



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 4-17

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

Subj: FUNCTIONAL AREA CHECK LIST 330 05 002 DOCUMENT RETENTION AND
330 05 003 CONSOLIDATED MEMORANDUM RECEIPT FOLDERS

Ref: (a) MCO P1533.6E

1. Cancellation. MCJROTC Policy Letters 2- 16 and 4-16 of 10 May 2016.
2. MCJROTC Responsible Individuals (RIs) are directed to maintain all associated property records for current fiscal year's Consolidated Memorandum Receipt (CMR) with all supporting documentation and the two previous fiscal years with supporting documentation in CMR folders.
3. MCJROTC Program Support Branch will maintain all CMRs and supporting documentation for 10 years.
4. The CMR folder will be divided into three distinct sections:
 - a. The left side will be the current "working CMR". This CMR will be used to make any adjustments to quantities and serial numbers as items are received, transferred, or disposed.
 - b. The middle section will be all supporting documentation for adjustments made to the working CMR.
 - c. The right side shall be the retired CMR with all "completed" supporting documentation attached to it.
5. MCJROTC Units are directed to have their CMR folders available for inspection at all times.
6. The point of contact is the Program Support Branch Manager, Ms. Sheila Warren, at (703) 784-0417 or sheila.warren@usmc.mil.


R. J. OLTMAN

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Regional Directors
MCJROTC Instructors