



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS COMMAND

814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

5215
L13
MAR 08 2004

From: Adjutant, Marine Corps Logistics Command
To: Luglum, Ops Office

Subj: DIRECTIVES REVIEW

Ref: (a) MCO 5215.1H

1. According to our records, the following directive was promulgated by your office:

<u>B2 44W.59A</u>	<u>Shelf life item code management</u>	<u>6 Apr 93</u>
(Number)	(Title)	(Date)

2. Per the reference, this directive requires review for the reason(s) indicated below. Please complete the review, endorse this letter and return it to the Command Adjutant's Office by 30 MAR 04.

Annual Review

A reference in the directive has been revised, changed, or cancelled.

The directive will be 9 years old this year.

The directive is 9 or more years old and must be revised or cancelled.

N. M. BOHANNON

Date _____

FIRST ENDORSEMENT

From: _____
To: Adjutant, Marine Corps Logistics Command

The review of _____ has been completed. The results of the review are as follows:

Current; no changes required.

Requires change or revision. Estimated date of completion _____.

No longer required and may be cancelled.

Signature: _____
Print name: _____
OIC initials: _____



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

BO 4400.59A
803
6 Apr 93

BASE ORDER 4400.59A

From: Commander
To: Distribution List

Subj: SHELF LIFE ITEM CODE MANAGEMENT

Ref: (a) DoD 4100.38-M (NOTAL)
(b) DoD 4100.39-M (NOTAL)
(c) DoD 4140.27-M (NOTAL)
(d) MCO 4140.5
(e) UM 4400.123
(f) SSS-4451-01 (NOTAL)
(g) BO 5200.8C
(h) MCO 5200.24

Encl: (1) Checklist for the Shelf-Life Internal Management Control Program
(2) Definitions
(3) Marine Corps Shelf-Life Program Contact Points

Reports Required: I. Results of Vulnerability Assessment and Management Control Plan (RCS DD-5200-3) par. 6.e
II. Results of Management Control Evaluation (RCS DD-5200-4) par. 6e

1. Purpose. To provide instructions and procedures for information, guidance, and compliance with references (a) through (h) concerning the assigned responsibilities in support of Shelf-Life Item Code Management and Internal Management Control Program (IMCP).

2. Cancellation. BO 4400.59.

3. Background

a. Normally, the shelf-life duration of an item is initially determined by the manufacturer/contractor, subject to change by the DoD Agency/Service manager of the item, if required. Per reference (a), information for the assignment of Shelf-Life Codes is furnished to the manufacturer/contractor by the DoD manager during the initial acquisition or provisioning process, documented, and subsequently loaded to appropriate system files as a data element.

b. Shelf-Life Codes are assigned to items with deteriorative or unstable characteristics to indicate their storage time period. Storage time periods are assigned to assure performance satisfaction in service. See references (b) and (c).

c. Reference (f) provides Storage Standards for those Type II Shelf-Life items managed by the Marine Corps. The focal point for the Marine Corps Shelf-Life Program is HQMC (LPP-2).

d. The DoD Inspector General Audit Report No. 89-051, "MANAGEMENT OF SHELF-LIFE ITEM," dated February 1, 1989, stated, "Management oversight and internal controls over shelf-life items were not sufficient." The audit report recommended that "the Marine Corps implement internal controls to assure that shelf-life items are procured, stored, issued, inspected, and disposed of properly." To increase the effectiveness of the Shelf-Life Program, Vulnerability Assessments (VA's) and Internal Control Reviews (ICR's) will be performed per references (g) and (h).

e. The checklists in enclosure (1) shall be used to assist in performing ICR's. However, these checklists are not to be considered a substitute for an ICR. Checklists on enclosure (1) can be obtained on two Harvard Graphics Flexible Disks by calling the Equipment Support Branch, Technical Support Division (TSD), Integrated Logistics Support Directorate (ILSD) (Code 853), extension 6438 or DSN 567-6438.

4. Summary of Revision. This Order has been extensively revised to include the Internal Management Control System Standards for the Shelf-Life Program and should be completely reviewed.

5. Definitions. Enclosure (2) contains definitions of terms used in this Order.

6. Action

a. Director, Mobile Equipment Ordnance Division (Code 830) and Director, Communication-Electronic/Missile Division (Code 840); ILSD

(1) Ensure that shelf-life duration data for applicable items are perpetuated in appropriate system files and/or documented in Provisioning Technical Documentation provided to the ILSD (Code 850) during the provisioning process.

