



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 8011.1
C 211/k
13 Jul 94

MARINE CORPS BASE ORDER 8011.1

From: Commanding General
To: Distribution List

Subj: CLASS V(W) MATERIEL PLANNING DATA AND REQUISITIONING
INSTRUCTIONS

Ref: (a) MCO P8011.4H (NOTAL)
(b) MCO 8020.1F
(c) UM 4400-15 (NOTAL)

Encl: (1) Sample Format for Change to Annual Allowance Request
(2) Sample Format for Special Allowance Request
(3) Sample Format for Class V(W) Annual Requirements
Report
(4) Sample Format for NAVMC Form 10774, Manual Record
Keeping
(5) Instructions for Completing DD Form 1348 (Issue
Request)
(6) Instructions for Completing DD Form 1348, Cancellation
Request
(7) Sample Format for Personnel Authorized to Requisition
and Receipt/Turn-In Class V(W) Materiel
(8) Sample Certificate of Inspection
(9) Instructions for Completing DD Form 1348-1 DoD Single
Line Item Release/Receipt Document

Reports Required: I. Class V(W) Annual Requirements Report
(Report Symbol MCCDC-8011-01) par.
6a(1)(b)
II. Personnel Authorized to Requisition and
Receipt for Class V(W) Materiel (Report
(Symbol Exempt) par. 6a(5)(b)

1. Purpose. To publish instructions for the preparation and
submission of requisitions, turn-in documents, and required reports
pertaining to Class V(W) materiel, per the references.

2. Cancellation. MCCDCO 8011.1B.

3. Summary of Revision

a. Paragraph 6a(4)(d) - text was modified to authorize
commanding officers to designate a representative to act in their
behalf on emergency walk-through requisitions.

b. Paragraph 6a(6)(d) - new information.

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c. The terminology "**CO, MCB**" was changed to read "**CG MCB**" throughout the Order.

4. Definitions

a. Class V(W) Materiel. Ground ammunition under the management cognizance of the Commander, Marine Corps Systems Command (MARCORSYSCOM), which is authorized for use in reference (a) and special allowance documents. As used in this Order, the terms Class V(W) Materiel and ammunition are synonymous.

b. Annual Allowance. Total quantity of each item of ammunition authorized by allowance factors as outlined in reference (a).

c. Special Allowance. Ammunition not authorized by reference (a), required for a one time need.

d. Annual Requirement. Total quantity of each item of ammunition, based on the annual allowance and approved special allowances, to complete the unit's mission within a given year.

e. Allowance Factors. Number of rounds authorized per individual, weapon, demonstration, annual, or group as prescribed in reference (a).

f. Special Project Ammunition. Ammunition required in support of tests, evaluations, or experimental projects.

g. Emergency or "Walk-Thru" Requisitions. Requisitions submitted to the Officer in Charge, Ammunition Supply Point (OIC, **ASP**), Material Branch, Logistics Division, less than five working days prior to date materiel is required.

5. Information

a. Chapter 1 of reference (a) contains general instructions on the method of determining annual allowances. The allowance factors published establish the maximum authorized quantities for designated organizations.

b. In the event these allowances are excessive or inadequate to accomplish a training mission, recommended changes will be submitted per reference (a) to the Director, Training and Education Division, (C 46) with a copy to the Commander, MARCORSYSCOM (AM). The recommended planning factor and justification will be substantiated to include number of planned demonstrations, increase/decrease in personnel, etc., for which new planning factors are derived. Allowances should be reviewed annually and justified changes for the upcoming year submitted by 1 February in the format contained in enclosure (1). Negative reports are not required.

c. It is recognized that training situations may develop which require Class V(W) Materiel that is not available through current allowances. In these instances, submit a Special Allowance Request

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to the Director, Training and Education Division (C 46) with a copy to the Commander, MARCORSYSCOM (AM), and the Commanding General, Marine Corps Base (CG MCB), MCCDC (C 211), in the format contained in enclosure (2).

6. Action

a. Organizational Commanders

(1) Requirements Determination

(a) Ammunition requirements must conform to both the allowances authorized in reference (a) and authorized training plans, unless separately justified.

