



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO P4050.38C
LPC-3
30 Apr 01

MARINE CORPS ORDER P4050.38C

From: Commandant of the Marine Corps
To: Distribution List

Subj: PERSONAL EFFECTS AND BAGGAGE MANUAL

Encl: (1) LOCATOR SHEET

1. Situation. To publish policy and procedures for the administration and disposition of personal effects and baggage.
2. Cancellation. MCO P4050.38B.
3. Mission. To promulgate an update to an outdated order.
4. Execution
 - a. Commanders Intent and Concept of Operations

(1) This revision is to update the Personal Effects and Baggage Manual. There is a continuing requirement to improve and standardize the procedures used Marine Corps-wide by commanders and officers in charge of carrying out responsibilities relative to personal effects and baggage. 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.

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

(3) 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, Logistics Capabilities 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.

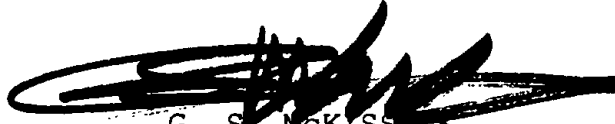
5. Administration and Logistics. Recommendations concerning the contents of the Personal Effects and Baggage Manual are invited and should be submitted to the Commandant of the Marine Corps (CMC) (LPC-3) via the appropriate chain of command.

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

6. Command and Signal

a. Command. This Manual is applicable to the operating forces, supporting establishment, and Reserves.

b. Signal. Effective upon date of signature.



G. S. MCKISSECK
Deputy Commandant
Installations and Logistics

DISTRIBUTION: PCN 10204190000

Copy to: 7000110 (55)
7000153 (10)
7000093/8145004, 005 (2)
7000144/8145001

MC0 P4050.38C
30 Apr 01

LOCATOR SHEET
PERSONAL EFFECTS AND BAGGAGE MANUAL

Subj: PERSONAL EFFECTS AND BAGGAGE MANUAL

Location(s): _____
(Indicate the location(s) of the copy(ies) of this publication.)

ENCLOSURE (1)

PERSONAL EFFECTS AND BAGGAGE MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

PERSONAL EFFECTS AND BAGGAGE MANUAL

CONTENTS

CHAPTER

- 1 GENERAL INFORMATION
- 2 DECEASED AND MISSING STATUS
- 3 HOSPITALIZATION
- 4 UNAUTHORIZED ABSENCE/ABSENT WITHOUT LEAVE
- 5 INCARCERATED
- 6 LEAVE, LIBERTY, AND TEMPORARY ADDITIONAL DUTY
- 7 UNIT DEPLOYMENT
- 8 LOST, ABANDONED, OR UNCLAIMED PRIVATELY-OWNED PERSONAL PROPERTY
- 9 INVENTORY PROCEDURES
- 10 BAGGAGE HELD BY COMMERCIAL CARRIERS
- 11 PERSONAL EFFECTS AND BAGGAGE CENTERS

APPENDIX

- A ABBREVIATIONS

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 1

GENERAL INFORMATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
SCOPE	1000	1-3
COMMAND RESPONSIBILITY	1001	1-3
ASSISTANCE	1002	1-3
DEFINITIONS	1003	1-4
CLAIMS FOR LOSS OR DAMAGE	1004	1-5
RETENTION OF PERSONAL EFFECTS CASE FILE RECORDS	1005	1-5
INDIVIDUALS RESIDING IN GOVERNMENT HOUSING/IN PRIVATE RESIDENCE OFF BASE/POST	1006	1-7
MONEY AND U.S. TREASURY CHECKS	1007	1-7
U.S. SAVINGS BONDS	1008	1-8

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 1

GENERAL INFORMATION

1000. SCOPE

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

a. 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).

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

c. Members receive a discharge under the conditions identified in paragraph 9008, following, which requires the recovery of their Marine Corps uniforms.

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

e. Individual's property is held by commercial carriers.

2. Disposition of personal effects/household goods (HHG) incident to an alert notice is covered in Joint Federal Travel Regulations (JFTR), paragraph U5370-F.

1001. COMMAND RESPONSIBILITY. The installation commander, major subordinate command (MSC), and service member's unit are charged with the responsibility of collecting, inventorying, safekeeping, and ensuring the appropriate disposition of the personal effects and baggage of all service members who cannot or do not care for their own property. 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 roommate, work section, platoon, company, battalion, or to the base thrift store, etc., is not authorized nor sanctioned.

1002. 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 (POV), that are beyond the normal capacity of the unit supply section's security cage or secure storage area.

1003. DEFINITIONS

1. 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 JFTR, paragraph U5330-E.

2. 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 gear), and/or other items that the unit's property records identify as in the member's possession at the time of the inventory.

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

4. 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.

5. Members. The term "members" as contained herein will be used to describe any personnel of the Marine Corps and other Military Service assigned or attached to a Marine Corps organization.

6. 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.

7. Motor Vehicles. The term "motor vehicles" means POV's 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:

- a. Is self-propelled;
- b. Is licensed to travel on the public highways;
- c. Is designed to carry passengers or HHG's; and

d. 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.

8. 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 HHG's.

9. Personal Effects. The term "personal effects" or "effects" shall be construed to mean articles of individual uniform clothing, civilian clothing, individual equipment (782 gear), and other personal items not herein defined which are normally separate from the bulk of HHG's and personal baggage.