(2) Hold shelf-life items to a minimum due to cost factors.

(3) Assign each item of supply a shelf-life code by type. Storage time period is combined with type of Shelf-Life Code; Types I and II.

(a) Type I shelf-life items have a definite (nonextendable) storage time period terminated by an expiration date which was established by empirical and technical test data.

(b) Type II shelf-life items have an assigned storage time period which may be extended after the completion of prescribed inspection and/or restorative action. See references (a), (b), and (e) for the table that reflects these codes.

(4) Identify items suspected of being erroneously coded and bring to the attention of the contractor and/or equipment specialists for necessary resolution prior to system input.

(5) Prepare reports semi-annually per references (c) and (d).

(6) Forward change requests to the ILSD (Code 850) for necessary action.

(7) Perform VA's at least once every 5 years. FY 1992 is the base year of the 5-year cycle.

(8) Perform ICR's on an ongoing basis using enclosure (1) as a guide.

b. Director, Technical Support Division (Code 850); ILSD

(1) Annually re-evaluate all Marine Corps managed shelf-life National Stock Numbers (NSN's) to determine if changes should be made to shelf-life assignments. Results of the review will be provided to CMC (LMM-2) for subsequent submission to the DoD Shelf-Life Administrator per references (c) and (d).

(2) Review shelf-life items to determine code and type to be added, changed, or challenged as indicated by references (a) through (e), and include assignment of shelf-life codes to Modification Kit NSN's compatible with the code of all restrictive NSN's contained in the kit.

(3) Initiate storage standards per reference (c).

(4) Take necessary cataloging action to effect additions and changes.

(5) Perform VA's at least once every 5 years. FY 1992 is the base year of the 5-year cycle.

(6) Use enclosure (1) to perform ICR's on an ongoing basis.

c. Director, Fleet Support Division; Storage & Distribution Directorate (870/B870)

(1) Maintain storage quality control per references (c) and (d) for SAC-3 assets.

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(2) Store and maintain material as directed by the ILSD (Codes 830/840).

(3) Perform VA's at least once every 5 years. FY 1992 is the base year of the 5-year cycle.

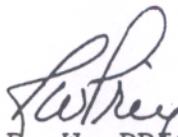
(4) Perform ICR's on a continuing basis.

(5) Use enclosure (1) to assist in performing an ICR.

d. Enclosure (3) provides contact points for the Shelf-Life Program.

e. Submit required reports as frequently as circumstances warrant, but not less frequently than the schedule listed in reference (g).

7. Applicability. This Order is not applicable to the Blount Island Command.


E. W. PRICE
Executive Director
for Logistics Operations

DISTRIBUTION: D

CHECKLIST FOR THE
SHELF-LIFE
INTERNAL MANAGEMENT CONTROL PROGRAM

Instructions for completing the Shelf-Life Internal Management Control Program (IMCP) checklist:

Completion of this checklist is not a substitute for performing an Internal Control Review (ICR) or utilizing the results of an Alternative Internal Control Review (AICR), per MCO 5200.24. However, completing the checklist will significantly reduce the amount of time required to perform the review.

Responses must be supported. A "YES" response should identify applicable guidance, responsible officials, reports, etc. A "NO" response is a deficiency/weakness and, as such, requires corrective action with an estimated completion date.

This checklist will be used by managers to assist in the performance of ICR's. This checklist will focus on assuring the implementation of MCO 5200.24, verify function effectiveness, establish responsibilities, and evaluate processes and adherence to controls necessary to meet and accomplish the functional responsibilities assigned by DoD 4140.27-M, MCO 4140.5, and this Order.

Each manager/supervisor is responsible for assuring the adequacy of controls and evaluating internal control systems within his/her area of responsibility on an ongoing basis.

ENCLOSURE (1)

SHELF-LIFE
INTERNAL MANAGEMENT CONTROL

STEPS 1 THRU 3

STEP 1

1. DEFINITION: A detailed examination of an internal control system/ systems using the methodology specified in MCO 5200.24 and BO 5200.8. The guidelines for the evaluation, improvement, and reporting of internal control system(s) are contained in the above Orders.

2. MAJOR STEPS:

- a. Review vulnerability assessment worksheet required by MCO 5200.24 and BO 5200.8
- b. Establish objectives
- c. Coordinate with other staff assessment activities
- d. Conduct detailed review
- e. Select corrective action
- f. Record and Report

STEP 1A - REVIEW THE VULNERABILITY ASSESSMENT

- (1) Elements of risk
- (2) Elements of control

STEP 1B - ESTABLISH CONTROL OBJECTIVES

The control objective is to review all of the existing shelf-life items which are managed by the Marine Corps.

