



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

PPO AP 96602-5801

DivO 4400.24C

G-4SUP

24 JUN 1998

DIVISION ORDER 4400.24C

From: Commanding General
To: Distribution List

Subj: 3D MARINE DIVISION SUPPLY ACCOUNT OF THE QUARTER AND
SUPPLY ACCOUNT OF THE YEAR PROGRAM

Encl: (1) Criteria for Supply Account of the Quarter Program
(2) Criteria for Supply Account of the Year Program
(3) Supply Account of the Quarter Program Data Collection
Worksheet
(4) Supply Account of the Year Program Data Collection
Worksheet

1. Purpose. To publish criteria (enclosures (1) and (2)), assign responsibilities, and prescribe procedures for the selection of the Supply Account of the Quarter and Supply Account of the Year within the 3d Marine Division.

2. Cancellation. DivO 4400.24B

3. Summary of Revision. This revision contains substantial changes and must be completely reviewed.

4. Objectives. The objectives of the 3d Marine Division Supply Account of the Quarter and Supply Account of the Year Program are to:

a. Motivate 3d Marine Division supply personnel to achieve and maintain operating methods that permit maximum efficiency and supply support, consistent with overall mission accomplishment.

b. Recognize and reward unit supply accounts and their personnel for outstanding achievements and standards of excellence

5. Program Responsibilities

a. The overall administrative responsibility for the program is assigned to the Division Supply Officer (DSO) and the Division Supply Chief.

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(1) Responsibilities of the DSO include

(a) Review all data contained in enclosures (3) and (4) for each supply account.

(b) Compare worksheets for each supply account

(c) After a complete review, the highest score will determine the Supply Account for the Quarter and Supply Account for the Year.

(2) Responsibilities of the Division Supply Chief include

(a) Collect all data utilizing enclosures (3) and (4).

(b) Analyze all data gathered.

(c) Provide the DSO completed enclosures (3) and (4) for each eligible supply account.

(d) Organize a copy of the briefing for the DSO.

(e) Coordinates presentation of awards, to include a personal message from the Commanding General, 3d Marine Division and Supply Account of the Quarter and Supply Account of the Year Certificates. Additionally, all personnel of the winning supply account will receive a certificate from the Commanding General.

(f) Publish results of all supply accounts at the 3d Marine Division Supply Officers Conference.

(g) File Data Worksheets

b. The Assistant Division Supply Officer and the Officer In Charge (OIC), Supply Management Assistance Team (SMAT) will assist the DSO and the Division Supply Chief.

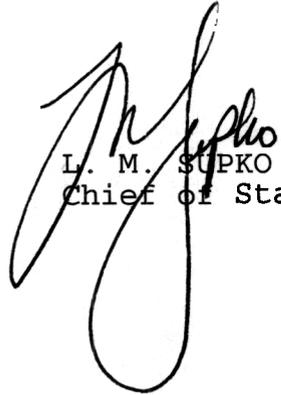
6 Administrative Procedures

a. The DSO will review each Data Collection Worksheet for Supply Account of the Quarter and the Supply Account of the Year (enclosures (3) and (4)) to ensure accuracy in the statistics compiled. Subsequent to the totaling of points earned by each eligible supply account, the DSO will compare each total in order to determine the Supply Account of the Quarter and Supply Account of the Year.

b. The DSO will review all appeals, requests for reconsideration, and interpretation of program actions. The intent of the program is to provide official recognition for the top supply account for all Division units (Unit Deployment Program (UDPs) included) each quarter. The Supply Account of the Year will be awarded to the top UDP and the

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top permanently based supply accounts. Supply officers may inquire as to how their account fared. Computations employed within the selection process will be a matter of public record and available for review upon request.



L. M. SUPKO
Chief of Staff

DISTRIBUTION: D/F

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CRITERIA FOR SUPPLY ACCOUNT OF THE QUARTER PROGRAM

1. General. Determination of the Supply Account of the Quarter will be 100% objective. Areas to be evaluated and corresponding attainable points are reflected below:

<u>AREA</u>	<u>MAXIMUM ATTAINABLE POINTS</u>
a. Supported Activities Supply System (SASSY)/SASSY Management Unit (SMU) reconciliations.	6
b. Attendance of Supply Officers/Supply Chiefs at quarterly Division Supply conferences.	6
c. Most recent Physical Inventory Program (PIP) results.	18
d. Timely and accurate submission of required information.	30
(1 K:Drive update (10 points)	
(2) Timely response to redistribution instructions (10 points).	
(3) Timely response to disposition instructions (10 points).	
e. Having all Marine Corps Automated Readiness Evaluation System (MARES) Reportable item deficiencies on requisition priority 02 with a Required Delivery Date (RDD) of 999 (unless they are being force fed or redistributed from another unit).	6
f. Having few or no (zero) excesses on MARES LM 2 report.	12
g. Meeting and not exceeding Comptroller funding goals.	6
h. Completing close-out of Training Allowance Pool (TAP) 3d Fleet Service Support Group (3d FSSG) Accounts in a timely manner.	6
i. Meeting all deadlines identified in "tasker" messages from Division Supply	