10. Proper Recipient. The term "proper recipient" is defined as the individual identified as having the primary or designated right to control the administrative disposition and/or to receive the effects of personnel who are deceased, missing, hospitalized, AWOL, or incarcerated. See chapter 2 of this Manual or MCO P3040.4 (Marine Corps Casualty Procedures Manual) for questions concerning the line of succession for the next of kin (NOK).

11. 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 (JCS Pub. 1, refers).

1004. CLAIMS FOR LOSS OR DAMAGE

1. United States Code (U.S. Code) Title 10-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."

2. Claims for reimbursement arising from loss of or damage to a member's personal property, which includes HHG's, personal effects, and POV's will be processed per the provisions of JAGINST 5800.7 (JAG Manual), chapter XXI, JAGINST 5890.1 (Claims Instructions), and MCO P4600.39 (Marine Corps Personal Property Manual).

1005. RETENTION OF PERSONAL EFFECTS CASE FILE RECORDS

1. 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 paragraph 9006.3, following, for a list of required logbook entries.

2. The case files will be segregated for record keeping purposes into the following categories: UA/AWOL, deserters, incarcerated, deceased, missing, annual leave, TAD status, hospitalized, and recovered uniforms. Refer to chapter 9 following, regarding detailed guidance in the preparation of the inventory forms and segregation of the articles.

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

a. Personal Effects and Property Returned to Proper Recipient. When property is returned to the member or their legally designated recipient, records will be maintained for 2 years from the date of return with the chain of custody recorded in the personal effects clerk's logbook.

b. Property Unclaimed, Sold or Disposed of. Per DoD 4160.21-M (Property Disposal Regulation) and MCO P10120.28 (Individual Uniform Clothing Regulations) 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 9 of this Manual provides additional details.

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

(2) 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).

(3) A copy will be retained in the case file for a period of 5 years following the date the property was disposed of.

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

(5) Records of unclaimed property involving deceased or missing personnel will be held with the individuals OQR/SRB for a period of 5 years after the date of death or unit diary entry date of declaration as missing, killed in action, or declared a prisoner of war.

4. 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 5 years.

5. 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 the CMC (MSRB-20) for inclusion in the member's Official Military Personnel File (OMPF) for unclaimed property and the property belonging to long-term prisoners.

6. 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.

1006. INDIVIDUALS RESIDING IN GOVERNMENT HOUSING/IN PRIVATE RESIDENCE OFF BASE/POST

1. When a Member resides in a domicile with their legal spouse or NOK, 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 paragraph 9000.5 of this Manual for specifics.

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

1007. MONEY AND U.S. TREASURY CHECKS

1. 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 amounts recorded.

2. Defense Finance and Accounting Service Kansas City (DFAS KC) Automated Pay Systems Manual (APSM) 7220.31R, paragraph 40511 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.

3. DoD FMR 7000.14-R, 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.

a. 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.)

b. 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, DoD FMR 7000.14-R, paragraph 070504 requires all checks 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 chapter 3 of DoD FMR 7000.14-R, requesting credit to the members payroll account.

4. 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

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

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

1008. 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.

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 2

DECEASED AND MISSING STATUS

	<u>PARAGRAPH</u>	<u>PAGE</u>
INVENTORY	2000	2-3
DISPOSITION OF EFFECTS	2001	2-3
UNIFORMS FOR DECEASED AND ESCORTS	2002	2-6
		2-1

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 2

DECEASED AND MISSING STATUS

2000. INVENTORY. When a member is deceased or their duty status becomes whereabouts unknown (DUSTWUN), or they have been declared missing as defined in MCO P3040.4, the unit shall cause the individual's personal effects to be inventoried per chapter 9 of this Manual and prepared for shipment or storage. The personal effects inventory will include all HHG's, POV's, 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.

2001. DISPOSITION OF EFFECTS

1. General Information. In the case of deceased members, commanders will coordinate through the assigned CACO, locate the eligible recipient, 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 MCO P3040.4D, paragraph 3006. Refer all questionable situations or cases to the CMC (MPH-10); e.g., designated recipient cannot be located or the recipient contributed to the death of member.

2. Recipients

a. Per DoDI 1300.18, the following persons, listed in order of precedence, are eligible recipients of personal effects:

(1) Surviving spouse.

(2) Natural or adopted children in order of seniority.

(3) Parents in order of seniority, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision. In cases where at the time of divorce or separation, the parents shared or had joint custody, the parent having physical custody of the member the majority of time will be designated to receive the personal effects. In such cases, the CMC (MRC) will provide authorization.

(4) Blood or adoptive relative who was granted legal custody of the person by reason of a court decree or statutory provision.

(5) Brothers or sisters of legal age in order of seniority.

(6) Grandparents in order of seniority.

(7) Other relatives of legal age in order of relationship to the individual according to civil laws. Seniority controls when persons are of equal degree of relationship.

(8) Persons standing in loco parentis of the member.

b. Spouse always means current spouse and never a former spouse. The spouse takes precedence in all cases unless specified in writing by the member, or spouse/legal recipient requests in writing that someone else receive the shipment.

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 the CMC (MRC) for disposition instructions.

3. Non-combat

a. Localized Commands, Within 200 Miles of a PEBC. When the proper recipient of the personal effects and baggage of the deceased or missing member has been determined and the CACO has made liaison with them, 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 NOK by the CACO. Checks endorsed to the proper recipient may accompany the escort of the remains for presentation to the family 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) This receipt will be forwarded to the CMC (MRC), a copy retained by the CACO, and one copy returned to the deceased's unit by the escort to close out the case file.

b. Isolated Commands, 200 Miles or More From a PEBC. See chapter 11 of this Manual for PEBC locations. The CACO will make liaison with the proper recipient and determine the appropriate location and date to deliver the personal effects and baggage of the deceased or missing member. 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 proper recipient. 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 by traceable means. The use of the TMO will be accomplished as a normal function through a reimbursable Interservice Support Agreement (ISSA).

