



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

IN REPLY REFER TO  
1533  
C46JR  
12 Sep 2017

MCJROTC POLICY LETTER 02-17

From: Director, Marine Corps Junior Reserve Officers' Training Corps

To: Distribution

Subj: PROGRAM SUPPORT BRANCH PROCESSES AND PROCEDURES

Ref: (a) MCO P1533.6E

Encl: (1) Current PRD (Sept 2017)  
(2) Source Documentation  
(3) Receipts  
(4) Rejected PRDs  
(5) 1105 Purchases  
(6) Three Quotes Form  
(7) 1106 Purchases  
(8) 1108 Purchases  
(9) MRE Support  
(10) CMRs  
(11) Ordering Windows  
(12) Bulk Disposition  
(13) Missing, Lost, Stolen Government Property

1. Purpose. To publish Program Support Branch (PSB) mandated processes and procedures. This policy supersedes like information previously disseminated. Marine Corps Junior Reserve Officer Training Corps (MCJROTC) Units are to utilize the enclosures when requesting PSB assistance.

2. Background. With new mandated directives, regulations, and policies from higher headquarters, many procedures and policies have changed. The enclosures are required forms, detailed instructions, and examples that must be followed without deviation for all purchase requests and supply actions.

3. Buy American Act. We must ensure we are in compliance with "Buy American" regulations. When researching vendors, you must look for the "Buy American" symbol. Buy American is product based, not vendor based. Items MUST be manufactured in America.

Subj: PROGRAM SUPPORT BRANCH PROCESSES AND PROCEDURES

4. Approvals. You must always ensure that you do not commit the government in a contractual manner without first having a fully

funded and approved PRD. With no exceptions, you must have a valid 8 digit PRD Logistics Approval number prior to any execution of a PRD.

5. This policy, once codified, will be incorporated into the rewrite of the reference.

6. The point of contact for this policy is Sheila Warren, Program Support Branch Manager at [sheila.warren@usmc.mil](mailto:sheila.warren@usmc.mil) or (703) 784-3742.



R. C. OLTMAN

Copy to:  
File  
Regional Directors  
MCJROTC Instructors

Current PRD (Sept 2017)

You must use the current PRD form. No other PRD forms will be accepted. Delete all previous versions.

ALL CELLS IN YELLOW MUST BE COMPLETED.	YOUR PRD IS 0% COMPLETE. HOWEVER, COMPLETENESS DOES NOT ENSURE ACCURACY!
--	---

<b>MCJROTC PURCHASE REQUEST DOCUMENT (PRD) FY18-V1</b>			Date:		
SCHOOL:		Region:		Phone:	
Date Service Needed By:		Funds Type:			
DETAILED ITEM DESCRIPTION. BEGIN BY USING FIRST LINE BELOW.			QTY	Unit Price	Total Price
MUST PROVIDE 3 QUOTES FOR CREDIT CARD PURCHASES FOR LAUNDRY/DRY CLEANING/ ALTERATIONS AND MISC. SUPPLIES AND SERVICES (NOT TO INCLUDE OFFICE SUPPLIES) QUOTE/PROPOSAL(S) MUST BE ATTACHED TO PRD					
	ESTIMATE	VENDOR	DATE OF QUOTE		
QUOTE 1					
QUOTE 2					
QUOTE 3					
Your Shipping Address:			There is no Shipping Charge on DLA Orders		
REQUESTED BY:			ESTIMATED SHIPPING CHARGES:		
			ESTIMATED TOTAL COST:		\$0.00
DETAILED JUSTIFICATION:					
VENDOR NAME:			METHOD OF PAYMENT (Select one from drop down):		
Point of Contact:					
Phone:					

----- TECOM USE ONLY -----

LOGISTICS NUMBER			B. T. NUMBER	SABRS NUMBER	
CREDIT CARD	DSSC	MILSTRIP	MD	CONTRACT	MIPR

Received By:	Approved	Date:
Received Date:		
ACTUAL COST:	Remarks:	
DATE PAID:		

### Source Documentation

Source Documentation. Beginning in FY 18, ALL PRDs will require source documentation. ALL PRDs (to include travel, uniforms, laundry, supplies, and insignia) must be FILLED OUT COMPLETELY and include:

- DETAILED item description
- DETAILED justification (this MUST match your item description)
- QUOTE /PROPOSAL (where applicable) showing how you arrived at cost estimates (fill out info on PRD AND attach quotes)
- For travel to events - official "flyer", LOI or school field trip authorization form
- For school reimbursements for school bus, excess baggage fees, fuel, parking, tolls - provide information on how you arrived at cost estimates. This must be on school letterhead and signed by an Instructor
- For school reimbursements for entry fees - must be on separate PRD as this has a different product service code for audit purposes. Provide official flyer/LOI and information on how you arrived at cost estimates

## Receipts

Receipts. When receiving gear, ALL receipts/invoices must include:

- Description of item or service received
- Quantity received
- Date received
- Printed name of Instructor
- Signature of Instructor - computer generated signatures are not acceptable. If you have Delegated Authority to your MI and we have a DoA letter on file, your MI may sign receipts
- For school reimbursements - you must include a copy of the check or purchase order showing that your school made payment
- For DLA items you must submit DD 1348-1
- For Non DLA items you may use vendor receipt or MCJROTC Receiving Report



### Rejected PRDs

- If you deviate from any of requirements for submitting a PRD, your PRD will not withstand audit scrutiny and will be rejected.
- If your PRD is rejected because of missing supporting documentation, the entire PRD package will be rejected.
- We will not hold on to partial PRD submissions. If you get a rejection notice, the entire submission is rejected.
- You will get an email from your Logistics Specialist detailing the reasons your PRD package was rejected.
- You must resubmit the entire package (PRD and all supporting documentation).
- Incomplete PRDs of any kind will be rejected.
- PRDs without proper detailed item description or justification will be rejected.
- You must itemize and provide specific details of what you are asking us to purchase.
- For audit purposes, you must "paint the picture". PRDs without substantiating supporting documentation will be rejected.

## 1105 Purchases

- NSN uniforms - No change to previous process. Vendor is DLA. Does not require 3 quotes.
- Special Measurement uniform orders - No change to previous process. Vendor is FED MALL. Does not require 3 quotes.
- Laundry/Dry Cleaning/Alterations - You must obtain 3 quotes and select the lowest quote. If you choose to use a vendor that is not the lowest quote, you are required to provide justification stating why this decision was in the best interest of the program.
- Ways to defend this decision - "the cleaners I want to use has not raised their prices in 5 years" or "the cleaners I want to use are familiar with how to alter and press military uniforms" or "no other cleaners in my surrounding area accepts government credit cards" or "there is only one cleaners in my local commuting area - any other cleaner is too far out of our local commuting area". Submit a memo for the record/statement with your quotes to defend your decision to not use lowest quote.
- You must submit hard copy quotes (we need the source documentation to defend the purchase in any audits). We must have 3 quotes. If you cannot obtain all 3 quotes, then you must submit a justification to the affect that there were no other cleaners within a reasonable commuting distance to your location.
- Use the sample form in enclosure (6) to submit to any proposed vendors to get three quotes. Quotes are good for an entire fiscal year. Government credit card threshold is \$2500.00.
- Insignia and PT shorts - contract to be awarded in FY18. Vendor will be identified in contract therefore does not require 3 quotes.

Three Quotes Form

BID FROM: [Name, Address, Phone Number, POC of proposed vendor]

Date: \_\_\_\_\_

Please supply price quotations for the following Dry Cleaning, Alterations and Laundry services for \_\_\_\_\_ High School Marine Corps JROTC uniform clothing. This price quote will be used for the purposes of selecting a vendor for these services.