STEP 1C - COORDINATE WITH OTHER STAFF ASSESSMENT ACTIVITIES

The personnel conducting IMC should consider past Quality Control, Inspector General (IG), General Accounting Office, and DoD IG audits of the Shelf-Life Program.

ENCLOSURE (1)

STEP 1D - CONDUCT DETAILED REVIEW

(1) Identify event cycles

a. Identify the total population of shelf-life items managed by Storage and Distribution Directorate (Code 87).

b. Obtain a copy of the shelf-life managed listing from the EDLO (Code 802).

c. Complete review using the criteria in steps 1D(2) through 1D(6).

d. Update all Marine Corps files and the Defense Logistics Service Center (DLSC) Total Item Record even if there is no change to the code. This will clear up any file incompatibilities.

e. After the initial review and completion of the Vulnerability Assessment Worksheet per enclosure (2) of MCO 5200.24 and BO 5200.8, perform the steps 1D(2) through 1D(6) on checklists.

ENCLOSURE (1)

STEP 1D(2)

ACCESSIBLE UNIT: REVIEW OF EXISTING SL ITEMS TO ENSURE
THE SHELF-LIFE CODING IS ACCURATE

RISK: WASTE DUE TO DISPOSALS CAUSED BY THE ERRONEOUS
ASSIGNMENT OF SHELF-LIFE CODES AND RISK DUE TO THE
ERRONEOUS ASSIGNMENT OF SHELF-LIFE ON HAZARDOUS
ITEMS

INTERNAL MANAGEMENT CONTROL CHECKLIST		
	YES	NO
1. Is a system in place to review all existing items to determine if they are or are not shelf-life?		
2. For those items which have known critical deteriorative characteristics, is the appropriate shelf-life code assigned?		
3. Is a system in place to identify and use nondeteriorative replacement or substitute items which do not require shelf-life management or to identify and use longer-dated items or non-hazardous items?		
4. Are shelf-life code changes coordinated with the Military Services/Agencies as appropriate?		
5. After a determination is made regarding the shelf-life designation, is the review process and rationale for shelf-life code assignment documented on a local form, letter, or brief and made a part of the permanent record, and is the DLSC Total Item Record updated? In addition to the rationale, the record will include the identification of the shelf-life material, including the shelf-life code, the document used to assign shelf-life, the type of shelf-life assigned, and the contractor-furnished criteria or standards used for the testing or inspection of extendable (Type II) shelf-life items.		

ENCLOSURE (1)

STEP 1D(2), cont.

INTERNAL MANAGEMENT CONTROL CHECKLIST		
	YES	NO
<p>6. Do procurement documents, specifications, material standards, and purchase descriptions include:</p> <p>a. Dating and marking per MIL-STD-129 and for GSA and other Federal Agencies, FED-STD-123?</p> <p>b. Environmental protection including levels of preservation and packing, transportation, and storage?</p> <p>c. A minimum of 85% (allowing for rounding to whole months) shelf-life remaining (or no more than 12 months of shelf-life expended for 60-month or greater elastomeric items) at time of receipt by the government? Refer to Appendix A of DoD 4140.27-M.</p> <p>d. Transportation and storage services that provide environmental conditions necessary to prevent/reduce deterioration?</p> <p>7. Does an end-of-calendar-year report exist which provides, by Federal Supply Class, statistics on the number of shelf-life items reviewed, deleted, shelf-life period lengthened or shortened? Is the report forwarded to the Marine Corps shelf-life focal point?</p>		

ENCLOSURE (1)

STEP 1D(3)

ACCESSIBLE UNIT: REVIEW OF NEW SL ITEMS PRIOR TO ENTRY
INTO THE MARINE CORPS SUPPLY SYSTEM

RISK: WASTE DUE TO DISPOSALS CAUSED BY THE ERRONEOUS
ASSIGNMENT OF SHELF-LIFE CODES AND RISK DUE TO THE
ERRONEOUS ASSIGNMENT OF SHELF-LIFE ON HAZARDOUS
ITEMS

INTERNAL MANAGEMENT CONTROL CHECKLIST		
	YES	NO
The following checklist applies to provisioning, systems development, weapons system development, and end item development.		
1. Is a system in place to review <u>all</u> existing items to determine if they <u>are</u> or <u>are not</u> shelf-life?		
2. For those items which have known critical deteriorative characteristics, is the appropriate shelf-life code assigned?		
3. Is a system in place to identify and use nondeteriorative replacement or substitute items which do not require shelf-life management or to identify and use longer-dated items or non-hazardous items?		
4. For all valid Type II shelf-life items, is information to complete the storage standards provided to the Marine Corps shelf-life focal point for preparation of their storage standards?		