(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 2001.3a, above, applies.

4. Combat. Ship any personal effects of deceased members that did not accompany the remains per FMFM 4-8 to the appropriate PEBC. Forward articles of substantial value by certified mail to the CACO for delivery to the family.

a. In the case of wedding rings and other such articles that the NOK or proper recipient desires to be placed with the body at the time of burial or cremation the commanding officer will cause such items to be receipted for and hand delivered by the escort, if so assigned, to accompany the body. Include these items in the original inventory as "shipped under separate cover," and cite the certified mail number. Obtain the signature of the escort (if used) and provide them with a receipt form for use by the CACO on site.

b. Containers and shipping documents will have special markings to indicate that these are the personal effects of "personnel killed/missing in action" to ensure timely disposition at the PEBC.

c. When an escort accompanies a deceased member and if time and local resources permit, a check will be obtained and turned over to the CACO, under receipt. The CACO will forward the receipt to CMC (MPH-10) and distribute appropriate copies.

d. The same applies for missing in action members in which liaison is accomplished through the CACO and the delivery of the personal effects and baggage to the proper recipient. However, the CACO and CMC (MRC) will coordinate all monies due the member.

5. Limitations on Shipment/Storage. The JFTR, paragraphs U5372-B3 and U5380-L item 17, allows recipients shipment/storage for up to 1 year after the date of death of the member. Refer any unusual cases or requests for extensions to the CMC (MRC) and (LFT-3).

6. Location of Recipient Unknown. If, after diligent search efforts, the location of the recipient is still unknown, notify the CMC (MRC) for disposition instructions. Disposition instructions will be provided in writing (letter or Naval message format).

2002. UNIFORMS FOR DECEASED AND ESCORTS

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

a. The Dress Blue Uniform is the preferred uniform for burial of deceased active duty Marines, per MCO P3040.4. 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.

b. Retired and former Marines and their spouses may obtain at personal expense such uniforms, per MCO P4400.150 (Consumer Level Supply Manual) and MCO P10120.28, as are deemed necessary for the burial. These may be procured from a Marine Corps Exchange, MCSS, or RCO.

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

a. Escorts will be expected to use their own Dress Blue Uniform, if previously issued during any phase of assignment or training.

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

3. Per the Accounting under the Appropriations "Military personnel, Marine Corps" and "Reserve Personnel, Marine Corps", MCO P7301.104, the Functional Account Number (FAN) 72043 is to be charged and used during normal tours of duty and FAN 72053 will be utilized for return from a combat area.

4. Mourning Bands will be procured and worn as prescribed in MCO P1020.34 (Marine Corps Uniform Regulations).

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 3

HOSPITALIZATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
AMBULATORY PATIENTS	3000	3-3
INCAPACITATED PATIENTS	3001	3-3
DISPOSITION OF EFFECTS	3002	3-4

FIGURE

3-1 WAIVER OF PERSONAL EFFECTS INVENTORY FOR INDIVIDUALS HOSPITALIZED FOR 10 DAYS OR LESS	3-5
	3-1

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 3

HOSPITALIZATION

3000. 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 9 of this Manual.

1. 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.

a. 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.

b. 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.

2. 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 paragraph 6001 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 (figure 3-1).

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

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

5. 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 9, and secured in the unit's designated personal effects storage area.

3001. 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.

3002. DISPOSITION OF EFFECTS

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

a. 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.

b. 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 JFTR, 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.

2. Combat. Personal effects and baggage of medical evacuees from a theater of operation will be shipped to the appropriate PEBC for forwarding. Articles of substantial value found in the member's personal effects will be forwarded by certified mail to the CACO providing direct support to the family. The CACO shall be provided a receipt to record the delivery. The CACO will provide a copy back to the originating unit and/or the PEBC for record purposes. Such items will be noted on the original inventory as "shipped under separate cover," with the certified mail number annotated on the inventory form. Special marking ("Property of member wounded in action") will be placed on all containers and shipping documents to provide for the proper and timely processing and disposition of the individual's personal effects upon arrival at the PEBC. All correspondence, not just the inventory forms, will contain the NOK's address and phone number as obtained from the individual's OQR/SRB.

3. Additional information can be found in JFTR, paragraphs U5345, U5372, and U5375.

PERSONAL EFFECTS AND BAGGAGE MANUAL

UNITED STATES MARINE CORPS
(Mailing Address of Unit)

4050
Sup
(Date)

From: Member/Rank/SSN
To: Commanding Officer
Via: Chain of Command

Subj: REQUEST FOR PERSONAL EFFECTS INVENTORY WAIVER
Ref: (a) MCO P4050.38C

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 NAME/RANK: _____ phone number _____.

SIGNATURE OF MARINE

FIRST ENDORSEMENT

From: Company CO
To: CO

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.

PERSONAL EFFECTS AND BAGGAGE MANUAL

SECOND ENDORSEMENT ON:

From: Commanding Officer
To: Unit Personal Effects Clerk

Subj: WAIVER ON PERSONAL EFFECTS INVENTORY FOR _____,
SSN _____-USMC.