**DRY CLEANING/LAUNDRY**

<u>ITEM</u>	<u>PRICE QUOTE</u>
Blues Coat (Male)	_____
Blues Coat (Female)	_____
Trousers (Green or Blue)	_____
Shirt, Khaki SS Military Creases (Male)	_____
Shirt, Khaki LS Military Creases (Male)	_____
Cover (Hat) (male/female)	_____
Skirt (Green/blue)	_____
Blouse, Khaki SS (Female)	_____
Blouse, Khaki LS (Female)	_____
Sweater (wool)	_____
Necktie	_____

**LAUNDER**

Blouse, White	_____
MARPAT Blouses	_____
MARPAT Trousers	_____

**ALTERATIONS**

Trousers Hem	_____
Skirt Hem	_____
Sew on Patch	_____
Sew on Name Tape to MARPAT's	_____
Blues, Repair Neck Clasp	_____
Blues, Button Repair	_____

\_\_\_\_\_  
Vendor Signature  
(FY18-V01)



## 1106 Purchases

- NSN Parade gear - No change to previous process. Vendor is DLA. Does not require 3 quotes.
- Office supplies - Mandated source is Servemart/Business Office Depot. If the product you want is not available at Business Office Depot, work with your Logistics Specialist who will request a waiver to go directly to FED MALL/GSA. Does not require 3 quotes.
- Unit Guidons - Government credit threshold \$3500.00. Vendor is Shirley's. Does not require 3 quotes.
- Lodging - Government credit card. You must obtain 3 quotes and select the lowest quote. If you want to use a vendor that is not the lowest quote, you have to defend that decision. Submit a memo for the record/statement with your quotes to defend your decision to not use lowest quote.
- You must submit hard copy quotes (we need the source documentation to defend the purchase in any audits). We must have 3 quotes. If you cannot obtain all 3 quotes, then you must submit a justification to the affect that there were no other hotels within a reasonable commuting distance to your location.
- Buses, vans, rental cars, planes - Beginning in FY18, buses, vans, rental cars, and planes will be processed through DMO (Distribution Management Office. You MUST submit your travel PRDs to your Regional Director at least six weeks in advance of travel requirements. Please plan on this now so that you can meet this requirement. Does not require 3 quotes.
- Marksmanship gear - contract to be awarded in FY18. Does not require 3 quotes.
- Camps/events - contract to be awarded in FY18. Does not require 3 quotes.
- School reimbursements - ONLY for use of school buses, use of school facilities, entry fees, excess baggage fees, fuel, tolls, parking. School reimbursement.
- Computers, Printers, Scanners (other technology), Awards (trophies, plaques, pins, medallions, coins, varsity letters etc.) - NOT AUTHORIZED TO PURCHASE.
- Miscellaneous Supplies (not office products) and Garrison Property not on contract - Must provide three quotes. Cannot exceed \$3500.00.

## 1108 Purchases

**Meals** - 1108 SIK funding will be used. FOR CADETS ONLY. Instructors and Chaperones may NOT use 1108 funding.

- 1108 funding for meals is to be used for multi-day events and not for single day, local events. Point A to B movements that only span a few meals vice a few days should be handled with organic funds (fund raising, school funds etc.).
- Any vendor you would want to use must be on the approved vendor list. To add a vendor to this list requires 90 days advance request.
- To use the 1108 funding, the vendor must have the ability to accept a Government credit card (to include chow halls). It is your responsibility to determine if the vendor will accept a Government credit card. Program Support Branch can **ONLY** pay with a Government credit card.
- The amount of funding each cadet is authorized for subsistence is \$12.25 per meal, per cadet, per day. You cannot exceed this amount. You cannot combine two rates to allow for a \$24.50 meal.
- It is imperative that "food" PRDs are completely separate from 1106 PRDs. You may, conceivably, have to submit several PRDs for one training evolution. Ensure that you have provided detailed information in "item description" on the PRD.
- **Off Installation** - for "meals in transit" - MCJROTC units will use the approved vendors on the list. Those vendors must have the ability to accept Government credit card.
- To find an approved vendor for meals, go to:  
<https://vets.amedd.army.mil/86257B8D004A4B6C/PHC>. Go to Appendix C. On the left side of the page, in the middle of the page, you will find a link to search by state. In the case where there is not an optional vendor on the list, unit Instructors will request to have one vetted and approved. This process takes 90 days. Submit the name, address, phone number and POC for any vendor you want approved to Sheila Warren.
- Do not request to add Walmart or Costco or the local grocery store. This is not the intent of "meals in transit". Major events - yes to 1108. Pizza for after a Veterans Day parade - parents or school should be funding this. There is not an unlimited pot of money.
- **On Installation** - On installation meal support - Instructors will follow the MCJROTC SOP and request support by contacting host installation at least 90 days in advance. No PRDs will be submitted as MCJROTC will not be paying for these meals. Payment will come from HQMC in the form of additional SIK sent directly to Marine Installation food services. Be sure you have received confirmation from the host installation that your unit will be supported. In other words, don't just show up unless you know for certain that the host installation is feeding your cadets at no cost.