Total Attainable Points:

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2. Specific Procedures for Computing Quarterly Scores

a. SMU Reconciliations (6 points). This area is based on the number of scheduled times a supply account's additional demands section has reconciled with the Customer Service Section of the SMU. Reconciliations are required every 2 weeks (6 times each quarter) to properly manage a unit's additional demands listing. Points are awarded on the following basis:

<u>NUMBER OF RECONCILIATIONS</u>	<u>POINTS</u>
6	6
5	5
4	4
	3
2	2
	1

b. Attendance of Supply Officers/Supply Chiefs at Quarterly Division Supply Conferences (6 points). Points are awarded in this area based on attendance of the Supply Officer/Supply Chief at quarterly Division Supply Conferences. Valuable information is passed to using unit representatives during these quarterly conferences from guest speakers.

c. Most Recent Product Improvement Program (PIP) Results (18 points). The Commanding General's PIP was instituted to assess the effectiveness of using units' inventory procedures and the accuracy and timeliness of record adjustments. An error rate above 2% may indicate that a unit's inventory adjustments are not being accomplished in a timely manner and/or inventory control procedures require improvement. Points will be awarded on the following basis:

<u>PERCENT ERROR</u>	<u>POINTS</u>
	18
0.6 - 0.9	12
	8
	4

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2.0	2
above 2.0	0

d. Timely and Accurate Submission of Required Reports (30 points)

(1) Stores Account Codes (SAC)-1, 2, & 3 Excess/Deficiencies (10 points). The updated K:drive information is used by Division Supply to identify shortages and redistribute excess assets. SAC 1 files on the K:drive facilitate an assessment of Division financial requirements for annual and mid-year budget submission. Therefore, it is to each organization's benefit to ensure that these files are accurate and remarks are submitted on time. They are DUE to Division Supply NLT the tenth working day of each quarter, or as required. Points are awarded as follows:

<u>CRITERIA</u>	<u>POINTS</u>
Reports submitted on time and accurately.	10

(2) Timely Response to Redistribution Instructions (10 points). After each quarterly submission of Using Unit excess/deficiencies on the K:drive reports, Division Supply assesses the information and accordingly instructs redistribution of assets. Redistributions are to occur within 15 working days from the date instructions are published. Points will be awarded as follows:

<u>CRITERIA</u>	<u>POINTS</u>
Redistribution completed, as instructed, within 15 working days.	10
Redistribution incomplete after 15 working days. However, Z2M after 15 working days inducted or transfer is awaiting LTI.	5
Redistribution incomplete after 15 working days <u>or</u> quantity reported excess is unavailable <u>or</u> quantity reported deficient is not deficient <u>or</u> assets are in less than Condition Code E.	0

(3) Timely Response to Disposition Instructions (10 points). Once items are reported as excess, it is submitted to COMMARCORLOGBASES Albany for disposition instructions. Upon receipt of disposition instructions, units are given 10 working days from the date instructions are published. Points will be awarded as follows:

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<u>CRITERIA</u>	<u>POINTS</u>
Disposition instructions completed, as instructed, within 10 working days.	10
Disposition instructions incomplete after 10 working days. However, unit called for an extension and completed the disposition.	
Disposition instructions incomplete after 10 working days or excess was reported erroneously.	0

e. Having all Marine Automation Readiness Evaluation System (MARES) Reportable Item Deficiencies on Requisition priority 02 with an RDD of 999 (unless they are being force fed or redistributed from another unit) (6 points). At the end of each quarter, Division Supply will identify all MARES reportable item deficiencies by utilizing the MARES LM2 unit report for each organization. The list of deficiencies will be checked against new equipment items being force fed and against pending redistribution messages. Points will be awarded as follows:

<u>CRITERIA</u>	<u>POINTS</u>
0 MARES reportable items that are <u>not</u> on order; if not on order they are due from redistribution or item is to be force fed.	6
1-3 MARES reportable items that are <u>not</u> on order, due from redistribution, or not scheduled to be force fed.	
4-6 MARES reportable items that are <u>not</u> on order, due from redistribution, or not scheduled to be force fed.	1
7 or more MARES reportable items that are <u>not</u> on order, due from redistribution, or not scheduled to be force fed	0

f. Having Few or No (Zero) Excesses on MARES LM2 Report (12 points). At the end of each quarter, excesses are identified by the MARES LM2 report and/or Division's Excess/Deficiency program for each organization. All items not being fielded or being redistributed are considered excess. Points will be awarded as follows:

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<u>CRITERIA</u>	<u>POINTS</u>
0-10 MARES reportable item excesses due to no fielding or redistributions.	12
11-21 MARES reportable item excesses due to no fielding or redistributions.	6
22 or more MARES reportable item excesses due to no fielding or redistributions.	0

g. Meeting and not Exceeding Comptroller Funding Goals (6 points). Division Supply will extract this data from the first Operational Forces Financial System (OFFS) Command Status of Funds Report produced by Consolidated Financial Accounting Office (CFAO) following the end of each quarter. Points will be awarded as follows:

<u>CRITERIA</u>	<u>POINTS</u>
98 - 100% of RA funds obligated	6
95 - 97% of RA funds obligated	4
90 - 94% of RA funds obligated	2
89% or less of RA funds obligated	0

h. Completing Close-Out of All Temporary Loan Accounts from the Training Allowance Pool (TAP), 3d Force Service Support Group (FSSG) in a Timely Manner (6 points). If, during the quarter, any TAP temporary loan account is not closed out (by physical turn-in of assets or submission of a "drop letter") within 20 working days from End of Exercise (ENDEX) (for on-island exercises), the unit involved loses all points in this category.

i. Meeting all deadlines identified in "tasker" messages from Division Supply (10 points).

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CRITERIA FOR SUPPLY ACCOUNT OF THE YEAR PROGRAM

1. General. Determination of the Supply Account of the Year will be 100% objective. Areas to be evaluated and corresponding attainable points are reflected below:

<u>AREA</u>	<u>MAXIMUM ATTAINABLE POINTS</u>
a. Results of the most recent Logistics Capability Assessment Team (LCAT)/Logistic Readiness Inspection (LRI) analysis.	50
b. Average of the Quarterly Physical Inventory Program results.	42
c. The top account from each quarter.	8

2. Specific Procedures for Computing Yearly Scores

a. Results of Most Recent FSMAO Analysis or LRI (50 points). Each Division organization receives either a FSMAO analysis or LRI each year. The results of the most recent evaluation (FSMAO or LRI) will be used to compute scores in the category. Points are determined as follows:

<u>LRI/FSMAO NUMBER OF SUPPLY FINDINGS</u>	<u>POINTS AWARDED</u>
0	50
1	45
2	40
3	35
4	30
5	0

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b. Average Quarterly Physical Inventory Program Results (42 points). The scores for each quarterly inspection will be averaged to give a single score. Points will be awarded on the following basis:

<u>PERCENT ERROR</u>	<u>POINTS</u>
	42
0.6 - 0.9	37
1.0	32
1.5	27
	23
above 2.0	0

c. The Top Account of the Quarter (8 points). Two points will be awarded for each account winning the Supply Account of the Quarter.

ENCLOSURE (2)

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SUPPLY ACCOUNT OF THE QUARTER PROGRAM
DATA COLLECTION WORKSHEET

<u>AREA</u>	<u>INPUT</u>	<u>PERCENT</u>	<u>MAX ATTAINABLE POINTS</u>	<u>POINTS EARNED</u>
1	SMU Reconciliations	<u>N/A</u>	<u>6</u>	
2.	Attendance of Supply Officers/Supply Chiefs at Quarterly Conferences.		<u>6</u>	
3	Current Quarters Physical Inventory Program Results.	<u> </u>	<u>18</u>	
4.	Timely and Accurate Submission of Information:			
a.	Update of the K:drive Quarterly SAC 1, 2, & 3 Excess/Deficiency Reports.	<u>N/A</u>	<u>10</u>	
b.	Timely response to redistribution instructions.		<u>10</u>	
c	Timely response to disposition instructions.	<u>N/A</u>	<u>10</u>	
5.	Having all MARES Report- able Item Deficiencies on Requisition Priority 02 with a RDD of 999 (Unless they are being Force Fed & Redistributed).	<u>N/A</u>	<u>6</u>	
6.	Having Few or No Excesses on MARES Reportable items.		<u>12</u>	

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7. Meeting and not Exceeding Comptroller Funding Goals.		<u>6</u>
8. Completing Close Out of TAP Accounts in Timely Manner.	<u>N/A</u>	<u>6</u>
9 Meeting all Deadlines Identified in "Tasker" Messages from Division Supply.	<u>N/A</u>	<u>10</u>

TOTAL POINTS EARNED

ENCLOSURE (3)