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

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

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 4

UNAUTHORIZED ABSENCE/ABSENT WITHOUT LEAVE

	<u>PARAGRAPH</u>	<u>PAGE</u>
INVENTORY	4000	4-3
DISPOSITION	4001	4-3

FIGURE

4-1	LETTER TO PROPER RECIPIENT/NEXT OF KIN (CONUS UNITS)	4-7
4-2	LETTER OF ACKNOWLEDGMENT FROM RECIPIENT/NEXT OF KIN (CONUS UNITS)	4-8
4-3	LETTER TO PROPER RECIPIENT/NEXT OF KIN (OCONUS UNITS)	4-9
4-4	LETTER OF ACKNOWLEDGMENT FROM RECIPIENT/NEXT OF KIN (OCONUS UNITS)	4-10

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 4

UNAUTHORIZED ABSENCE/ABSENT WITHOUT LEAVE

4000. 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.

4001. DISPOSITION

1. 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.

2. 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, 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.

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

a. The unit personnel officer will deliver all U.S. Treasury checks, monies, and any checks found that are made out to the individual to the disbursing officer to be credited to the member's pay account. This will be annotated in the personal effects case file and the original receipt placed with the original inventory form held in the OQR/SRB.

b. Transfer all uniform clothing and personal effects to the appropriate PEBC. Ensure that the Personal Effects Inventory form (NAVMC 10154) is properly completed, to include the name and address of the member's next of kin (NOK). Articles of substantial value will be forwarded by certified mail to the PEBC for disposition. Individual equipment (782 gear) will be turned into the supply office/Consolidated Issue Facility (CIF):

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

(a) Remove all individual equipment (782 gear) from the member's inventory. The NAVMC 10154 will identify disposition of the removed items.

(b) Compare the removed items against the member's issue document (i.e., Individual Memorandum Receipt (IMR) card, Combat Individual Equipment Total Asset Visibility (CIETAV) receipt, TURBO-SIRS, Equipment Custody Receipts (ECR), or other automated receipt). 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.

(c) 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.

(d) 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.

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

(2) 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 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.

4. 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 paragraphs 4001.3b(1) and (2), preceding.

(a) Identify to the proper recipient that DoD 4160.21-M and U.S. Code Title 10, 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 paragraphs 4001.3b(1) and (2), above. The PEBC will correspond with the proper recipient as outlined in paragraph 4001.4a(2), preceding.

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 paragraphs 4001.3b(1) and (2), preceding.

(1) Identify to the proper recipient that DoD 4160.21-M and U.S. Code Title 10, 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 the Form [NAVMC 10154](#) 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. Paragraph 9007 of this Manual provides additional guidance.

5. If the Proper Recipient Cannot be Determined or Declines Delivery

a. For units located overseas, including Alaska and Hawaii, utilize the procedures contained in DoD 4160.21-M, and dispose of the personal effects after the expiration of 45 days from the date of last correspondence with the proper recipient.

b. Marine Corps units located more than 200 miles from a PEBC may use the procedures contained in DoD 4160.21-M, and turn them into the nearest DRMO.

c. Refer to chapter 8 of this Manual for additional guidance.

PERSONAL EFFECTS AND BAGGAGE MANUAL

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4050
Sup
Date

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

1. This command is in possession of the personal effects of _____ (NAME, RANK), 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 U.S. Treasurer (**Postmaster if USPS is used**), 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).

PERSONAL EFFECTS AND BAGGAGE MANUAL

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

Subj: PERSONAL PROPERTY AND EFFECTS FOR PRIVATE
JOSEPH A. MARINE 123 45 6789 USMC

1. I do/do not (circle one) desire the personal effects of Private Joseph A. Marine 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 OF PROPER RECIPIENT/NOK)

ENCLOSURE (1)

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

PERSONAL EFFECTS AND BAGGAGE MANUAL

UNITED STATES MARINE CORPS
(Units Mailing Address)

4050
Sup
Date

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

1. This command is in possession of the personal effects of _____ (NAME, RANK), 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).

PERSONAL EFFECTS AND BAGGAGE MANUAL

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

Subj: PERSONAL PROPERTY AND EFFECTS FOR PRIVATE
JOSEPH A. MARINE 123 45 6789 USMC

1. I do/do not (circle one) desire the personal effects of Private Joseph A. Marine 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)

ENCLOSURE (1)

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

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 5

INCARCERATED

	<u>PARAGRAPH</u>	<u>PAGE</u>
CIVIL PENAL INSTITUTION INVENTORY PROCEDURES	5000	5-3
DISPOSITION WHILE CONFINED IN CIVIL PENAL INSTITUTIONS	5001	5-3
MILITARY BRIG/DETENTION FACILITY INVENTORY	5002	5-4
DISPOSITION WHILE CONFINED IN MILITARY BRIG/DETENTION FACILITY	5003	5-5
DISPOSITION OF UNIFORM ITEMS UPON DISCHARGE	5004	5-6

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 5

INCARCERATED

5000. 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.

5001. DISPOSITION WHILE CONFINED IN CIVIL PENAL INSTITUTIONS. 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.

1. 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 paragraphs 4001.3b(1) and (2), preceding.

4. Within CONUS

a. Once the unit has received in writing the name(s) of a designated person(s) to receive the personal effects, paragraph 5001.4a(1) and (2), following applies:

(1) Units located 200 miles or more from a PEBC will comply with those procedures outlined within paragraph 4001.4a, 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 paragraph 4001.4a(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 chapter 4 of DoD 4160.21-M. Additionally, the command will notify the member of the action taken.

c. JFTR, paragraphs U5240-J and U5370-J, provides procedures and requirements that commanders must meet for the travel, transportation, and shipment of HHG's at Government expense for the dependents of a Marine stationed in the CONUS who:

(1) Is sentenced by court martial to:

(a) Confinement for more than 30 days

(b) Receives a dishonorable/bad conduct discharge

(c) Dismissal from a uniformed service, or

(2) Receives an administrative discharge under other than honorable conditions.

