



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO:
4400
SUP
MAR 15 2022

Battalion Order 4400.13

From: Commanding Officer, Headquarters Battalion
To: Distribution List

Subj: HEADQUARTERS BATTALION PERSONAL EFFECTS POLICY

Ref: (a) MCO 4400.201
(b) DoDI 5000.64
(c) MCBUL 10120

Encl: (1) Template Personal Effects Inventory Waiver ICO Authorized
Absence Greater Than 30 Days
(2) Template Personal Effects Inventory Waiver ICO
Hospitalization Less Than 30 Days

1. Situation. Headquarters Battalion provides Personal Effects (PE) storage, administrative support, and disposition for all permanently assigned Marines and Sailors within the Headquarters Battalion (HQBn), Training and Education Command (TECOM) organization. A PE occasion is defined as an instance when a service member is unable to care for his or her personal belongings and issued military equipment. When a PE occasion arises, an inventory of PE must be conducted. This order provides instruction and guidance for executing inventories, waiving inventories, and disposing of PE within HQBn, TECOM.

2. Cancelations. None

3. Mission. In accordance with the references, officers and SNCOs will ensure the collection, inventory, and induction into storage of PE for the Marines and Sailors in their charge when required. HQBn shall ensure the appropriate storage and disposition of PE and baggage for all service members, ensuring proper care, storage, administration, and disposition of all service member PE.

4. Execution.

a. Commanding Officer's Intent and Concept of Operations.

(1) Commanders Intent. Service members are provided the opportunity to have their PE cared for, inventoried or waived, in order to prevent theft, loss, or undue hardship. Leaders are cognizant of when PE inventories must be accomplished, and have the means to complete all requirements. Proactive involvement by leadership at all levels shall enhance the capacity for HQBn to properly support the PE inventory process. All military personnel assigned to the unit have the right to a PE inventory. The individual and their respective section are charged with the responsibility of ensuring personnel are able to exercise this right.

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(2) Concept of Operations. HQBn will execute the PE program by leveraging technology, enabling leaders at the section level to complete requirements, and providing effective program oversight to ensure compliance.

(a) Leveraging Technology. HQBn shall maintain a Microsoft (MS) Teams channel, a SharePoint site, and a .mil site to effectively provide up to date information on the PE process in order to enable all Marines and Sailors to understand inventory and waiver requirements, as well as POCs at the battalion level who can assist them with their PE.

(b) Enabling Section Leadership. All SNCOs and commissioned officers shall be appointed to the battalion Personal Effects Inventory Board, thus enabling leaders the capacity to ensure the proper care of PE for their assigned service members. Section leadership shall ensure that service members complete requirements incident to a PE occasion up until the PE is inducted into storage.

(c) Effective Program Oversight. The battalion Personal Effects Custodians (PEC) shall provide prompt and professional support to the supported sections at all times. The PECs shall provide oversight of the PE inventory process, supervise the completion of administrative requirements, accept PE into storage, release PE to eligible recipients, dispose of PE as required, and serve as a connecting file between the HQBn CO and the inventory officers.

(3) Endstate. Program compliance and effective communication of PE requirements at the lowest levels. For every PE occasion, there exists a unique PE inventory or waiver on hand. Marines and Sailors have their equipment properly cared for while not present, and the unit is compliant with the references.

b. Personal Effects Administration.

(1) Personal Effects Occasions. The inventory and subsequent storage of PE and baggage is required to be completed within **48 hours**, 72 hours if the occasion occurs on a weekend, or 96 hours if the PE occasion occurs on a holiday, of any of the below instances. It is recommended that an inventory be conducted prior to the occasion if possible. PE occasions are as follows:

(a) A service member is deceased, incarcerated, or is officially determined to be in a status of unauthorized absence (UA). An inventory is required for every service member, regardless of the living circumstances of the individual, in these cases.

(b) A service member is in an authorized absence for any the following reasons:

1. Temporary Assigned Duty or Leave for a period of 30 to 90 days, including individual augment deployments. The inventory is waivable, by the HQBn CO, per the circumstances listed in enclosure (1), which is available on the battalion websites. Service members

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wishing to waive their inventory will complete the form, initial on the appropriate line, then submit the waiver to the PECs for processing.

2. Hospitalization for a period of 30 days or less. The inventory is waivable, by the HQBn CO, per the circumstances listed in enclosure (2), which is available on the battalion websites. Service members wishing to waive their inventory will complete the form, initial on the appropriate line, then sign and submit the waiver to the PECs for processing.