ENCLOSURE (1)

STEP 1D(4)

ACCESSIBLE UNIT: REVIEW OF NEW SL ITEMS AFTER ENTRY INTO THE MARINE CORPS SUPPLY SYSTEM

RISK: WASTE DUE TO DISPOSALS CAUSED BY THE ERRONEOUS ASSIGNMENT OF SHELF-LIFE CODES AND RISK DUE TO THE ERRONEOUS ASSIGNMENT OF SHELF-LIFE ON HAZARDOUS ITEMS

INTERNAL MANAGEMENT CONTROL CHECKLIST		
	YES	NO
1. Is a system in place to review <u>all</u> new provisioning and logistic transfer items to <u>determine</u> if they <u>are</u> or <u>are not</u> shelf-life?		
2. For those items which have known critical deteriorative characteristics, is the appropriate shelf-life code assigned?		
3. Is a system in place to identify and use nondeteriorative replacement or substitute items which do not require shelf-life management or to identify and use longer-dated items or non-hazardous items?		
4. When a shelf-life coding conflict occurs on a new logistic transfer shelf-life item, is the losing item manager (LIM) contacted to resolve the discrepancy? Is a response received within 60 days?		
5. After a determination is made regarding the shelf-life designation, is the review process and rationale for shelf-life code assignment documented on a local form, letter, or brief and made a part of the permanent record?		

ENCLOSURE (1)

STEP 1D(4), cont.

INTERNAL MANAGEMENT CONTROL CHECKLIST		
	YES	NO
6. Do procurement documents, specifications, material standards, and purchase descriptions include: a. Dating and marking per MIL-STD-129 or, for GSA and other Federal Agencies, FED-STD-123? b. Environmental protection including levels of preservation and packing, transportation, and storage? c. A minimum of 85% (allowing for rounding to whole months) shelf-life remaining (or no more than 12 months of shelf-life expended for 60-month or greater elastomeric items) at time of receipt by the government? d. Transportation and storage services that provide environmental conditions necessary to prevent/reduce deterioration?		

ENCLOSURE (1)

STEP 1D(5)

ACCESSIBLE UNIT: MARINE CORPS STORAGE STANDARDS,
DEVELOPMENT AND UPDATE

RISK: WASTE DUE TO NON-INSPECTION OR INCOMPLETE
INSPECTION OF TYPE II SHELF-LIFE ITEMS. RISK
DUE TO NON-INSPECTION OR INCOMPLETE INSPECTION
OF HAZARDOUS SHELF-LIFE ITEMS

INTERNAL MANAGEMENT CONTROL CHECKLIST		
	YES	NO
1. Are storage standards available for all Type II (extendable) shelf-life items?		
2. Is a system in place to update the storage standards?		
3. Are storage standards completely reviewed and updated every 18 months?		
4. Are storage standards updated as the item requirements change?		

ENCLOSURE (1)

6 Apr 93

STEP 1D(6)

ACCESSIBLE UNIT: RECEIPT, STORAGE, ISSUE, AND DISPOSAL
(RSID) OF SHELF-LIFE MATERIAL

RISK: WASTE DUE TO EXPIRATION OF SHELF-LIFE AND HAZARDS
DUE TO LACK OF CONTROLS OF HAZARDOUS MATERIAL

INTERNAL MANAGEMENT CONTROL CHECKLIST		
	YES	NO
1. Are controls in place to assure that shelf-life items received from procurement are properly identified, packaged, marked, and condition coded prior to placing the material in storage?		
2. Are controls in place to assure that shelf-life items received from other than procurement are properly identified, packaged, marked, and condition coded prior to placing the material in storage?		
3. Is there a system in place for detecting and reporting shelf-life item discrepancies at time of receipt (e.g., ROD's, QDR's)?		
4. Are procedures available for correcting discrepancies in shelf-life material marking?		
5. Do receiving procedures require that records of shelf-life items received and placed in storage reflect the condition and the date of expiration or next inspection test date?		
6. Is there a procedure to assure that new shelf-life items received from the manufacturer or vendor have 85% of the shelf-life remaining at time of receipt, as required by DoD 4140.27M?		
7. Do Service/Agency Storage Activity (SA) receipt procedures reflect the policy contained in DoD 4140.27-M?		
8. Are stock locator records adequate and effectively used to ensure full control of shelf-life material in storage?		

