



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO

1533

C 46JR

MAY 10 2016

MCJROTC POLICY LETTER 3-16

From: Director, Marine Corps Junior Reserve Officers' Training Corps
(MCJROTC)

To: Distribution

Subj: FUNCTIONAL AREA CHECK LIST 330 05 008 1105/1106 FOLDERS

Ref: (a) MCO P1533.6E

1. MCJROTC units are to prepare and maintain Purchase Request Document (PRD) Folders for all 1105 and 1106 PRDs. These folders will be prepared as follows:

a. 1105 Purchase Request Folder, will be divided into six separate sections.

- (1) Uniform Requests Pending
- (2) Uniform Requests Completed
- (3) Insignia Requests Pending
- (4) Insignia Requests Completed
- (5) Laundry, Dry Cleaning and Alterations Pending
- (6) Laundry, Dry Cleaning and Alterations Completed

b. 1106 Purchase Request Folder, will be divided into four separate sections.

- (1) Travel Requests Pending
- (2) Travel Requests Completed
- (3) Supply Requests Pending
- (4) Supply Requests Completed

2. The Purchase Request Folders are to be maintained at the MCJROTC unit for the current fiscal year and two previous fiscal years.

3. The point of contact for this policy is Sheila Warren, Logistics Manager at sheila.warren@usmc.mil or (703) 784-3742.



R. G. ALTMAN

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Regional Directors
MCJROTC Instructors