Corps Liaison Cell will redirect personal effects that are mistakenly shipped to or are received by the JPED for service members defined in paragraph 1b, above, to a supporting PEBC.

2. Personal Protective Equipment. Personal Protective Equipment (PPE) is individual combat clothing and equipment with the primary purpose to protect individuals from injury in combat. PPE includes helmet, modular tactical vest (MTV), small arms protective inserts (SAPI), eye protection or any other government-purchased and issued Personal Protective Equipment.

a. Deceased member's PPE must not be removed from the body, unless safety or security reasons deem otherwise. PPE is required for follow-on forensic and performance analysis testing.

(1) PPE that is mistakenly separated from the body during evacuation or at medical facilities must be sent separately, untampered with, to the Armed Forces Medical Examiner's Office.

(2) Provide the Armed Forces Medical Examiner's Office with detailed information relating to circumstances of death, type of combat operation, name of member, and unit POC. A detailed report along with a copy of the Personnel Casualty Report (PCR) will be placed inside the shipping container that is clearly labeled for the Armed Forces Medical Examiner's office at the below listed address:

Armed Forces Medical Examiner's Office  
Mortuary Affairs  
116 26<sup>th</sup> Street  
Dover AFB, DE 19902-5116

b. PPE for casualties (non-deceased) sustained during combat must accompany the individual during evacuation or transfer medical treatment facilities for follow-on forensic and performance analysis.

(1) PPE that is mistakenly separated from the member during evacuation or from transfer medical facilities must be sent untampered with to Marine Corps System Command.

(2) Provide MCSC with detailed information relating to circumstances of injury, type of combat operation, name of service member, and unit POC. A detailed report along with a copy of the Personnel Casualty Report (PCR) will be placed inside the shipping container that is clearly labeled for MCSC at the below listed address:

Marine Corps Systems Command  
Attn: PM ICE CESS PDG-16  
2201A Willis Road  
Quantico, VA 22134

3. Inventory. All Theater personal effects inventories will be conducted within 48 hours of the incident. The unit personal effects inventory will serve as the sole accountable theater personal effects inventory.

a. Additional inventories are not necessary, unless shipping containers have been significantly damaged, opened or serialized tags have been broken or other evidence of tampering exist. In such cases, the personal effects must be re-inventoried and all personal effects stakeholders, individual parent unit, major subordinate command (MSC), supporting MEF etc., must be notified if any inventory discrepancies are discovered. At a minimum, notification must include type and number of container, such as, container 2 of 3, estimate delivery schedule or time of arrival, and point of contact.

b. Remove government-owned equipment, other than identified in paragraph 2, from theater personal effects inventory and return to the service member's unit supply office to use as stock replenishments or to dispose of accordingly. The unit supply officer will properly account for government issued equipment on the unit's property record and will ensure service member's Consolidated Individual Facility (CIF), Special Training allowance Pool (STAP), or unit's Individual Memorandum Receipt are adjusted.

Unit supply officers will coordinate IMR adjustments with supporting MEF G-4 (Fwd). Units that are not supported by a MEF G-4 (Fwd) will coordinate IMR adjustments with MEF G-4 rear.

c. Personally owned equipment that resembles and is not government-owned equipment, must be documented on the inventory form as "personally owned."

d. Under no circumstances should government-owned equipment be shipped to the JPED or PEBC.

e. All theater personal effects must become part of inventory, including articles of considerable value. Under no circumstances will items be forwarded separately (i.e. via certified mail, etc.) from the PE inventory.

f. Inventory Officers will collect all hard currency and annotate denomination, dollar amount, and serial number in the remarks sections of the NAVMC 10154 inventory form. Secure and place hard currency within the PE container.

(1) There is no requirement to prepare treasury checks during combat operations.

(2) The JPED prepares treasury checks of deceased service members.

g. Inventory Officer will look for contraband, ammunition, unexploded ordnance, and similar hazardous items that may be present within the personal effects. A signed certified statement will be prepared by the Inventory Officer stating that no such items are being sent with the personal effects. See Figure 9-3 for example.

h. A completed personal effects inventory form, NAVMC 10154, will be placed in the individual's OQR/SRB. Additional copies of the NAVMC 10154 must be placed or filed as follows: one copy will be placed in each PE container, one copy must be placed inside the PE over pack container as identified in paragraph 5c, below, one copy will be retained by unit Commander or other official, one copy will be filed by the personal effects custodian, and one copy, with the SSN of service member blacked out, must be placed outside of each PE container in a packing slip.

i. The Inventory Officer's confirmation of hazardous material and unexploded ordnance certified statement will also be placed outside of each personal effects container in a packing slip. This form, along with the NAVMC 10154, will be the only documents placed outside of the personal effects container or over pack container. Refer to paragraph 5c, proceeding.

j. Personal effects found at a later date, after the initial personal effects inventory has been completed, will be inventoried and shipped as Remain Behind PE (RBPE), depending on incident, to the JPED or PEBC. Notification must be made to all stakeholders identified in paragraph 3a, above of follow-on RBPE.

4. Documentation. A complete personal effects inventory package will ensure timely disposition of the effects during transportation and handling. A complete personal effects inventory package will be presented to the personal effects custodian and one copy will be placed inside the first personal effects container.

a. The following documentation represents a complete personal effects inventory package:

(1) Inventory Officer appointment letter and acceptance endorsement. See figures 9-1 and 9-2.

(2) Inventory Officer's confirmation of hazardous material and unexploded ordnance certified statement. See figure 9-3.

