



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 4600.2H
SUR2
25 Feb 03

AIR STATION ORDER 4600.2H

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: OPERATION OF ON-STATION MATERIAL DELIVERY SYSTEM

Ref: (a) SECNAVINST 4355.18A

1. Situation. To provide for the timely movement of material received into the Supply Directorate for further transfer to Station activities.
2. Cancellation. AirStaO 4600.2G.
3. Mission. To identify the procedures required for the delivery of material to Station directorates, departments, and units.
4. Execution
 - a. Commander's Intent and Concept of Operation
 - (1) Commander's Intent. The Supply Directorate will ensure that all material received around the Air Station is received, verified, and forwarded to the customer in a timely manner.
 - (2) Concept of Operations. The material delivery system will operate five days a week, Monday through Friday, between the hours of 0700 to 1600. The Supply Directorate Duty Section (telephone extension 466-2445) will process emergency/high priority requirements after normal working hours on Monday through Friday, and on Saturdays, Sundays and holidays.
 - b. Tasks
 - (1) Supply Directorate. Deliver the material to the customer or schedule it for customer pickup.
 - (2) Facilities Directorate. Provide transportation support (vehicle and motor vehicle operator (MVO)) sufficient to accomplish

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all required deliveries. Document all material transfers via a hand-to-hand signature receipt basis. The MVO will ensure the requisition or contract receipt is signed at time of material delivery. Return signed receipt paperwork to the Supply Directorate.

c. Coordinating Instructions

(1) Directorates, Department Heads, and Unit Heads

(a) If material delivery is required, have receiving personnel and unloading equipment on hand at the time of the scheduled delivery. It is essential that immediate off-loading of material be accomplished at all times. Provide accessible delivery/drop points for material to preclude the loss of time. Submit requests for changes to the material delivery point directly to the Supply Directorate, Material Services Division at telephone extension 466-5754.

(b) If the pick-up of the material is preferred to actual delivery, report to the Supply Directorate, Material Services Division, Building 159, door T-4 for assistance. Pick up material within 48 hours of the notification of availability. All material transfers will require the signature of the person receiving the material.

(2) Supply Discrepancy Reports (SDR)

(a) Prepare and submit a SDR formerly known as Report of Discrepancy (ROD) on all discrepant material receipts when discrepancies are attributable to the shipping activity. Submit the SDR for shortages or overages in shipments of controlled inventory items arms, arms parts, ammunitions, and explosives within 24 hours of delivery. Report all other discrepancies within 90 calendar days from date of shipment. However, note that time limits for reporting discrepancies relating to contractor warranties are prescribed in individual warranty clauses and/or contracts. These time limits override other time limits specified here. SDR's which do not meet the reporting criteria or timeframes specified in the reference and do not present sufficient justification will be denied.

(b) Submit SDR's on discrepancies that include receipts of material after the document has been cancelled, condition

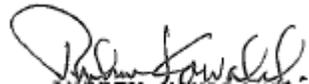
misrepresented, incomplete or improper documentation, duplicate shipments, expired shelf life, incorrect item, misdirected shipment, missing parts, overages, shortages, incomplete or missing technical data, etc. The reference provides instructions for the preparation and submission of the SDR utilizing a SF 364. As required, the Supply Directorate, Supply Operations Department, Customer Services Division (telephone 466-2147/2529) will provide assistance with processing the SDR. Document and refer all discrepancies for contract receipts to the Supply Directorate, Contracting Department for problem resolution.

5. Administration and Logistics. None.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Reserve.


ANDREW KOWALSKI
Chief of Staff

DISTRIBUTION: A