



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SUPPORT BATTALION  
MARINE CORPS BASE  
BOX 555031  
CAMP PENDLETON, CALIFORNIA 92055-5031

IN REPLY REFER TO:  
4400  
CO  
18 Mar 13

BATTALION POLICY LETTER 4-13

From: Commanding Officer  
To: Distribution List

Subj: CONSOLIDATED MEMORANDUM RECEIPT TRAINING PROGRAM

Ref: C-PN 8-12

1. In accordance with paragraph 5.b. of the reference, personnel appointed as a Consolidated Memorandum Receipt (CMR) Responsible Officer (RO) must attend quarterly RO training. RO's will receive individual training upon accepting their quarterly CMR prior to reconciling.

2. The quarterly CMR training will include: how to read and maintain a CMR; how to inventory; how to authorize forms for chain of custody documentation; how to use SL-3 to determine Using Unit Responsible Item/Supply System Responsible Item, how to reconcile procedures; Request for Investigation/Missing Stolen Lost Recovered procedures; how to conduct temp loans; and how to transfer equipment. Any questions or concerns regarding CMR management or CMR training will be immediately addressed to the Supply Officer in order to improve accountability procedures.

3. The point of contact for this policy is Headquarters and Support Battalion, Supply Officer, at (760) 725-6380.

*Semper Fidelis,  
Michael E. Cordero*  
MICHAEL E. CORDERO