(3) Government equipment removal letters. This letter verifies that the personal effects does not include any government equipment and is used for the unit to adjust the individual's IMR. See figure 9-4.

(4) Personnel Casualty Report.

(5) NAVMC 10154.

b. Under no circumstance shall the complete PE inventory be placed outside the PE container or given to a commercial carrier. Customs Declaration form can be prepared by using the information that is presented to the personal effects custodian.

c. The NAVMC 10154 and the confirmation of hazardous material and unexploded ordnance certified statement are the only documents which will be placed outside the PE container.

(1) The SSN has been used as a means to efficiently identify and authenticate individuals, but the threat of identity theft now requires commanders to ensure that the SSN is not compromised.

(2) PE containers, PPE containers, and over pack containers shall not be marked with the member's SSN or last four.

d. The PE custodian will use the complete personal effects inventory package to expedite PE to the JPED or the PEBCs.

5. Shipping. To ensure timely disposition during transportation and handling, containers will have special markings and categories such as, Hostile death, Non-hostile death, Missing in Action, etc. All Markings will be clear, distinctive, and permanent.

a. Mark all containers with member's full name, rank, component, MSC, unit, and category. A typed placard does not substitute the requirement of a clear, distinctive, and permanent marking.

b. Metal serialized seals, or equivalent serialized anti-pilferage materials, must be used to seal all individual containers and must be cross-referenced to the inventory document.

c. Package personal effects inventory in crush-resistant government purchased container/footlocker or compatible commercially purchased container/footlocker. Multiple personal effects containers will be consolidated in larger crush-resistant containers (over pack). All exposed containers must protect personal effects inventory from external weather elements (rain & humidity).

d. Units will ensure deceased service members' personal effects are shipped to the JPED at the below listed address within 7 days of incident through an established MAGTF Material Distribution Center (MMDC). PE shipments will be communicated to all PE stakeholders (individual's parent unit, MSC, supporting PEBC, and JPED).

Joint Personal Effects Depot  
Bldg 3558 Rodman Road  
Aberdeen Proving Grounds, MD 21005

e. The MMDC is authorized to ship PE through a commercial, traceable priority shipper directly to the JPED. There is no requirement to insure PE shipments for the PERE is entitled file a claim through HQMC personal property claims office (MRA) for any damaged, lost or stolen PE.

f. Non-deceased member's personal effects will be shipped to a supporting PEBC depending on the ultimate destination of the individual once it is determined the individual will not be returning to the unit, but no longer than 30 days from incident, through an established MMDC. Refer to Chapter 12 of this Manual for PEBC shipping addresses.

6. Army Mortuary Affairs Collection Point (MACP). When a supporting MMDC is not available, commanders may use their own traceable shipping modes or may ship personal effects through an Army's MACP.

a. The MACP only ships service member's personal effects to the JPED and is limited to wounded or deceased incidents. Non-hostile personal effects cases remain the unit's responsibility to ship, but assistance can be obtained through the MACP.

b. When the JPED receives Marine Corps non-deceased personal effects cases, the JPED Marine Liaison Cell will redirect personal effects to a supporting PEBC.

c. Transportation from the MACP to the JPED is coordinated and funded by the MACP.

d. Personal effects procedures at the MACP are different than outlined in this Manual. Some examples are as followed:

(1) The MACP receives and is most familiar with the Military Operations Record of Personal Effects of Deceased Personnel form (DD 1076).

(2) The MACP has a requirement to fulfill listed requirements and documentations listed in a turn-in checklist.

(3) The Army's Inventory Officer is limited to a commissioned officer and is referred to as a Summary Court Martial Officer (SCMO).

e. The Army's Casualty and Mortuary Affairs Operations Center has agreed to allow Marine Corps units to use procedures outlined in this Manual and to allow staff noncommissioned officers to perform the duties as Inventory Officers. However, the MACP will not ship personal effects to a supporting PEBC. The JPED will redirect Marine Corps non-deceased personal effects cases as outlined in paragraph 1b(3), preceding.

#### 7. Medical Treatment Facilities

a. If a service member dies while at a medical treatment facility and for some exceptional reason "transfer personal effects" cannot accompany the service member or a deceased member's personal effects is discovered at a later date, inventory, package and ship personal effects to the JPED.

(1) Recovered government-owned equipment, other than PPE, should be returned to the individual's unit or shipped to the CIF at the following address:

Consolidated Issue Facility  
Fir and Center Streets  
Building 1501  
Camp Lejeune, NC 28542-5000

(2) Provide name and unit of the individual to the CIF. The CIF will adjust the individual's IMR for any recovered government-owned equipment.

(3) PPE should be packaged separately and shipped to the Armed Forces Medical Examiners Office at the address provided in paragraph 2.a.(2). If available, provide the Armed Forces Medical Examiner's Office with detailed information relating to circumstances of death, type of combat operation, name of member, and unit POC.

b. Wounded service member's personal effects will accompany the individual during medical treatment facilities. If for some exceptional reason the individual's personal effects cannot accompany the individual or the member's personal effects is discovered at a later date, inventory, package, and ship personal effects to a supporting PEBC. Refer to chapter 12 of this Manual for PEBC addresses.

(1) Recovered government-owned equipment, other than PPE, should be returned to the individual's unit or shipped to the CIF as outlined in paragraph 7.a.(1), above.

(2) Provide name and unit of the individual to the CIF. The CIF will adjust the individual's IMR for any recovered government owned equipment.