ENCLOSURE (1)

STEP 1D(6), cont.

INTERNAL MANAGEMENT CONTROL CHECKLIST		
	YES	NO
9. Do condition codes reflected on SA records accurately describe the actual condition of material in storage?		
10. Is there a program in use for determining if retail material (user-level) may be exempted from shelf-life control?		
11. Are controls established and in use to ensure shelf-life material stored in both bin and bulk storage locations is appropriately marked to show the date of expiration or date of next inspection test?		
12. Are controls established and used to ensure that item discrepancies in stored material are reported internally and to the Inventory Control Point (ICP) as appropriate?		
13. Are controls established and used to ensure that inspection, testing and restoration of Type II hazardous and non-hazardous shelf-life items is accomplished 6 to 7 months prior to the inspection date; i.e., while it is still in condition code A; i.e., the month before it migrates to condition code B?		
14. Are controls established and used to ensure that extended shelf-life material is re-marked with next inspection/test date and the DD Form 2477-1-2-3 is utilized per DoD 4140.27-M?		
15. Do controls in use ensure that Type II hazardous and non-hazardous shelf-life items which cannot be inspected or tested prior to expiration are downgraded from C/C A to C/C B to C/C C and C/C J, as required?		
16. Do controls in use ensure timely condition code changes are made from C/C A to C/C B to C/C C to C/C H for Type I hazardous and non-hazardous items and they are reported to the ICP?		

ENCLOSURE (1)

STEP 1D(6), cont.

INTERNAL MANAGEMENT CONTROL CHECKLIST		
	YES	NO
17. Are there procedures in use which ensure the availability and use of storage standards for the testing and inspecting of Type II hazardous and non-hazardous shelf-life items?		
18. Is there a procedure in use for requesting storage standards from the ICP's through normal publication channels when they are not available?		
19. Do Service/Agency SA storage procedures reflect the policy contained in DoD 4140.27-M?		
20. Are shelf-life codes challenges submitted to the managing ICP based on experience, observations, storage history and experience, recognition of erroneously assigned codes or if Type II items are extended more than twice?		
21. Do controls exist to ensure that stock selection method maximizes rotation of hazardous and non-hazardous shelf-life stock, by issuing First-in-First-Out (FIFO), with appropriate exceptions specified in DoD 4140.27-M?		
22. Are components, assemblies, sets, kits, and outfits (CASKO's) marked with the code reflecting the shortest shelf-life period and the earliest expiration date or inspection/test date?		
23. Is a packing list or other control maintained on the CASKO which lists the shelf-life items, shelf-life periods or codes, and the expiration or inspection/test date?		
24. Are expired or overdue inspected/tested CASKO's issued?		
25. Is the Item Manager contacted before the CASKO is disposed of?		

ENCLOSURE (1)

STEP 1D(6), cont.

INTERNAL MANAGEMENT CONTROL CHECKLIST		
	YES	NO
26. Is shelf-life material appropriately marked when bulk packages are broken for issue?		
27. Do Service/Agency SA issue procedures reflect the policy contained in DoD 4140.27-M?		
28. Are controls adequate to ensure that usable material excess to user needs is turned-in to the ICP's or storage activities for reissue and not to DRMO?		
29. Are controls in place to ensure that unusable/excess or expired shelf-life material turned-in to the DRMO is processed per the Defense Reutilization and Disposal Manual, DoD 4160.21-M?		
30. Are procedures established and used for reporting to the managing ICP items that have been assigned apparently incorrect shelf-life codes?		
31. Do Service/Agency disposal procedures reflect the policy contained in DoD 4140.27-M and DoD 4160.21-M, Defense Reutilization and Disposal Manual?		
32. Is there a procedure being used at the retail level to ensure that shelf-life Prescribed Load Lists (PLL's) and Authorized Stockage Lists (ASL's) are updated to prevent over-stockage and waste of shelf-life material?		
33. Is the system in place to identify and condition code retail/user turn-ins and to mark these with the appropriate expiration date or date of next inspection/test?		

ENCLOSURE (1)

STEP 1E - SELECT CORRECTIVE ACTIONS

Identify actions to improve the effectiveness and efficiency of internal controls to promote a control conscious environment within the Command.