### MRE Support

- No changes.
- Requests go directly to your Logistics Specialists.
- When filling out your 1108 PRD request for MRE support, ensure you request by the case not by the meal.
- A cadet roster is not required with your request, however, please be clear of what the MREs are supporting and the number of cadets.
- Ensure that your Requested Service Date is at least one week prior to the departure date.
- YOU MUST SUBMIT MRE REQUESTS TO THIS HQ AT LEAST 30 DAYS IN ADVANCE OF THE REQUIREMENT.
- OCONUS units (for shipping purposes this includes Alaska and Hawaii) are required to submit MRE requests 90 days in advance. These requests will be forwarded by this HQ to MARFORRES.
- Proper receipt confirmation MUST follow. See receipting procedures.

### CMRs

- Issued: 1 October - due back within 15 business days.  
Issued: 1 April - due back within 15 business days.
- Starting with the 1 October 2017 CMR, **ALL boots will be dropped from the CMR.**
- Effective 1 October 2017, Responsible Officers (ROs) will be reappointed as Responsible Individuals (RIs) per Installations and Logistics (I&L) instructions.
- RIs must initial EVERY page of the CMR. RIs must sign and date the uniform inventory and the garrison property inventory. THERE MUST BE A VALID SIGNATURE AND DATE.
- Be sure to report your current cadet strength.
- Review the information at the top of the CMR and make changes if required.
- Ensure you provide all REQUIRED serial numbers.
- **DO NOT SUBMIT RECEIPTS OR REQUESTS FOR DISPOSITON INSTRUCTIONS WITH YOUR CMR.** It makes it more difficult for your Logistics Specialist to determine if you have already dropped or added gear from/to your CMR.
- If corrections are required, submit a completed discrepancy letter and include any supporting documentation for these changes.

### Ordering Windows

- Effective Fiscal Year (FY)18 the following order windows apply:
  - 15 - 30 October
  - 1 - 15 February
  - 15 May - 15 June
- Items that will ONLY be ordered during prescribed ordering windows are:
  - NSN Uniforms
  - Insignia/PT Shorts
  - Office Supplies
  - Marksmanship supplies



### Bulk Disposition

- Old style female bucket cover is no longer authorized.
  - Dispose of by "ripping, shredding, cutting, and tearing".
  - These items are not recorded on your CMR, therefore a certification of disposition letter is not required.
- White trousers are NO LONGER authorized.
  - follow the disposition instructions detailed out in the MCJROTC Program Director Memo of 19 May 2017.
  - Certification of disposition letter is required to be submitted to your Logistics Specialist no later than (NLT) 30 September 2017.

Missing, Lost, Stolen Government Property

- Missing, Lost, Stolen Government Property - Effective 1 March, 2017, Financial Liability Investigation of Property Loss (FLIPL) DD Form 200, replaces previous policy for investigation via JAGMAN.
- The FLIPL is used to document the circumstances of missing, lost, stolen government property. It serves as a voucher for adjusting property records and also serves to document the charge or relief of financial liability to an individual.
- FLIPL form will be used IN EVERY INSTANCE WHERE GOVERNMENT PROPERTY IS MISSING, LOST OR STOLEN. The Approving Authority (TECOM Commanding General) will make the determination if a Responsible Individual will be held financially liable.
- The principal purpose of the FLIPL is to officially report the facts and circumstances supporting the assessment of financial charges for missing, lost, or stolen government property.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
<b>AUTHORITY:</b> 10 USC 2775; DoD Directive 7200.11; EO 9397.			<b>ROUTINE USE(S):</b> None.		
<b>PRINCIPAL PURPOSE(S):</b> To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.			<b>DISCLOSURE:</b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.		
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER LEAVE BLANK		3. DATE LOSS DISCOVERED (YYYYMMDD)	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST 0.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)		<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	

**DD FORM 200, OCT 1999**

Enclosure (13)