(3) The Camp Lejuene's CIF has been designated as the central CIF facility and will coordinate the redistribution of equipment to appropriate CIFs.

(4) PPE should be packaged separately and shipped to Marine Corps Systems Command at the address provided in paragraph 2.b.(2). If available, provide MCSC with detailed information relating to the circumstances of incident, type of combat operation, name of member, and unit POC.

8. Personal Effects and Baggage Center (PEBC). The PEBCs will provide assistance, personal effects forwarding, and causative research upon request from other personal effects stakeholders.

a. Upon receipt of theater personal effects the PEBC will notify the individual's parent unit, with a copy of the notification to the MSC and MEF, requesting disposition instructions.

b. The PEBC will ensure all shipments are maintained in a secure, limited-access location until they can be returned to the individual or the JPED for the individual that subsequently dies of wounds/other causes.

c. No additional inventory will be conducted by the PEBC unless shipping containers have been significantly damaged, opened, serialized tags have been broken, or evidence of tampering exists. In such cases, personal effects must be re-inventoried and MSC must be notified of any inventory discrepancies. A Staff Noncommissioned Officer or Officer representative

from either the individual's parent command or MSC must be present when the inventory is conducted and within 24 hours of receipt.

9. MEF Rear Commanders. Rear element of deployed MEF will serve as operational lead for managing and tracking receipt and return of theater personal effects and RBPE to the individual or PERE via the JPED and the Casualty Assistance Call Officer. MEF rear Commanders will ensure the following is accomplished:

a. Upon notification that a PE case has been initiated for a deceased member, expeditiously track down and ship RBPE to the CACO via local Transportation Management Office.

b. Make liaison with individual augments' from overseas locations to account for and forward any RBPE to appropriate designation.

c. Resolve any personal effects issues and discrepancies with supporting PEBC and the JPED.

d. Coordinate CIF and STAP government equipment adjustment transactions.

e. Assist and resolve personal effects issues with assigned CACOs of deceased service members.

UNITED STATES MARINE CORPS  
(Unit's Mailing Address)

4050  
Sup  
(Date)

From: Commanding Officer  
To: Distribution List

Subj: PERSONAL EFFECTS INVENTORY BOARD MEMBERS

Ref: (a) MCO 4050.38D

Encl: (1) Acceptance Letter

1. Per the reference, the following personnel listed below are assigned as Personal Effects Inventory Officer for this Command.

<u>Rank</u>	<u>Full Name</u>	<u>Co/Sect</u>
-------------	------------------	----------------

2. The assigned personnel must ensure that they are thoroughly familiar with their duties and responsibilities as contained in the reference to correctly conduct Personal Effects inventories for their assigned company. This appointment is in effect until (date), separated from active duty, or earlier terminated in writing, at which time you will be relieved of you duties.

3. Once thoroughly familiar with your duties and responsibility, you are instructed to complete the enclosed acceptance letter and return it to the Supply Officer. If there are any reasons that will keep you from completing your duties, inform your chain of command.

4. For assistance and point of contact is (Command Representative) at xxx-xxxx.

SIGNATURE BLOCK

Figure 9-1.--Assignment of Personal Effects Inventory Board Members

UNITED STATES MARINE CORPS  
(Unit's Mailing Address)

4050  
Sup  
(Date)

From: (RANK, FULL NAME)  
To: Commanding Officer

Subj: ACCEPTANCE OF PERSONAL EFFECTS INVENTORY BOARD MEMBER

Ref: (a) MCO 4050.38D

1. Per the reference, I hereby accept appointment as Personal Effects Board Member for (Unit Name). I have familiarized myself with and will be guided by the above reference in the performance of my duty.
2. I am aware that this appointment will be effective until (date) or until I am transferred or reassigned from (unit), separated from active duty, or earlier terminated in writing.
3. The point of contact is (Command Representative) at xxx-xxxx.

SIGNATURE BLOCK

Figure 9-2.--Personal Effects Inventory Board Member's Acceptance Letter

UNITED STATES MARINE CORPS  
(Unit's Mailing Address)

4050  
Sup  
(Date)

From: (Originating Unit)  
To: (Receiving Unit)

Subj: CONFIRMATION OF HAZARDOUS MATERIAL AND UN-EXPLODED ORDNANCE REMOVED  
FROM THE PERSONAL EFFECTS OF (RANK, FULL NAME) USMC

1. I, (Personal Effects Inventory Officer), am appointed as the inventory officer for the purpose of collecting and inventorying the personal effects of (Rank, Full Name)USMC. I do hereby certify that there is no un-exploded ordnance, munitions, explosives or hazardous material within this inventory.
2. The point of contact for this matter is (Personal Effects Inventory Officer) at xxx-xxxx.

SIGNATURE BLOCK

Figure 9-3.--Hazardous Material and Un-exploded Ordnance Confirmation Statement

UNITED STATES MARINE CORPS  
(Unit's Mailing Address)

4050  
Sup  
(Date)

From: (Originating Unit)  
To: (Receiving Unit)  
Via: {Appropriate Unit(s)}

Subj: COLLECTION OF CONSOLIDATED ISSUE FACILITY (CIF)

Ref: (a) MCO 4050.38D

Encl: (1) CIF Individual Memorandum of Receipt  
(2) Personal Effects Inventory Form (NAVMC 10154)

1. The items listed on enclosure (1) were collected by supply and are being accounted on the unit's property records. This Command is requesting that (VIA UNIT) notify the CIF, to clear the member's account.