5. 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 paragraphs 4001.4b through c, 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 chapter 4 of DoD 4160.21-M. Additionally, the command will notify the member of the action taken.

5002. MILITARY BRIG/DETENTION FACILITY INVENTORY

1. 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.

2. 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 re certify the contents of the personal effects.

3. 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.

5003. DISPOSITION WHILE CONFINED IN MILITARY BRIG/DETENTION FACILITY

1. 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.

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

a. 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.

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 paragraphs 4001.3b(1) and (2), preceding.

d. Once the unit receives, in writing, the name(s) of designated person(s) to receive the personal effects, paragraph 5003.2d(1)(a) and (b) and (2), following applies:

(1) Units Within CONUS

(a) Units located 200 miles or more from a PEBC will comply with those procedures outlined within paragraphs 4001.4a, 4001.4c, and 4001.5b, preceding. The correspondence will identify the member as being incarcerated vice UA.

(b) Units located within 200 miles of a PEBC will comply with those procedures outlined within paragraph 4001.4a(3), preceding.

(2) Units OCONUS. The unit will comply with those procedures outlined within paragraph 4001.4b, 4001.4c, and 4001.5a , preceding.

e. 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 chapter 4 of DoD 4160.21-M. Additionally, the command will notify the member of the action taken.

5004. DISPOSITION OF UNIFORM ITEMS UPON DISCHARGE

1. Members that received a discharge for the following reasons shall have all articles of uniform clothing in their possession inventoried/recovered per paragraph 9007 and 9008 following:

- a. Defective enlistment and inductions.
- b. Entry-level performance and conduct.
- c. Unsatisfactory performance.
- d. Homosexual conduct.
- e. Drug abuse rehabilitation failure.
- f. Alcohol abuse rehabilitation failure.
- g. Misconduct.
- h. Separation in lieu of trial by court martial.
- i. Interned or discharged as alien enemies.
- j. New entrant drug and alcohol test.
- k. Security.

2. Further guidance can be found in MCO P1900.16 and MCO P10120.28.

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 6

LEAVE, LIBERTY, AND TEMPORARY ADDITIONAL DUTY

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION	6000	6-3
COMMANDERS PROCEDURES	6001	6-4
TRANSFER WHILE ON EMERGENCY LEAVE OR TAD	6002	6-5

FIGURE

6-1 ACKNOWLEDGEMENT THAT PERSONAL EFFECTS INVENTORY IS NOT REQUIRED		6-6
--	--	-----

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 6

LEAVE, LIBERTY, AND TEMPORARY ADDITIONAL DUTY

6000. 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).

1. 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.

2. 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.
3. 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.

6001. COMMANDERS PROCEDURES

1. Prior to permitting the storage of personal effects in areas outside those specifically designated for secure storage, the commander must determine:
 - a. If desired storage space is adequate and can be secured to prevent theft or deterioration.
 - b. If the command will have access to the property, if the need arises.
 - c. If this interferes with BEQ/BOQ space requirements for anticipated personnel turnover.
 - d. 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.
2. The member will inventory and sign their own personal effects inventory form, which will be certified by a member of the inventory board.
3. One copy of the inventory will be placed inside the storage container, wall locker, etc.
4. 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.
5. 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.

6. A case file will be prepared per chapter 9 of this Manual.

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

6002. 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. See JFTR, paragraph U5310.

PERSONAL EFFECTS AND BAGGAGE MANUAL

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, NAME, SSN) 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.

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 7

UNIT DEPLOYMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION	7000	7-3
DEPLOYMENTS LESS THAN 90 DAYS	7001	7-3
PREDEPLOYMENT	7002	7-3
DURING THE DEPLOYMENT	7003	7-4
RETURN FROM DEPLOYMENT	7004	7-5

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 7

UNIT DEPLOYMENT

7000. GENERAL INFORMATION

1. 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 JFTR, paragraph U4770 and MCO 4600.39. 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:

- a. Names of individuals needing storage.
- b. Deployment order number.
- c. Estimated date of return from deployment.
- d. Signature of officer authorizing the storage.

2. Distribution of the LOA will be as follows:

- a. A copy to each member authorized temporary storage.
- b. One copy to the installation TMO.
- c. One copy to the supporting disbursing officer.

7001. 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.

7002. PREDEPLOYMENT

1. 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 9 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 NOK.

(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 HHG's and personal property storage forms in the SRB/OQR of assigned personnel.

e. Perform POV storage based on MSC policy, installation procedures, and the JFTR, chapter 5, part I.

2. The receiving activity should receive the personal effects per paragraph 9006 of this Manual. Once transferred, these effects become the responsibility of the receiving activity until final disposition.

7003. DURING THE DEPLOYMENT

1. 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.

2. Additionally, the commander is responsible for promptly forwarding all pertinent correspondence received which impacts upon the disposition of the personal effects identified in paragraph 7002.1c, preceding; e.g., letters from NOK. This information is to be provided to the unit physically holding the personal effects.

3. The inventory procedures contained in chapter 9, following, will be used in all other cases during the deployment.

7004. RETURN FROM DEPLOYMENT. The commander or designated representative will perform the following:

1. Make liaison with the household effects section to coordinate and arrange for the prompt withdrawal of personal effects.
2. 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.