(b) Annual fiscal year requirements will be submitted to the CG MCB (C 211) by 20 June of each year in the format displayed in enclosure (3) to ensure ammunition required will be available at the ASP. Questions relating to the determinations of annual requirements will be referred to the OIC, ASP.

(c) Changes to annual requirements (i.e., quantity changes, changes in quarterly breakdown) will be submitted to the CG MCB (C 211) as expeditiously as possible after the requirement has been determined. If the requirement cannot be met by annual allowances, a special allowance/change to annual allowance must be submitted and approved prior to approval of the requested change to annual requirements.

(d) Ammunition that is unexpended at the end of the quarter may be applied to the remaining quarters of that fiscal year. Requests to adjust quarterly requirements will be submitted to the CG MCB (C 211) to ensure asset availability at the ASP (Note the requisition lead times from the ASP to higher Headquarters is 45 days from time of request to arrival of ammunition).

(2) Records Maintenance. Commanders at all echelons are responsible for controlling allowances, requirements, and expenditures of the total authorized allowances for their subordinate units. The following guidance is provided:

(a) Expenditures of ammunition must be closely monitored to ensure that desired objectives in training are achieved in the most realistic manner possible within allowances. Every effort must be made to coordinate training to ensure maximum participation at demonstrations and at live firing exercises to take full advantage of training.

(b) Manual/automated records will be maintained to ensure allowances and requirements are not exceeded. These records will contain debit/credit columns and will be supported with documentation to substantiate the records. An example of a manual record is attached as enclosure (4).

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001, 0091
0152

Available for Issue - Quarter
requirement

Accountable Balance - Remaining FY
requirement

0060

Redistribution of requirements

0150

Addition from allowance to requirements

NOTE: Unexpected requirements of Class V(W) materiel does not carry from quarter to quarter without a submitted change to the yearly requirement letter. Unexpected allowances do not carry over from year to year with the exception of missiles.

(5) Personnel Identification Procedures

(a) Organizational commanders which use Class V(W) Materiel will submit a letter of authorization identifying personnel authorized to sign requisitions and to receipt/turn-in ammunition at the ASP. The letter will be signed by the commanding officer or **"acting"** only.

(b) Personnel may be authorized to sign requisitions and receipt for ammunition, however, they cannot do both on the same requisition. Two personnel are required for the ammunition requisitioning and receipt process. Letters of authorization will be submitted to the CG MCB (C 211) annually and upon addition/deletion of authorized personnel. A sample format for the letter of authorization is provided in enclosure (7).

(c) All Security Risk Category I (SRC-I) munitions must be receipted by a SNCO or above on the unit's letter of authorization. The same individual who signs the DD Form 1348-1 and DD Form 1907 will accompany the SRC-1 item(s) unit expended or returned to the ASP.

(6) Turn-in Procedures

(a) All unused ammunition will be returned to the ASP. Ammunition declared serviceable may be added back to the unit's allowance. Ammunition declared unserviceable by ASP personnel will be declared expended and will be subtracted from the unit's allowance.

(b) All open containers/boxes/ready cans returned to the ASP will contain a Certificate of Inspection (enclosure (8)) signed by the Range Safety Officer indicating the ammunition contained therein is safe for handling and storage. These forms may be reproduced locally.

(c) Enclosure (9) provides instructions for completing the DD Form 1348-1 turn-in document, which must accompany the returned ammunition. The original DD Form 1348-1 will be retained by the returning unit after the materiel is assigned a condition code and is transferred to the ASP by signature receipt. Copies 2 and 3 will be retained by the ASP. All other copies will be returned to the unit.

(d) The ASP has the capability of accepting turn-ins or conducting issues 24 hours a day. The duty ammunition technician hours are 0600 - 1800 during normal work days. From 1800 - 0600 on work days and during the weekend/holidays call the ASP guard (640-5518) who will contact the duty technician. Another method is to call the duty ammunition technician pager number (703) 705-4549. Dial the pager number and after three quick beeps enter the phone number you want the duty technician to call, then hang up. The duty technician will return your call and coordinate your turn-in/issue.