STEP 1F - RECORD AND REPORT THE RESULTS

The shelf-life items that are reviewed initially will be recorded and documented. Fleet Support Division (870/B870), Storage and Distribution Directorate will keep a permanent record of all items which have been reviewed. This record will be accessible to any organization having a need to know.

ENCLOSURE (1)

STEP 2 - DETERMINE IF MATERIAL WEAKNESS EXISTS

- a. Was there an actual (or potential) loss of resources?
- b. Is there political/military sensitivity of the resource involved?
- c. What is the magnitude of the resource?
- d. Frequency of actual/potential loss.
- e. Did the weakness result in degradation of the ability to fulfill essential requirements?
- f. Was there a violation of statutory or regulatory requirements?
- g. Was information security impacted?
- h. Was the public deprived of needed Governmental services?
- i. Did weakness result in unreliable information causing unsound management decisions?
- j. Could the weaknesses cause Congressional or media interest (adverse publicity)?

ENCLOSURE (1)

BO 4400.59A
6 Apr 93

STEP 3 - IDENTIFY FOLLOW-UP ACTIONS TO BE TAKEN

Principal Directors/Division Directors shall develop and maintain follow-up systems to provide information necessary to support preparation and submission of ICR/AICR reports. Completed corrective actions on material weaknesses must be tested to ensure adequacy.

ENCLOSURE (1)

DEFINITIONS

Definitions and terms applicable to this order:

1. Event Cycles. The process used to initiate and perform related activities, create the necessary documentation, and gather and report related data. Event cycles provide the focal points for the conduct of internal control reviews.
2. Internal Management Control Program. The process of periodic review and improvement of internal control systems to ensure that they are working effectively through assignment of responsibilities, issuance and implementation of guidance, conduct of reviews, documentation of deficiencies, development of a plan of action for correction of deficiencies, and use of an effective follow-up procedure.
3. Internal Control Review (ICR). ICR is a detailed examination of an assessable unit or part of a unit. ICR's are to be performed by management responsible for the unit under review. The purpose of the review is to determine the adequacy of internal controls in place, and to identify and correct weaknesses or discrepancies in the internal control system.
4. Shelf Life. The total period of time beginning with the date of manufacture, cure, assembly, or pack that an item may remain in the combined wholesale (including manufacturer) and retail storage system and still remain suitable for issue and/or use by the end user. Shelf-life is not to be confused with service-life, which is a measurement of anticipated average or mean life of an item.
5. Shelf Life Code. A code assigned to a shelf-life item to identify the period of time beginning with the date of manufacture, cure, assembly, or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action.
6. Type I Shelf-Life Item. An individual item of supply which is determined through an evaluation of technical test data or actual experience to be an item with a definite nonextendable period of shelf-life.
7. Type II Shelf-Life Item. An individual item of supply having an assigned shelf-life time period that may be extended after completion of inspection, test, or restorative action.

ENCLOSURE (2)

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8. Vulnerability Assessment. A brief management evaluation of the susceptibility of an organization's program, function, or resource to fraud, waste, abuse, misarrangement, or unfavorable public opinion. The evaluation is done by the responsible manager based on existing knowledge and experience.

ENCLOSURE (2)

MARINE CORPS SHELF-LIFE PROGRAM CONTACT POINTS

<u>ACTIVITY</u>	<u>OFFICE SYMBOL</u>	<u>DSN</u>	<u>COMMERCIAL NUMBER</u>
HQMC	LPP-2	224-1474	(202) 694-1474
MCLB ALBANY	CODE 850	567-6438	(912) 439-6438
MCLB ALBANY	CODE 871-3	567-5891	(912) 439-5891
MCLB BARSTOW	CODE B871	282-6068	(619) 577-6068

ENCLOSURE (3)



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

BO 4400.59A Ch 1

853

29 May 96

BASE ORDER 4400.59A Ch 1

From: Commander
To: Distribution List

Subj: SHELF LIFE ITEM CODE MANAGEMENT

1. Purpose. To transmit pen changes to the Basic Order.
2. Action. Make the following pen changes:
 - a. Page 2, paragraph 3e, delete the last sentence.
 - b. Change "Technical Support Division" to "Logistics Data Management Division" throughout the Order.

A handwritten signature in black ink, appearing to read "W. H. Harris", is positioned above the typed name.

W. H. HARRIS
Deputy Commander
for Logistics Operations

DISTRIBUTION: D