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 8

LOST, ABANDONED, OR UNCLAIMED PRIVATELY-OWNED
PERSONAL PROPERTY

	<u>PARAGRAPH</u>	<u>PAGE</u>
DEFINITIONS	8000	8-3
GENERAL INFORMATION	8001	8-4
POLICY	8002	8-5
FIREARMS	8003	8-11
FILING OF CLAIMS	8004	8-12

FIGURE

8-1 RELEASE OF OWNERSHIP		8-13
------------------------------------	--	------

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 8

LOST, ABANDONED, OR UNCLAIMED PRIVATELY-OWNED
PERSONAL PROPERTY

8000. DEFINITIONS

1. Claims Settlement Property. Personal property damaged during a HHG's/unaccompanied baggage shipment per DoD 4160.21-M, chapter 4, paragraph B9.
2. Government Personal Property. Property other than real property (buildings/lands) and records (files/documents) of the Federal Government as defined by DoD 4160.21-M. Any recovered Government property will be returned to stock for reissue or appropriate disposition.
3. 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.
4. Privately-owned Personal Property
 - a. Personal effects of DoD personnel (military or civilian) are not and never become Government property unless:
 - (1) 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.
 - (2) The property is acquired by DoD as the result of a claims settlement action.
 - b. 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, HHG's, 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 the National Firearms Act (28 USC 5801-8862) 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.

8001. GENERAL INFORMATION

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

a. Amendments to U.S. Code Title 10, section 2575 and DoD-approved waivers. U.S. Code Title 10, 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 U.S. Code Title 10, section 2575, by decreasing the number of days from 120 to 45 days.

b. DoD 4160.21-M, chapter 4, paragraphs B9 (Claims Settlement Property) and B40 (Lost, Abandoned, or Unclaimed Privately-Owned Personal Property).

2. 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 10 USC 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 U.S. Code Title 10, sections 4712, 4713, 6522, 9712, 9713, or subsection (c) of section 2575.

3. 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 checkout 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.

4. 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:

- a. Reimbursing the Government for incurred costs.
- b. Repossession by lien holder.
- c. Garnishment of pay.
- d. Internal Revenue Service withholding of income tax refunds for indebtedness to the U.S. Government.
- e. Violation of articles under the Uniform Code of Military Justice.

5. 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.

6. 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.).

7. Disposal of private property, especially POV's in overseas locations, is an unnecessary expense to the U.S. Federal Government. The notification requirement of U.S. Code Title 10, 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.).

8002. POLICY

1. 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.

2. For disposition of personal property known to be located off base for an individual hospitalized, deceased, or wounded/killed in action, refer to paragraph 9000.7, following, for guidance.

3. 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:

a. 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 representatives.

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

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

d. 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.

e. 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.

f. 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.

4. 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."

5. 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 so advise the prospective recipient. The statement shall indicate the manner in which payment for these charges shall be made.

6. 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.

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

8. 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:

a. 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 DoD 4160.21-M, chapter 4, paragraph B9. Claims settlement property is usually private property damaged during a HHG's/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 DoD 4160.21-M, chapter 4. Ensure properly executed release form (figure 8-1) is attached to the DTID.

(3) DRMO Funding. Disposal by DRMO requires coordination and 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) preceding 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 DoD 4160.21-M, 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.

b. 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 U.S. Code Title 10, 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 U.S. Code 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 (ORP). For private property that is obviously recyclable scrap, the installation QRP may be utilized to the maximum extent practicable (See DoD 4160.21-M, chapter 7, paragraph N.). The sales proceeds after meeting recycling program expenses may be distributed to MCCA morale, welfare, and recreation activities per U.S. Code 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 U.S. Code Title 10, section 2575, DoD 4160.21-M, and MCO P4050.38 guidelines 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.

c. 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, PMO's or base/station police may be granted authority to elect any of the options in the paragraphs 8002.8a through b, 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.

9. 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.

10. 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 ODS. 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). DoDD 6050.16 and DoDI 4715.8 apply to overseas DoD activities.

8003. FIREARMS

1. Any authorized firearms falling into this category should have already been registered and properly secured in an authorized storage area per OPNAVINST 5530.13. The firearm(s) shall be added to the weapons record count and reported per MCO 8300.1. Disposition instructions of unclaimed firearms shall be requested per MCO P4400.82, and any directed disposal or demilitarization shall be per DoD 4160.21-M and DoD 4160.21-M-1.

2. In cases of death, caused by the weapon in question, every consideration should be given to the potential emotional nature of the NOK 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 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. DoD 4160.21-M stipulates that the packing, storage, and transportation or other costs, which may be the responsibility of the NOK or family, must be addressed. Such weapons are not to be turned over to felons and those convicted of spousal abuse.

3. If the NOK'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.

4. If the NOK 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.

5. 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.

6. 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 5-year period following the final disposition of the weapon.

8004. FILING OF CLAIMS

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

2. 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.

PERSONAL EFFECTS AND BAGGAGE MANUAL

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.