<u>Rank</u>	<u>Full Name</u>	<u>Last 4</u>
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2. The point of contact for this matter is (Personal Effects Inventory Officer) at xxx-xxxx.

SIGNATURE BLOCK

Figure 9-4.--Collection of Government Property Letter

## Chapter 10

### Inventory Procedures

#### 1. General Information

a. The commanding officer will direct the inventory board to conduct personal effects inventories when members of the command fall into the categories described in chapters 1 through 10 of this Manual. The inventory board member(s) are required to coordinate the disposition of personal effects with the unit supply officer and the personal effects custodian. The unit supply officer is responsible for the care, storage, and disposition by his personal effects custodian of the personal effects until relinquished to the individual concerned, PERE, PEBC, JPED, RCO/MCSS, TMO, or DRMO for disposal purposes, when required.

b. An inventory is required and will be conducted after receipt of information that a member is in one of the categories listed in chapter 1a through h, preceding.

c. The personal effects inventory will include the member's normal work area/spaces and his/her billeting area (or quarters, when required) to ensure that all possible personal effects are identified and collected.

d. Personal effects in quarters jointly occupied by a member and their NOK need not be inventoried, except as stipulated herein. The NOK must be designated as the PERE for deceased, missing, or prisoner of war members, reference chapter 1, paragraph 4, preceding. Commands will provide assistance and will request the prompt return of any Government property discovered in the residence. Chapter 1, paragraphs 4b and 9, pertain.

e. If the member was occupying Government quarters and is now in a UA status and other authorized occupants are not available, the household effects will be inventoried and safeguarded per the installation housing regulations and this Manual.

(1) Prior to conducting such an inventory, the base/station housing office will be contacted and liaison made for the dual purposes of recovering all personal effects of the individual, the Government property found thereon and therein and its safe storage and/or return.

(2) If the command does not have adequate storage space for the household effects, assistance from the TMO should be requested. The TMO will make the decision as to the best method for storing the household effects. Copies of such records will be provided to the unit requesting assistance.

f. Military jurisdiction does not extend to privately-owned personal property located off military installations. Consequently, when a military member abandons such privately-owned personal property voluntarily or otherwise, the Government is not held liable for its safekeeping or storage.

g. When the existence of personal property of a member who has become hospitalized, deceased, wounded, or killed in action is known, the following action(s) will be taken:

(1) Working in conjunction with the installation/activity PMO and/or local civil authorities, attempts should be made to obtain permission to inventory and recover any items of Government property and/or personal property of the military member.

(2) If permission is obtained from the appropriate source (the individual, individual's spouse, roommate, landlord, off-duty employer, etc.) an inventory of the member's effects will be accomplished.

(3) In any instance where the right of ownership is suspect or inventory of the items is denied, a certificate identifying the circumstances will be prepared and placed in the members OQR/SRB and personal effects case file.

(4) In addition, when the member is deceased, the unit will contact CMC (MRPC) telephonically and provide pertinent facts regarding the situation and attempt to ascertain whether any further action(s) are necessary or are to be taken.

(5) A memorandum record of this will be made and placed into the OQR/SRB and the personal effects case files, along with any additional actions actually taken.

(6) Per reference (1), section 2575, such personal effects case files along with all related memorandums, inventories, and subsequent correspondence and all things thereunto pertaining will similarly be recorded and maintained for a 5-year period.

2. Inventory Board. An appointed inventory board is required at the lowest level (company, battery, squadron, etc.) of command. The commander shall appoint, in writing, a board consisting of one or more officers or SNCO's to conduct personal effects inventories. For maximum effectiveness, these appointments should be made for a quarterly or semiannual period.

a. The commander will ensure that the assigned members are thoroughly familiarized with and knowledgeable of their duties and responsibilities.

b. When the personal effects and baggage of a commissioned or warrant officer are being inventoried, such inventory will be accomplished by a commissioned or warrant officer of equal or greater rank.

c. At the commander's discretion, sergeants may be authorized to conduct inventories of the personal effects and baggage of members in the grade of sergeant and below, when an officer or SNCO is not available. However, this will be authorized on a case-by-case basis and should be an exception, not common practice.

d. Marines exercising control or administration of the unit's supply activities that are involved with the personal effects storage site will not be assigned as inventory board members. This includes unit supply supervisory level personnel.

3. Preparation. Utilizing the NAVMC 10154 form, record all personal effects, money, checks, Government property, etc., thereon.

a. Segregate serviceable and unserviceable uniform articles and place them in separate containers from the other personal effects, in case disposal actions have to be taken at a later date. Per reference (a), serviceable uniform clothing will not include worn underclothing, headwear, gloves, and footwear unless they are in their original package.

b. Those items of individual equipment (782 gear), which were issued to the member by the CIF, STAP, or organic supply account, will be inventoried and recorded on a created form and not on the NAVMC 10154. Refer to chapter

9, Figure 9-4. These items will be packaged separately from the member's personal effects and labeled "Individual Equipment". Supplemental personally owned, commercially purchased, equipment that resembles and is not military owned in excess of those items identified will be retained with the personal effects and treated as personal property.

(1) If the member is receiving a discharge under the circumstances listed within paragraph 9 following, deceased, killed in action or missing, the inventory board member will identify the individual equipment on the locally created form and return the individual equipment to the unit's personal effects clerk. Refer to chapter 9, Figure 9-4. The personal effects clerk will comply with the procedures outlined within chapter 4, paragraph 2c and for combat operations, chapter 9, paragraph 3b, proceeding, for the turn-in of individual equipment.