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(7) Special Project Ammunition. Due to limited storage space at the ASP, requests for receipt and storage of special project ammunition will be submitted by letter to the CG MCB (C 211). Foreign and non-standard ammunition must be approved for storage by the Naval Sea Systems Command (NAVSEASYSKOM). The OIC, ASP must have a 120 day lead time to request permission to store/hold subject ammunition. The letter will contain the following information:

(a) Special instructions relating to requested arrival date, disposition, and activity head to be notified.

(b) Storage data to include item, NSN, quantity, security risk category, and storage class, division, and **compatibility** group.

b. Director, Logistics Division

(1) Consolidate and review all Class V(W) requirements by 1 August for the following fiscal year.

(2) Maintain a current roster of personnel authorized to sign requisitions and receipt/turn-in Class V(W) Materiel.

(3) Receive, store, and issue Class V(W) Materiel.

(4) Maintain stock records for Class V(W) Materiel per current directives.

(5) Maintain sufficient quantities of Class V(W) Materiel on hand at the ASP to support requirements.

(6) Submit request for storage of ammunition identified in **6a(7)** to NAVSEASYSKOM as required.

(7) Submit all Class V(W) Materiel records and accountability reports required to the Commander, MARCORSYSKOM (AM).

(8) Make the final determination as to the serviceability of ammunition returned to/stored at the ASP.

(9) Request disposition of unserviceable assets when required.



M. C. BUNTON

By direction

DISTRIBUTION: A

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SAMPLE FORMAT FOR CHANGE TO ANNUAL ALLOWANCE REQUEST

From: Commanding Officer
To: Director, Training and Education Division (C 46)
Subj: REQUEST FOR CHANGE TO ANNUAL CLASS V(W) ALLOWANCE
Ref: (a) **MCO P8011.4H**
(b) **MCCDCO 8011.1B**

1. Per references (a) and (b), request the following change to the Command's annual ammunition allowances:

<u>Para*</u>	<u>DODIC</u>	<u>Item</u>	<u>Current Allowance</u>	<u>Recommended Allowance</u>
3000.1a	A080	Ctg 5.56mm Rifle	400/M16A2 Rifle	450/M16A2 blank

JUSTIFICATION: (Reason for increase or decrease of authorized allowance).

Signed

copy to:
Commander, MARCORSSYSCOM (AM)
CG MCB, MCCDC (C 211)

* Insert applicable paragraph from reference (a) which authorizes item.

ENCLOSURE (1)

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SAMPLE FORMAT FOR SPECIAL ALLOWANCE REQUEST

From: Commanding Officer
To: Director, Training and Education Division (C 46)
Subj: REQUEST FOR SPECIAL CLASS V(W) ALLOWANCE
Ref: (a) **MCO P8011.4H**
(b) **MCCDCO 8011.1B**

1. Per references (a) and (b), request a special allowance be authorized as follows:

<u>DODIC</u>	<u>Item</u>	<u>quantity</u>
B545	40MM Saluting Round	20

JUSTIFICATION: (Reason for requesting above normal allowance).

Signature

copy to:
Commander, MARCORSSYSCOM (AM)
CG MCB, MCCDC (C 211)

ENCLOSURE (2)

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SAMPLE FORMAT FOR CLASS V(W) ANNUAL REQUIREMENTS REPORT

From: Commanding Officer
To: Commanding General, Marine Corps Base, Marine Corps Combat
Development Command (C 211)

Subj: CLASS V(W) ANNUAL REQUIREMENT REPORT, FY__ (REPORT SYMBOL
MCCDC-8011-01)

Ref: (a) **MCO P8011.4H**
(b) **MCCDCO 8011.1B**
(c) Director, Training and Education Divison (C 46)
ltr _____

Encl: (1) Class V(W) Annual Requirements Report

1. Per the instructions contained in references (a) and (b), the enclosure is submitted.

2. Requirements which exceed the annual allowances have been approved by reference (c).

Signed

ENCLOSURE (3)

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ORGANIZATION _____

REQUIREMENTS FOR FY _____

PARA NR*	DODIC	NOMEN	AUTH ALLOW	1ST QTR	REQUIRED			TOTAL
					2ND QTR	3RD QTR	4TH QTR	
3200.1A	A068	CTG 5.56MM	45000	25000	25000	100000	100000	250000

*Insert the applicable paragraph of reference (a) which authorizes the item required.