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 9

INVENTORY PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION	9000	9-3
INVENTORY BOARD	9001	9-4
PREPARATION	9002	9-5
INVENTORY	9003	9-5
INVENTORY RECORD	9004	9-8
DISTRIBUTION OF INVENTORY RECORD	9005	9-8
STORAGE AREA	9006	9-8
DISPOSITION OF RECOVERED UNIFORM CLOTHING	9007	9-9
INDIVIDUALS DISCHARGED FOR OTHER-THAN HONORABLE REASONS	9008	9-10
CASE FILES	9009	9-11

FIGURE

9-1 LETTER TO DOCUMENT THE ABSENCE OF PERSONAL EFFECTS		9-13
9-2 TRANSFER OF RECOVERED UNIFORM CLOTHING TO PEBC		9-14

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 9

INVENTORY PROCEDURES

9000. GENERAL INFORMATION

1. 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 8 of this Manual. The inventory board member(s) are required to coordinate the storage 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, a proper recipient, PEBC, RCO/MCSS, TMO, or DRMO for disposal purposes, when required.
2. An inventory is required and will be conducted after receipt of information that a member is in one of the categories listed in paragraph 1000, preceding.
3. 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.
4. Personal effects in quarters jointly occupied by a member and their NOK need not be inventoried if the NOK is present, except as stipulated herein. Commands will provide assistance and will request the prompt return of any Government property discovered in the residence. Paragraphs 1003.2 and 1006 above, pertain.
5. 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.
 - a. 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.
 - b. 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.
6. 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.

7. 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:

a. 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.

b. 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.

c. 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.

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

(2) 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.

(3) Per U.S. Code Title 10, 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.

9001. INVENTORY BOARD. An 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.

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

2. 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.

3. 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.

4. 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.

9002. PREPARATION. Utilizing one [NAVMC 10154](#) form, record all personal effects, money, checks, Government property, etc., thereon.

1. 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 MCO P10120.28, serviceable uniform clothing will not include worn underclothing, headwear, gloves, and footwear. It will include those uniform items still in the original container.

2. Those items of individual equipment (782 gear), which were issued to the member by the CIF or organic supply account, will be inventoried and identified on the [NAVMC 10154](#). These items will be packaged and the container(s) labeled "Individual Equipment". Any supplemental commercially purchased individual equipment (782) gear in excess of those items identified will be retained with the personal effects and treated as civilian clothing articles.

a. If the member is receiving a discharge under the circumstances listed within paragraph 9008 following, deceased, killed in action or missing, the inventory board member will identify the individual equipment on the inventory form and return the individual equipment to the unit's personal effects clerk. The personal effects clerk will comply with the procedures outlined within paragraphs 4001.3b(1) and (2), preceding, for the turn-in of individual equipment. Items removed and turned-in will have a statement in the remarks block of the [NAVMC 10154](#), which identifies the final disposition of those items.

b. Upon the member being declared a deserter, the unit's personal effects clerk will comply with those procedures outlined within paragraphs 4001.3b(1) and (2), preceding, when returning individual equipment.

9003. INVENTORY

1. The form [NAVMC 10154](#) will be used for the preparation of the inventory record. 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.). All articles of personal effects will be described in detail on this form. 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:

- a. Currency.
- b. Government checks.
- c. Personal checks and savings bonds.

d. 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. These 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, to prevent unwarranted claims against the Government.

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

(1) 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.

(2) MSC's 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.

f. Articles of substantial value; e.g., televisions (TV), videocassette recorders (VCR), POV's, computers, software, weapons (registered or unregistered), cameras, etc.

g. Storage of POV's will be per the MSC, installation procedures, and JFTR, paragraph U5455-E.

h. Sexually explicit materials such as compact discs, tapes, magazines, posters, devices, and similar matter, if found, will be included in the inventory. Items of an illegal or questionable nature discovered during the inventory will be reported to the commanding officer for disposition, and the [NAVMC 10154](#) form annotated with the actions taken. All such items deemed legally transferable will be returned to the individual or forwarded to the proper recipient.

2. In cases where the individual resides off the installation and is not legally residing with a spouse or legal NOK:

a. 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.

b. 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.

3. 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 as additional or a locally produced form, may be utilized for clarity and conciseness of the inventory.

4. Civilian clothing articles will be packed into as many separate containers as necessary, labeled as such and tagged. All separate items such as TV's, VCR's, 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.

5. The inventory board will remove from the personal effects all classified matter, which will be disposed of per OPNAVINST 5510.1 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.

6. 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. See paragraph 1007 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.

7. 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 paragraph 1008 of this Manual for additional guidance.

8. 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 MCO 4340.1).

9. 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.

9004 PERSONAL EFFECTS AND BAGGAGE MANUAL

10. 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 9-1 for sample certification format.

9004. INVENTORY RECORD

1. Upon completion of the inventory, the names, grades, and SSN's of the individuals conducting the inventory will be typed or legibly printed in the remarks section of the form. The senior member conducting the inventory will sign the original of the inventory in the designated block and all others will initial next to their names.

2. 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.

9005. DISTRIBUTION OF INVENTORY RECORD

1. 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.

2. One signed copy will be placed inside the container with the effects.

3. One copy will be retained by the commander or other official directing the inventory.

4. 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 paragraph 1005 of this Manual.

9006. STORAGE AREA

1. 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.

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

3. 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:

- a. Name
- b. Rank
- c. SSN
- d. Status; i.e., UA, hospitalized, in the hands of civilian authority, Brig, deceased, missing, TAD, etc.
- e. Date/time of status.
- f. Expected time of return, if known, otherwise, note as not applicable.
- g. 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.
- h. 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.
- i. Disposition.
- j. Printed name and recipient signatures. The record must show positive chain of custody of all personal effects until final disposition.
- k. Baggage tag number.

9007. DISPOSITION OF RECOVERED UNIFORM CLOTHING. This pertains to Marine Corps uniforms of deserters and those receiving discharges under the circumstances listed in paragraph 9008.1, following, or in cases where the unit cannot return the uniforms to the individual or their recipient.