(2) Upon the member being declared a deserter, the unit's personal effects clerk will comply with those procedures outlined within chapter 4, paragraph 2c, preceding, when returning individual equipment.

#### 4. Inventory

a. The NAVMC 10154 form will be used for the preparation of the inventory record. All articles of personal effects will be described in detail on this form. It is important that all of the personal effects and baggage appear on the inventory record, to include damaged articles (e.g. smashed, broken, dented, etc.). When the command has photograph resources available, the case file should include pictures of the effects to document the state in which they were initially discovered. Extreme care will be exercised in describing articles of intrinsic or sentimental value, such as jewelry, precious stones, valuable papers, keepsakes, etc. Such terms as "diamond", "gold", and "platinum" should not be used without qualifying remarks; as such articles may not, in fact, consist of those elements. The personal effects will be separated into the following groups:

- (1) Currency.
- (2) Government checks.
- (3) Personal checks and savings bonds.

(4) Hazardous, flammable, perishable, or deteriorating items, such as spray cans (hair, starch, deodorant, etc.), lighter fluid, toothpaste, soap, bleach, shoe polish, edge dressing, perfume, cologne, bottles of liquid starch, and any caustic item if becoming opened, broken, or vented would render the uniforms and clothing unserviceable. To prevent unwarranted claims against the Government, these items, or similar items will be recorded in the remarks section of the NAVMC 10154 form as having been inventoried and removed from the personal effects for the good of the individual and the Government.

(5) Articles to be dry cleaned/laundered, (e.g., dirty or bloodstained articles, etc.).

(a) Any item to be included in an inventory, and was involved in an automobile accident, shooting, etc., will have all bloodstained and soiled areas laundered prior to placement into the personal effects. Those items that cannot have the blood thoroughly removed will be destroyed and recorded as such on the inventory form.

(b) MSCs will establish procedures to cover any such expenses to be incurred by the unit as part of the normal laundry costs and budgeting process based upon historical records of such instances.

(6) Articles of substantial value; e.g., televisions (TV), Digital Video Disc (DVD), POVs, computers, software, weapons (registered or unregistered), cameras, etc.

(a) Fragile/high dollar items that lack their original casing will be packed with adequate protection to prevent damage.

(b) To identify the special handling requirements of fragile or high dollar items, properly describe the items and box them separately from other personal effects that do not require special handling.

(7) Storage of POVs will be per the MSC, installation procedures, and reference (i), paragraph U5455-E.

(8) Sexually explicit materials such as compact discs, tapes, magazines, posters, devices, and similar matter, if found, will be included in the inventory.

b. Items of questionable nature discovered during the inventory will be reported to the commanding officer for disposition and the actions taken will be clearly documented and placed in the inventory case file.

(1) Legal assistance in determining the disposition of questionable items is highly encouraged.

(2) All such items deemed legally transferable will be returned to the individual or forwarded to the proper recipient/PERE.

c. In cases where the individual resides off the installation and is not legally residing with a spouse or proper recipient/PERE:

(1) Where it can be accomplished, obtain the individual's power of attorney to enter the premises in the case of national crisis or emergency alert.

(2) The cooperation of local judicial authorities may become necessary and court documents obtained prior to collection of the individual's belongings in cases of long-term incarceration, long-term hospital stays, and personnel not able to care for their belongings due to such things as an automobile accident, illness, mobilization, or death.

d. Normally only one original form NAVMC 10154 will be prepared. If the individual possesses an unusual amount of personal belongings, then additional copies may be prepared and utilized or a locally produced form, may be utilized for clarity and conciseness of the inventory. Refer to chapter 9, Figure 9-4.

e. Civilian clothing articles will be packed into as many separate containers as necessary, labeled as such and tagged. All separate items such as TVs, DVDs, etc., will receive a separate baggage tag. Each baggage tag (NAVMC 10241) serial number will be recorded on the NAVMC 10154 and annotated as to which tag applies to which article.

f. The inventory board will remove from the personal effects all classified matter, which will be disposed of per reference (e), and a

memorandum for the record will be prepared and placed in the case file for future reference. This will also be reported to the proper authorities.

g. All cash money and U.S. Treasury Checks, to include coin collections, will be inventoried. The cash and treasury checks will be delivered to the disbursing officer to be credited to the members payroll account. Refer to chapter 9, paragraph 3e, for combat operations and chapter 1, paragraph 10, of this Manual for guidance concerning coin collections. The denomination, dollar amount, and serial numbers of U.S. Treasury Checks and name of payer and dollar amount will be annotated in the remarks section of the inventory form.

h. Savings bonds and personal checks can only be redeemed by the individual owner and will be maintained as part of the member's civilian articles. Serial numbers of the unused personal checks and savings bonds will be recorded on form NAVMC 10154. If a member is hospitalized and later becomes partially ambulatory within the hospital the member may request, in writing, for the return of their personal checks. Upon receipt of this written request the commanding officer will endorse the request authorizing the removal and delivery of the requested personal checks. If the member is located some distance from the unit, the delivery of the personal checks will be by certified mail. A record of this will be recorded onto the inventory form. See chapter 1, paragraph 11, of this Manual for additional guidance.

i. All ammunition, explosives, and similar injurious devices and articles will be rendered harmless and disposed of locally in the best interest of the Government and the actions to dispose of same so noted on the inventory. (It may be necessary for the unit to initiate MLSR reporting per reference (c)).

j. Discharge certificates, promotion warrants, medals, badges, or similar articles and items are considered as personal property and will be inventoried as all other personal effects and stored and/or shipped as part of the civilian articles.

k. In the event that no articles of personal or Government property were left behind by the member concerned or the whereabouts of such items are not known, a certificate to that effect will be prepared and placed in the case file and member's SRB/OQR. See Figure 10-1 for sample certification format.

