



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

IN REPLY REFER TO
1533
C 46JR
14 Sep 2017

MCJROTC POLICY LETTER 3-17

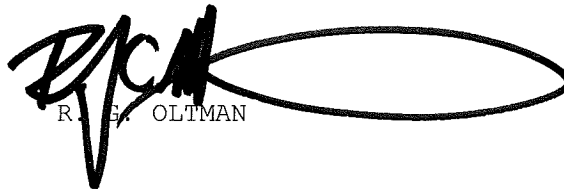
From: Director, Marine Corps Junior Reserve Officers' Training Corps

To: Distribution

Subj: FUNCTIONAL AREA CHECK LIST 330 05 006 1105/1106/1108 FOLDERS

Ref: (a) MCO P1533.6E

1. Cancellation. MCJROTC Policy Letter 3-16 of 10 May 2016.
2. MCJROTC units will prepare and maintain separate Purchase Request Document (PRD) Folders for all 1105, 1106 and 1108 PRDs. All supporting documentation will be maintained with each PRD. Each folder will be prepared as follows:
 - a. 1105 PRD 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 PRD Folder, will be divided into four separate sections.
 - (1) Travel Requests Pending
 - (2) Travel Requests Completed
 - (3) Supply Requests Pending
 - (4) Supply Requests Completed
 - c. 1108 Purchase Request Folder, will be divided into four separate sections.
 - (1) MRE Requests Pending
 - (2) MRE Requests Completed
 - (3) Catered/Vendor Meals Requests Pending
 - (4) Catered/Vendor Meals Requests Completed
3. The Purchase Request Folders are to be maintained at the MCJROTC unit for the current fiscal year and two previous fiscal years.
4. The point of contact is the Program Support Branch Manager, Ms. Sheila Warren, at (703) 784-0417 or sheila.warren@usmc.mil.


R. E. OLTMAN

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Regional Directors
MCJROTC Instructors