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

a. Deliver all uniform clothing articles up to the quantity of items listed in an annual MCBul in the 10120 series, minimum requirements list (MRL) and any supplemental clothing allowance items found will be made 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.

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

c. 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.

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

a. 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 MCO P10120.28F, paragraph 1505.

b. Unserviceable uniform clothing will be processed as scrap cloth per DoD 4160.21-M, ensuring that all military unique items are properly rendered useless (demilitarized by removal of ornamental buttons with emblems, chevrons, service stripes, etc.).

9008. INDIVIDUALS DISCHARGED 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 (refer to MCO P1900.16 for additional guidance). An inventory will be conducted and a case file established.

1. Following are circumstances in which such a recovery of Marine uniforms will take place per MCO P1900.16 and MCO P10120.28.

- a. Defective enlistment and induction.
- b. Substandard entry-level performance and conduct.
- c. Unsatisfactory performance.
- d. Homosexual and Lesbian admissions, conduct, acts, and similar violations of the articles of the UCMJ.
- e. Drug and/or alcohol abuse rehabilitation failure.
- f. Misconduct.
- g. Separation in lieu of trial by court martial.
- h. Interned or discharged as alien enemies.
- i. New entrant drug and alcohol test failure.
- j. Security.

2. 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 a MCBul in the 10120 series 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 write the words "Shortages" in column 15 and note any deficient quantities of uniform items that were not recovered.

3. 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.

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

a. 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.

b. 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.

5. 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.

9009. CASE FILES

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

2. 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.

PERSONAL EFFECTS AND BAGGAGE MANUAL

3. Case files will be established for all Marines and Sailors discharged under the conditions set forth in paragraph 9008, 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.

4. Case files will be retained per paragraph 1005 of this Manual.

PERSONAL EFFECTS AND BAGGAGE MANUAL

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4050
Sup
(Date)

From: LAST NAME, FIRST NAME, M.I., RANK, SSN, COMPANY
To: Commanding Officer

Subj: INVENTORY OF PERSONAL EFFECTS, CASE OF (LAST NAME) (FIRST NAME)
(M.I.) (RANK) (SSN)

Ref: (a) MCO P4050.38

1. Per the reference, an attempt was made to inventory the personal effects of the subject named Marine (SNM) 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 9-1.--Letter to Document the Absence of Personal Effects.

PERSONAL EFFECTS AND BAGGAGE MANUAL

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; (LAST NAME, FIRST NAME, M.I., SSN)

Ref: (a) MCO P4050.38
(b) UM 4400-76
(c) MCO P10120.28F

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

1. Per references (a) through (c), the serviceable/unserviceable uniform clothing items recovered from the subject Marine and listed in the enclosure are hereby delivered for your action.

(Supply Officer's Signature)

Received by:

Print Name:

Date

Figure 9-2--Transfer of Recovered Uniform Clothing to PEBC.

9-14

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 10

BAGGAGE HELD BY COMMERCIAL CARRIERS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION	10000	10-3
RECOVERY PROCEDURES	10001	10-3
DISPOSITION	10002	10-3
		10-1

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 10

BAGGAGE HELD BY COMMERCIAL CARRIERS

10000. GENERAL INFORMATION

1. 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.
2. 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.

10001. RECOVERY PROCEDURES

1. 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.
2. 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 the CMC (LFT-4), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775, and request disposition instructions.
3. 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.
4. 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.

10002. DISPOSITION

1. Recovered personal baggage shall be disposed of as follows:
 - a. When the owner can be identified and is immediately available, the personal baggage shall be returned to the individual.
 - b. When the owner cannot be immediately identified or is not immediately available, the personal baggage shall be inventoried per the procedures contained in chapter 9, preceding.

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

(2) If the owner cannot be identified, process the recovered personal baggage per the procedures contained in DoD 4160.21-M.

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

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 11

PERSONAL EFFECTS AND BAGGAGE CENTERS

	<u>PARAGRAPH</u>	<u>PAGE</u>
MARINE CORPS	11000	11-3
NAVY	11001	11-4
		11-1

PERSONAL EFFECTS AND BAGGAGE MANUAL

CHAPTER 11

PERSONAL EFFECTS AND BAGGAGE CENTERS

11000. MARINE CORPS

1. The two PEBC's for the Marine Corps are:

Officer in Charge
Personal Effects and Baggage Center (PEBC)
Marine Corps Base Camp Lejeune, NC 28542-5000

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

2. 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 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 the CMC. Included in the mission of these activities are the responsibilities to:

a. 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 therefrom.

b. 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.

c. Receive from Marine Corps activities the personal effects and baggage of Marines in an AWOL status when the proper recipient cannot be determined or declines delivery/acceptance of transportation charges.

d. Assist Marine Corps activities in the proper disposition of personal effects and baggage.

3. PEBC's shall establish a system to record the receipt and ultimate disposition of personal effects and baggage received. These records shall be retained for a period of 6 years after the Government has disposed of such effects.

4. Unresolved problems/situations with the operation of the PEBC's shall be addressed to the CMC (LFT-4).

11001

PERSONAL EFFECTS AND BAGGAGE MANUAL

11001. 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.

11-4

PERSONAL EFFECTS AND BAGGAGE MANUAL

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 Call Officer
CID	Criminal Investigative 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 Standards
GAO	General Accounting Office
IMR	Individual Memorandum Receipt
ISSA	Interservice Support Agreement
JFTR	Joint Federal Travel Regulations
LOA	Letter of Authorization
MCCS	Marine Corps Community Services

PERSONAL EFFECTS AND BAGGAGE MANUAL

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 Agency
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
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
A-2