ENCLOSURE (3)

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001, 0091
0152

Available for Issue - Quarter
requirement

Accountable Balance - Remaining FY
requirement

0060

Redistribution of requirements

0150

Addition from allowance to requirements

NOTE: Unexpected requirements of Class V(W) materiel does not carry from quarter to quarter without a submitted change to the yearly requirement letter. Unexpected allowances do not carry over from year to year with the exception of missiles.

ENCLOSURE (4)

INSTRUCTIONS FOR COMPLETING DD FORM 1348
(ISSUE REQUEST)

DD FORM 1348 (4-PT) 1 MAR 74

D.O.D. SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)

DOC. IDENT.	ROUT. IDENT.	FSC	STOCK NUMBER	NITN	ADD	UNIT OF ISSUE	QUANTITY	REQUISITION DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. REL. DATE	ADV. STAT.																																																															
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- | | |
|--------------------|--|
| <u>Card Column</u> | <u>Data</u> |
| 1 - 3 | AOD |
| 4 - 6 | MQQ |
| 8 - 18 | Blank |
| 19 - 22 | DODIC |
| 23 - 24 | Unit of Issue |
| 25 - 29 | QTY Desired |
| 30 - 35 | RUC Number |
| 36 - 39 | Julian Date |
| 40 - 43 | Serial Number |
| 44 | Demand Code (R=Recurring/N=Nonrecurring) |

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45 - 50	Supplementary Address (If applicable)
51	Signal Code (See UM 4400-15)
52 - 53	Fund Code (See UM 4400-15)
54 - 59	Blank
60 - 61	Priority - 14 = Routine Issue 09 = 3 - 4 Days 07 = Immediate - 2 days
62 - 64	Julian Date for pick-up (last 3 digits)
65 - 66	Blank
67 - 70	MQQA
71 - 80	Blank

Block

A	MCCDC ASP
B	Requesting Unit
G - K	Blank
M - U	Remarks (as required)
V	Appropriate paragraph authorizing allowance/ Special Allowance

An individual authorized by the commanding officer of the requesting unit must sign the reverse side of the original in order to validate the document.

INSTRUCTIONS FOR COMPLETING DD FORM 1348, CANCELLATION REQUEST

DD FORM 1348 (4-PT) 1 MAR 74

D.O.D. SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (ANNUAL)

DOC. IDENT.	ROUT. IDENT.	FSC	NITN	ADD	UNIT OF ISSUE	QUANTITY	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE	ADV. STAT.	
SEND TO:										REQUISITION IS FROM:							
A										B							
C										D							
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AA										AB							
AC										AD							
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CK										CL							
CM										CN							
CO										CP							
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XC										XB							
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XW										XL							
XY										XM							
YA										YA							
YC										YB							
YE										YC							
YG										YD							
YI										YE							
YK										YF							
YM										YG							
YO										YH							
YQ										YI							
YS										YJ							
YU										YK							
YW										YL							
YY										YM							
ZA										ZA							
ZC										ZB							
ZE										ZC							
ZG										ZD							
ZI										ZE							
ZK										ZF							
ZM										ZG							
ZO										ZH							
ZQ										ZI							
ZS										ZJ							
ZU										ZK							
ZW										ZL							
ZY										ZM							

EDITION OF 1 AUG. 61 MAY BE USED UNTIL EXHAUSTED

NOTE: The cancellation document will have the exact information as the requisition it is cancelling except card columns 1 - 3 will be **AC1**.