## 5. Inventory Record

a. Upon completion of the inventory, the name and grade of the individual conducting the inventory will be typed or legibly printed in the designated section of the form. The senior member conducting the inventory will sign the original inventory form in the designated block and inventory assistants will initial next to their names.

b. A continuous chain of receipts will be maintained by the personal effects clerk until final disposition of the personal effects has been made. A copy of all inventories, and related and subsequent matters that may become necessary will be included in the member's SRB/OQR and the unit's case file

## 6. Distribution of Inventory Record

a. The original of the inventory report will be placed in the member's OQR/SRB, as appropriate, with all documents related to the personal effects of the member.

- b. One signed copy will be placed inside the container with the effects.
- c. One copy will be retained by the commander or other official directing the inventory.
- d. One copy will be furnished to the personal effects and baggage custodian for the establishment of the case file. Retention of the case files will be per chapter 1, paragraph 6 of this Manual.

7. Storage Area

a. Pending resolution, the personal effects will be afforded safekeeping, usually under the supervision of the unit supply officer, to prevent theft, pilferage, or unwarranted deterioration. The area designated for storage must be secured by lock, with access limited to those individuals with a need to be in the area. The unit commander will establish this in writing.

b. Storage containers and bulk type items will be marked and tagged with the member's name, grade, status, and estimated time of return, if known.

c. The command will use a logbook to record the receipt of each personal effects box, bag, container, or bulk article/item with associated baggage tag and their disposition. Logbook entries will include, at the minimum, the following information:

- (1) Name.
- (2) Rank.
- (3) Status; i.e., UA, hospitalized, in the hands of civilian authority, Brig, deceased, missing, TAD, etc.
- (4) Date/time of status.
- (5) Expected time of return, if known, otherwise, note as not applicable.
- (6) Date of personal effects inventory. This date must be within 48 hours of the effective time and date the individual entered applicable status or 72/96 hours if the time frame involved a holiday weekend.
- (7) Date personal effects turned in for safekeeping (should be the same date as the inventory; if not, written explanation must be provided to the unit commander describing the circumstances and precautions taken to safeguard member's personal effects during this time). A record of this will be placed into the case file and retained.
- (8) Disposition.
- (9) Printed name and recipient signatures. The record must show positive chain of custody of all personal effects until final disposition.
- (10) Baggage tag number.

8. Disposition of Recovered Uniforms Clothing. This pertains to Marine Corps uniforms of deserters and those receiving discharges under the circumstances listed in paragraph 9a, following, or in cases where the unit cannot return the uniforms to the individual or their recipient.

2 Nov 2009

a. Whenever the unit having possession of the personal effects is supported by a PEBC, the unit will segregate serviceable and unserviceable uniform articles.

b. Deliver all uniform clothing articles up to the quantity of items listed in an annual MCBul in reference (b), minimum requirements list (MRL) and any supplementary clothing allowance items found to the supporting PEBC. Figure 9-2 is an example of a transfer letter. Any supplemental commercially purchased optional items and quantities of system furnished uniform articles in excess of the MRL will be retained with the personal effects and treated as civilian clothing articles.

c. The PEBC will make liaison with the supporting RCO/MCSS for locally prescribed turn-in procedures for serviceable uniform clothing items.

d. The PEBC will make liaison with the supporting DRMO for locally prescribed turn-in procedures for unserviceable uniform clothing items as scrap cloth. DD Form 1348-1A will be used for turn-in, and batch postings may be permitted. Also refer to chapter 8 of this Manual.

e. Whenever the unit having possession of the personal effects is not supported by a PEBC, the unit will segregate serviceable and unserviceable uniform articles.

f. Process all serviceable new items of uniform clothing (Condition Code A, those that are unmarked, unaltered, and have not been worn), make liaison with the nearest RCO, MCSS, or MCRD and transfer the uniform items to the activity. Serviceable "worn" Condition Code "B" items will be processed per reference (a).

g. Unserviceable uniform clothing will be processed as scrap cloth per reference (f), ensuring that all military unique items are properly rendered useless (demilitarized by removal of ornamental buttons with emblems, chevrons, service stripes, etc.).

9. Individuals Discharges for Other Than Honorable Reasons. All articles of uniform clothing in their possession will be recovered and taken from them (both those initially issued to them at the recruit depot and additional items purchased under the monetary allowance system), except worn socks, underclothing, general purpose trunks, gloves, and footwear, reference (d) for additional guidance. An inventory will be conducted and a case file established.

a. Following are circumstances in which such a recovery of Marine uniforms will take place per reference (a) and reference (d).

- (1) Defective enlistment and induction.
- (2) Substandard entry-level performance and conduct.
- (3) Unsatisfactory performance.
- (4) Homosexual and Lesbian admissions, conduct, acts, and similar violations of the articles of the UCMJ.
- (5) Drug and/or alcohol abuse rehabilitation failure.
- (6) Misconduct.