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

(d) An enlisted service member receives an Other Than Honorable (OTH) discharge under the conditions identified in the references. The recovery of the individual's Marine Corps uniforms is required prior to the end of the individual's active service.

(e) An individual's property is held or returned to government control by commercial carriers.

(2) Conducting a Personal Effects Inventory.

(a) When a PE occasion arises, the command has 48 hours if the occasion occurs on a normal workday, 72 hours if the occasion occurs on a weekend, and 96 hours if the occasion occurs on a holiday to inventory and then store the PE.

(b) The assigned inventory officer will coordinate with the PECs to receive inventory forms, boxes, baggage tags, and training.

(c) Once the inventory has been conducted, the inventory officer will bring the required forms and unclosed boxes to the PE cage. Forms and boxes will be audited for completeness by the PECs. The forms and PE will be accepted by the PEC and the equipment will be logged into storage. The PEC will travel to the BEQ to verify PE inventory completion, should PE be stored in the BEQ room of the Marine.

(d) The Battalion Commander may approve the PE waiver on the individual's behalf should the inventory be waivable. Only the HQBn CO may approve a waiver request.

(3) Personal Effects Issuance and Disposition.

(a) Issuance. PE shall only be issued to the service member whom the items belong to or the next of kin. Should anything need to be removed from the PE, only the inventory officer shall be allowed access to remove items.

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(b) Disposition. Should PE be unclaimed, or in the case of recovered uniform items for OTH PE occasions, the PECs shall coordinate and manage disposal.

c. Tasks.

(1) Inventory Board Members. All SNCOs and officers within HQBn, TECOM shall be appointed as Inventory Board Members and accept appointment as a Personal Effects Board Member of HQBn.

(a) Inventory Board Members are charged with conducting the PE inventory as inventory officers and completing required documents. Prior to the conduct of a PE case, all Inventory Board Members will sign an acceptance letter. Inventory Board Members shall ensure that all actions incident to a PE inventory are conducted as required, and that PE is turned into the PECs once all actions are complete, but within the timelines specified. Inventory Board Members shall ensure proper coordination is conducted with PECs as required throughout the inventory process.

(b) SNCOs and officers will familiarized themselves with this order and will be guided by the above reference in performance of their duties.

(c) The appointment will be effective until the board member is transferred or reassigned from HQBn, separated from active duty, terminated in writing by the HQBn CO, or until the effective date stated on the appointment letter.

(2) Personal Effects Custodians. These individuals are assigned in writing by the HQBn CO and shall have keyed access to the HQBn PE cage.

(a) Monitor the unit morning report daily to ensure that applicable PE occasions are identified.

(b) Process and maintain all PE waivers.

(c) Supervise the PE inventory process. Ensure inventory officers properly inventory and document the inventory of PE. Train inventory officers on their duties as required. Do not conduct the inventory or assist in the inventory, as this constitutes a conflict of interest.

(d) Maintain all completed inventory forms and associated PE records for audit purposes in the unit files.

(e) Maintain necessary supplies on hand in order to enable inventory officers to conduct PE inventories.

(f) Issue PE to eligible recipients. Dispose of PE as required using the appropriate means.

(3) Company Commanders.

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(a) As required, work with supported organization and section leadership to ensure that Marines and Sailors who require PE inventories have inventory officers identified, and that these individuals complete applicable requirements within the required timeframes. An inventory shall be conducted unless a waiver is applicable and approved.

(b) As able, ensure that Marines requiring a PE inventory and their inventory officer are identified prior to the individual departing to ensure that the PE inventory can be conducted easily and with the involvement of the individual whose PE will be stored.

(c) Ensure that Marines in receipt of an OTH discharge check out properly, prior to EAS. These Marines will be required to turn in uniform items via a PE inventory by their inventory officer per reference (c) at the HQBn TECOM Supply Office, room 237, building 2006 (Yale Hall).

(d) Ensure that battalion electronic resources are provided to all Marines administratively assigned. Ensure that all Marines are aware of this policy, the PE waiver process, and the PE inventory board and associated requirements.

(4) All Assigned Marines.

(a) Become familiar with the battalion electronic resources and the enclosures.

(b) Prior to entering into a status requiring a PE inventory or waiver, have an inventory conducted on your PE or submit a waiver request to the PECs for processing. Upon return to the unit, sign out PE as required.

d. Coordinating Instructions.