MCBO 8011.1
13 Jul 94

SAMPLE FORMAT FOR PERSONNEL AUTHORIZED TO REQUISITION
AND RECEIPT/TURN-IN CLASS V(W) MATERIEL

From: Commanding Officer
To: Commanding General, Marine Corps Base, Marine Corps Combat
Development Command (C 211)

Subj: PERSONNEL AUTHORIZED TO REQUISITION, RECEIPT, AND TURN-IN
CLASS V(W) MATERIEL AT THE ASP

Ref: (a) MCCDCO **8011.1B**

1. Per the reference, the below listed personnel are authorized to
requisition Class V(W) Materiel for this Command.

<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>SAMPLE SIGNATURE</u>
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2. The below listed personnel are authorized to receipt for turn-in
Class V(W) Materiel at the ASP:

<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>SAMPLE SIGNATURE</u>
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3. Requests for Class V(W) Materiel by persons other than those
listed above should be returned without action.

4. This letter supersedes all previous letters submitted.

Signature

ENCLOSURE (7)

13 Jul 94

SAMPLE CERTIFICATE OF INSPECTION

"**This** ammunition has been repacked in other serviceable containers that are properly marked to identify the item, quantity, date repacked/sealed, and all lot numbers of the item(s) contained therein. All safety pins, shorting clips, fuze wires and/or other mechanical safety devices/components are properly inserted, secured, or attached to the ammunition and it is ready for safe handling and storage."

Date of Inspection

Grade/Name of Inspector

Organization/Unit

Signature of Inspector

ENCLOSURE (8)

MCBO 8011.1
13 Jul 94

INSTRUCTIONS FOR COMPLETING DD FORM 1348-1
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC. IDENT.	RI FROM	HA S	STOCK NUMBER														UNIT OF MEAS.	QUANTITY	DOCUMENT NUMBER				SUPPLEMENTARY ADDRESS		FUND. SIGNAL	DISTR. BUTION	PROJ. ECT	PRI. ORIT	REQ'D DEL. DATE	ADVCE	RI	UNIT PRICE																																															
SHIPPED FROM											SHIP TO											MARK FOR		PROJECT				TOTAL PRICE																																																			
A											B											C		D				E																																																			
WAREHOUSE LOCATION											TYPE OF CARGO		UNIT WEIGHT		UNIT CUBE		UFC		N M F C		FREIGHT RATE		DOCUMENT DATE		MAT COND		QUANTITY																																																				
F											G		H		I		J		K		L		N		O		P		R		S																																																
SUBSTITUTE DATA (ITEM ORIGINALLY REQUEST'D)											FREIGHT CLASSIFICATION NOMENCLATURE											T		U		V																																																					
W											X											Y																																																									
SELECTED BY AND DATE											TYPE OF CONTAINER(S)				TOTAL WEIGHT				RECEIVED BY AND DATE				INSPECTED BY AND DATE																																																								
1											2				3				7				8																																																								
PACKED BY AND DATE											NO. OF CONTAINERS				TOTAL CUBE				WAREHOUSED BY AND DATE				WAREHOUSE LOCATION																																																								
4											5				6				9				10																																																								
REMARKS:																																																																															
AA											BB				CC				DD				EE																																																								
FIRMS DESTINATION ADDRESS											DATE SHIPPED																																																																				
11											12				FF				GG																																																												
TRANSPORTATION CHARGEABLE TO											14 B/LADING. AWB, OR RECEIVER'S SIGNATURE (AND DATE)											15 RECEIVER'S DOCUMENT NUMBER																																																									

SAMPLE

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

MCBO 8011.1
13 Jul 94

<u>Column</u>	<u>Entry</u>
1 - 3	D6A
4 - 6	MQQ
7	"U"
8 - 20	NSN From Issue DD 1348-1
21 - 22	Blank
23 - 24	Unit of Issue
25 - 29	Quantity (Zero left Justified)
30 - 43	Document Number
44 - 50	Blank
51	Signal Code (From requisition document)
52 - 53	Fund Code (From requisition document)
54 - 80	Blank
<u>Block</u>	
A	Unit Name
B	ASP, MCCDC, Quantico, Va.
C	OT
D	TURN-IN
E - N	Blank
O	Document Date
P - Q	Blank
R	DODIC
S - Y	Blank
1	Signature of Unit Representative and Date

ENCLOSURE (9)