- (7) Separation in lieu of trial by court martial.
- (8) Interned or discharged as alien enemies.
- (9) New entrant drug and alcohol test failure.
- (10) Security.

b. The command will conduct an inventory of the military clothing in the possession of the member at the time of separation using form NAVMC 631 or 631a (Individual Clothing Record; Men's or Women's), as appropriate, and the current MRL. The MRL quantities denoted within reference (b) will be annotated on the NAVMC 631/631a just left of column 1. Units will be required to write the words "Recovery Inventory" in column 15 on the form. Column 15 will be used to record the quantities of uniform items recovered. Units will also use column 15 to identify any deficient quantities of uniform items that were not recovered such as, a quantity less than what was annotated to the left of column 1.

c. In the event that there are shortages noted from the uniform clothing recovery inventory, the following certification statement, signed by the member's commanding officer, will be entered on the form NAVMC 631/631a indicating that the shortages constitute a debt to the U.S. Government:

"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."

(SIGNATURE OF COMMANDING OFFICER)

This statement will be placed on the back of the form at the bottom. In the case of recruits, due consideration is to be given to items still in tailoring and/or laundry.

d. Once signed by the commanding officer, the indebtedness will be recovered by offset against the member's final pay.

e. This method does not require the member's consent and eliminates the need to conduct a JAG investigation or court-martial action to recoup the debt.

f. It is the responsibility of the unit personnel officer to ensure that this action is completed and set aside as part of the final pay and settlements, prior to the completion of the discharge of the individual.

g. In the event that the indebtedness cannot be recovered prior to the member being discharged, it is the responsibility of the unit personnel officer to ensure that the NAVMC 631/631A is forwarded to the Defense Finance Accounting Service, Kansas City.

#### 10. Case Files

a. Case files will be established for all members who cannot or do not care for their own property.

b. Case files will also be established for members who are in a status of authorized absence; i.e., TAD/leave in excess of 30 days.

c. Case files will be established for all Marines and Sailors discharged under the conditions set forth in paragraph 9, preceding. When military

uniforms are collected in such instances and a case file does not already exist from actions leading up to these events, one will be established.

- d. Case files will be retained per chapter 1, paragraph 6 of this Manual.

UNITED STATES MARINE CORPS  
(Unit's Mailing Address)

4050  
Sup  
(Date)

From: (RANK, FULL NAME)  
To: Commanding Officer

Subj: INVENTORY OF PERSONAL EFFECTS, CASE OF (RANK, FULL NAME)

Ref: (a) MCO 4050.38

1. Per the reference, an attempt was made to inventory the personal effects of (RANK, FULL NAME) and the following information is provided:  
(Check appropriate blocks)

\_\_\_\_\_ A search of the billeting and working areas of the SNM was made with negative results.

\_\_\_\_\_ The SNM is known to reside "off base" and no inventory was conducted.

\_\_\_\_\_ The SNM resides in Government furnished housing which is presently occupied by his/her spouse. Contact with the NOK revealed no evidence of Government property on charge to the SNM.

\_\_\_\_\_ No evidence of Government property was found.

\_\_\_\_\_ Other reasons.

(Signature of Inventory Officer)

Figure 10-1.--Letter to Document the Absence of Personal Effects

UNITED STATES MARINE CORPS  
(Unit's Mailing Address)

4050  
Sup  
(Date)

From: Commanding Officer  
To: Officer in Charge, PEBC  
  
Subj: TURN-IN OF MILITARY CLOTHING; (RANK, FULL NAME)  
  
Ref: (a) MCO P4050.38  
(b) MCO P10120.28G

Encl: (1) NAVMC 10154, Personal Effects Inventory (2 copies)

1. Per references (a) and (b), the serviceable/unserviceable uniform clothing items recovered from the subject Marine and listed in the enclosure are hereby delivered for your action. The (RANK, FULL NAME) entered into a (as appropriate, provide a category designation such as Deserter, Incarcerated (Brig), Incarcerated (In Hands Of Civilian Authorities), receipt of a less than honorable discharge) on day, month, year.

(Supply Officer's Signature)

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Received by:  
  
Print Name:  
  
Date:

Figure 10-2.--Transfer of Recovered Uniform Clothing to PEBC

## Chapter 11

### Baggage Held by Commercial Carriers

#### 1. General Information

a. In some instances, personal baggage may be held by various commercial carriers as unclaimed or undeliverable due to improper or insufficient identifying marks. However, these markings may indicate or establish the owner as a Marine. The instructions contained in this chapter provide a means of recovery and disposition of such personal property.

b. Commanders of posts and stations shall maintain contact with the local agents of commercial carriers for the recovery of such personal baggage. The commander should furnish information regarding the procedures contained within this chapter to the carrier's agent.

#### 2. Recovery Procedures

a. When baggage is located at or near a Marine Corps activity and there are no transportation or storage charges involved or the carrier is willing to waive any charges, the carrier may turn over to the commander of that activity any baggage of Marine Corps personnel which is unclaimed or undeliverable.

b. When the location of the nearest Marine Corps activity is such that, because of distance and cost involved, the carrier is not willing to forward the baggage but is willing to have them removed to Marine Corps control, the carrier's agent may so notify CMC (LPD), Headquarters, U.S. Marine Corps, Washington, DC 20350-3000, and request disposition instructions.

c. If a carrier is not willing to release unclaimed or undeliverable baggage because of accrued charges, the commander shall assist the carrier in any way possible to identify the owner and owner's location.

d. When personal baggage is removed from the custody of a commercial carrier, an adequate receipt shall be furnished to the carrier by the recovering individual.

#### 3. Disposition

a. Recovered personal baggage shall be disposed of as follows:

(1) When the owner can be identified and is immediately available, the personal baggage shall be returned to the individual.