(1) Waiving an inventory. Waiving an inventory can only be done by the CO. Marines and Sailors may request to waive an inventory, but ultimately the CO, or the individual with "acting" or "by direction" authority, shall approve or deny the waiver.

(a) Waiver initiation can begin with the individual service member or with the CO. All individuals are directed with becoming familiar with this order and are aware that they are afforded an opportunity to have their PE stored for waivable authorized absences depending on their individual circumstances.

(b) The unit will waive inventories on behalf of service members if they depart on an authorized absence and request a waiver.

(c) The unit will waive inventories on behalf of service members when the inventory is waivable and no waiver is requested by the individual, as the ability to waive an inventory rests with the

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CO, and the desire to not have an inventory conducted is implied in these cases.

(d) The unit will not waive any inventories for PE occasions that are not waivable (UA, incarceration, deceased, missing, Marines and Sailors living in the BEQ).

5. Administration and Logistics.

a. Administration.

(1) Administration.

(a) PECs will receive Marine Online (MOL) ODSE reports user and full HQBn morning report rights.

(b) All members of the battalion must familiarize themselves with the battalion online resources.

(2) Logistics.

(a) All PE shall be stored in the BEQ room of the service member or in the PE cage in the basement of Building 2006.

(b) All PE will be signed in and out via the PE logbook maintained within Bldg 2006, Rm 237, HQBn Supply Office.

6. Command and Signal.

a. Command. The point of contact for this matter is the HQBn, TECOM Supply Officer at (703) 784-4716.

b. Signal. This policy is applicable to all U.S. military service members administratively assigned to HQBn, TECOM.

(1) SharePoint Site:

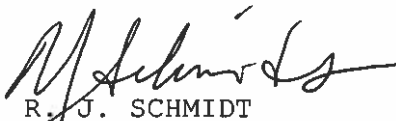
https://usmc.sharepoint-mil.us/sites/TECOM_HQBN_S4/SitePages/Supply.aspx

(2) .Mil Site:

<https://www.tecom.marines.mil/Units/Headquarters-Battalion/Primary-Staff/S-4-Logistics/Supply/>

(3) MS Teams Site:

<https://dod.teams.microsoft.us/l/channel/19%3adod%3a97739f511be6414398b47985f3125a02%40thread.skype/Personal%2520Effects?groupId=dbe27ec9-2c77-4db5-86e6-2230a6a60067&tenantId=f4c44cda-18c6-46b0-80f2-e290072444fd>


R. J. SCHMIDT

DISTRIBUTION: A



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TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
4400
B 07-4

From: Commanding Officer, Headquarters Battalion
To: Personal Effects Inventory Board

Subj: PERSONAL EFFECTS INVENTORY FOR SERGEANT IAN M. MARINE
1234567891/3051 USMC

Ref: (a) MCO 4400.201-V-13

1. 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 below):

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

____ Within a house off base, in which the individual is sole proprietor. ____ Individual's Initials

____ Within the individual's BOQ/BEQ, in which he/she returns daily. ____ Individual's Initials
3. In view of the above, a personal effects inventory is not required.
4. The point of contact for this matter is Captain Nicholas J. King at (703) 784-2664 or at nicholas.king@usmc.mil.

N. J. KING
By direction

ENCLOSURE (1)



UNITED STATES MARINE CORPS

HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
4400
B 07-4
14 Sep 20

From: Sergeant Ian M. Marine 1234567891/3051 USMC

To: Commanding Officer, Headquarters Battalion

Subj: REQUEST FOR PERSONAL EFFECTS INVENTORY WAIVER

Ref: (a) MCO 4400.201-V-13

1. Per the reference, I request to waive an inventory of my personal effects due to hospitalization. The following applies:

a. I will be admitted to _____ Hospital on _____ due to surgery, observation, or in-patient care.

b. Information received from the attending Medical Officer indicates that my anticipated length of stay is not to exceed 30 days.

2. The Medical Officer's (or attending physician) information is as follows:

Rank: _____ Name: _____ phone number: _____

3. I have secured my personal effects as follows (check appropriate block):

____ Within my government quarters or private dwelling in the custody of my next of kin. Individual's Initials _____

____ Within an apartment off base, in which the I am the sole proprietor. Individual's Initials _____

____ Within fully secured facilities of the unit's barracks or living spaces aboard the base or station. Individual's Initials _____

4. In view of the above, a personal effects inventory is not requested.

5. The point of contact for this matter is Captain Nicholas J. King at 703-784-2664 or nicholas.king@usmc.mil.

I. M. MARINE

ENCLOSURE (2)