




DEPARTMENT OF THE ARMY  
US ARMY MEDICAL MATERIEL CENTER-KOREA  
UNIT #15479  
APO AP 96260-5479

MLMK-WH

24 February 2023

MEMORANDUM FOR RECORD

SUBJECT: U.S. Army Medical Materiel Center-Korea (USAMMC-K) Medical Chemical Defense Material (MCDM) turn-in and issue procedures.

1. All units will execute the turn-in and issue of MCDM directly to USAMMC-K, building # 709, Camp Carroll, Korea.
  2. To complete a successful turn-in and issue of MCDM, direct coordination between units and USAMMC-K is authorized. Units are responsible for coordinating transportation to and from USAMMC-K for issue and turn-in of MCDM. Below documents are required in advance to prepare for distribution to unit(s).
    - a. Assumption of Commander Order
    - b. DA Form 1687 (Delegation of Authority)
    - c. Current last page of Modified Table of Organization & Equipment (MTOE), Section II Personnel
    - d. Unit Memorandum identifying authorized number and assigned number of each personnel thru S-1 who are Emergency Essential Civilians (EEC), Mission Essential Civilians (MEC) and KATUSA.
  3. If there is a shortage of MCDM, unit must provide a Letter of Justification explaining what is missing, what may have caused the discrepancy, the plan of action to try and locate the shortage(s) and DA form 2765-1. Please provide us these documents within 30 days after notice the discrepancies
  4. If "CANAs" is missing, DA form 2765-1 and a Financial Investigation of Property Loss (FLIPL) must be provided. If the organization does not require MCDM issue, a memorandum must be provided stating the request for no issue and the reason why.
  5. A Monthly Inventory Report is due to the USAMMC-K, Program Manager the last duty day of each month.
-  Annex A Monthly Inventory Template.>
5. POC for this action is at [chinuk.chong.ln@army.mil](mailto:chinuk.chong.ln@army.mil) or DSN 737-4421.