(2) When the owner cannot be immediately identified or is not immediately available, the personal baggage shall be inventoried per the procedures contained in chapter 10, preceding.

(a) If the owner is identified, take the necessary action to transfer the effects to the proper recipient. Other chapters within this Manual may pertain.

(b) If the owner cannot be identified, process the recovered personal baggage per the procedures contained in reference (f).

b. A logbook (or other similar system) shall be used to record the receipt (by container) and disposition of the personal baggage.

Chapter 12

Personal Effects and Baggage Centers

1. Marine Corps

- a. The two PEBCs for the Marine Corps are:

Officer in Charge  
Personal Effects and Baggage Center (PEBC)  
1011 Ash Street  
Marine Corps Base, Camp Lejeune, NC 28542-0006

Officer in Charge  
Personal Effects and Baggage Center (PEBC)  
Marine Corps Base Camp Pendleton, CA 92055-5000

b. The centers have been established to perform the functions in connection with recovery, receipt, segregation, inventory, shipment, storage, delivery, and disposal of personal effects and baggage discussed within this Manual. The centers shall establish local Standing Operating Procedures (SOP) to properly process personal effects and baggage of Marine Corps personnel, attached personnel from other armed services, and certain civilian personnel as may be directed by CMC. Included in the mission of these activities are the responsibilities to:

(1) Receive, from any theater of operation through ports of entry, air terminals, or other means, the personal effects and baggage of Marine Corps personnel and others, as indicated in the preceding, who become separated from their personal effects or baggage.

(2) Receive from Marine Corps activities the personal effects and baggage of deceased and missing Marines and others, as indicated in the preceding, when the proper recipient is unknown or cannot be determined or located.

(3) Receive the personal effects and baggage of Marines in a Deserter status from Marine Corps activities located within 200 miles. Prepares certified mail correspondence to the proper recipient as determined by the activity. When the proper recipient cannot be determined or declines delivery/acceptance of transportation charges and after 45 days of the mailing date, the PEBC will conduct disposal procedures per chapter 4 of this Manual.

(4) Assist Marine Corps activities in the proper disposition of personal effects and baggage. Coordinates with remain behind elements of local activities and Marine Corps Liaison personnel located at primary care military medical treatment facilities to locate wounded in action/medically evacuated category personnel for deposition of personal effects received from theater activities.

(5) PEBCs shall establish a system to record the receipt and ultimate disposition of personal effects and baggage received. These records are considered unscheduled and shall be retained by the PEBC until notified of a retention period that has been established by CMC.

(6) Upon notification of a deceased (BLUEBARK) case, the PEBC will establish formal procedures for coordination with the TMO Personal Property Supervisor to ensure no other shipments are in Storage in Transit, Non-

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Temporary Storage, Deployment Storage or Personally Owned Vehicle Storage status. The TMO Personal Property Supervisor is responsible for all BLUEBARK shipments and will directly coordinate with the unit and local CACOs to ensure PEREs receive one shipment of personal effects, baggage, privately owned vehicle(s) and/or household goods as applicable.

(7) PEBCs will establish local security procedures to ensure safekeeping of personal effects and baggage.

(8) Unresolved problems/situations with the operation of the PEBCs shall be addressed to CMC (LPD).

2. Navy. The Personal Effects Distribution Center, Cheatham Annex, Naval Supply Center, Norfolk, Williamsburg (Penniman), VA 23187-8792 is the activity designated to receive personal effects and baggage of Navy personnel.

Appendix A

Abbreviations

The following abbreviations and acronyms are included in this Manual and are provided to enhance the understanding of its content:

AFI	Appropriated Fund Instrumentalities
AWOL	Absent Without Leave
BAH	Basic Allowance for Housing
BEQ	Bachelor Enlisted Quarters
BOQ	Bachelor Officer Quarters
CACO	Casualty Assistance Calls Officer
CID	Criminal Investigation Division
CIETAV	Combat Individual Equipment Total Asset Visibility
CIF	Consolidated Issue Facility
CMC	Commandant of the Marine Corps
CONUS	Continental United States
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DTID	Disposal Turn-In Document
ECR	Equipment Custody Receipts
FBI	Federal Bureau of Investigation
FGS	Final Governing Standard
GAO	General Accounting Office
IMR	Individual Memorandum Receipt
ISSA	Inter-Service Support Agreement
JFTR	Joint Federal Travel Regulations
LOA	Letter of Authorization
MCCS	Marine Corps Community Services
MCSS	Military Clothing Sales Store
MMS	Manpower Management Subsystem
MRL	Minimum Requirements List

MSC	Major Subordinate Command
NAFI	Non-Appropriated Fund Instrumentalities
NCISRA	Naval Criminal Investigative Service Resident Agent
NHSW	Non-Hazardous Solid Waste
NOK	Next of Kin
OEBGD	Overseas Environmental Baseline Guidance Document
ODS	Ozone Depleting Substance
OMPF	Official Military Personnel File
OQR	Officer Qualification Record
PEBC	Personal Effects and Baggage Center
PERE	Person Eligible to Receive Effects
PMO	Provost Marshall Office
POV	Privately-Owned Vehicle
QRP	Qualified Recycling Program
RCO	Retail Clothing Outlet
SOFA	Status of Forces Agreement
SRB	Service Record Book
TAD	Temporary Additional Duty
TMO	Traffic Management Office
UA	Unauthorized Absence
UDP	Unit Deployment Program
UPS	United Parcel Service
USPS	U.S. Postal Service