

CONCEPT CARD

LESSON DESIGNATOR: SFSC 0409

LESSON TITLE: Consolidated Memorandum

Receipt (CMR)

<u>HOURS</u>	<u>PHASE</u>	<u>METHODS</u>	<u>TRAINING / SUPPORT EQUIPMENT</u>
P – 1.00	I	L, PA	CPU, AIO,

TERMINAL LEARNING OBJECTIVE: In a food service office environment, given personnel, a list of garrison food service property, and the references, maintain consolidated memorandum receipts correctly to ensure of proper accountability. (3302.04.09)

ENABLING LEARNING OBJECTIVES:

- a. Without the aid of references, state where the Responsible Officer (RO) can obtain a copy of the current CMR for that account IAW MCO P4400.150 (3302.04.09a).
- b. Without the aid of references, state how often the CMR should be reviewed for accuracy IAW the references (3302.04.09b).
- c. Without the aid of references, state the responsibilities of the RO during an annual or turnover inventory of the CMR IAW the references (3302.04.09c).

REFERENCES:

MCO P4400.150, Consumer Level Supply Policy Manual
UM 4400-124, FMF SASSY Using Unit Procedures

INSTRUCTOR: _____

DATE: _____

INTERIM APPROVAL:

FINAL APPROVAL:

ACADEMIC OFFICER: _____

SCHOOL DIRECTOR: _____

DATE: _____

DATE: _____

UNITED STATES MARINE CORPS
Marine Corps Food Service Courses
Marine Corps Detachment
Fort Lee, Virginia 23801-1508

SFSC 0409
MAY 2000

LESSON PLAN

CONSOLIDATED MEMORANDUM RECEIPT (CMR)

INTRODUCTION

1. **GAIN ATTENTION:**

(5 Min)

It is essential we establish good internal control on our food service property and equipment. The Consolidated Memorandum Receipt is an effective control procedure to control our equipment and property. The flow of supply support ends with the issue of required material to the user. Once the supply support has satisfied the user's requirements, it becomes someone else's responsibility to maintain and account for those allowances at the using unit level. There is a method within the system that takes the responsibility for those allowances and the on hand quantities, and places it on someone at the using unit, and that system is our Consolidated Memorandum Receipt, which is what we are going to discuss during this period of instruction.

2. **PURPOSE:** The purpose of this period of instruction is to provide you with the technical knowledge necessary to supervise the management of the Consolidated Memorandum Receipts.

3. **INTRODUCE LEARNING OBJECTIVES:**

a. **TERMINAL LEARNING OBJECTIVE:** In a food service office environment, given personnel, a list of garrison food service property, and the references, maintain consolidated memorandum receipts correctly to ensure proper accountability. (3302.04.09)

b. **ENABLING LEARNING OBJECTIVES:**

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3. Without the aid of references, state the responsibilities of the RO during an annual or turnover inventory of the CMR IAW the references (3302.04.09c).

4. **METHOD / MEDIA**: This class will be taught by the lecture method and I will be assisted by the aid of a Powerpoint Graphics presentation.
5. **EVALUATION**: There will be questions covered from this period of instruction on the Phase II Exam at the end of the phase.

TRANSITION: First let's look at what the Consolidated Memorandum Receipt is and some of the elements that comprise it.

BODY

1. **THE CONSOLIDATED MEMORANDUM RECEIPT (CMR)** (20 Min)

a. **General**: The CMR appears in the form of a computer print-out. The CMR is via the Asset Tracking for Logistics and Supply System (ATLASS). Through information obtained from the unit supply officer, the following pertains to the CMR:

- (1) CMR lists authorized allowance items in the hands of Responsible Units (RU).
- (2) CMR is a print-out that resembles the unit's Mechanized Allowance List (MAL) except it contains USMC/Serial Numbers.
- (3) CMR lists both expendable and non-expendable allowance items held by the using unit.
- (4) CMR has the Activity Code (AC), Responsible Unit (RU), and Table of Authorized Material Control Number (TAMCN), in this sequence-AC/RU/TAMCN.

b. **Format contained on the CMR**

(INSTRUCTOR: HAVE THE STUDENTS REVIEW THE EXAMPLE CMR IN THEIR STUDENT HANDOUT. EXPLAIN EACH SECTION OF THE CMR AS FOLLOWS)

- (1) **Activity Address Code (AC)**. Identifies the specific unit to which the CMR belongs to.
- (2) **Responsible Unit Code (RU)**. This is a locally assigned code determined by the Supply Officer to specifically identify each individual responsible unit.
- (3) **CMR date**. This is the date the computer print-out was printed.
- (4) **Table of Authorized Material Control Number (TAMCN)** An Alpha-Numeric symbol found in the Table of Authorized Material used to identify a particular piece of equipment or item.
- (5) **National Stock Number (NSN)**. Used to identify a piece of equipment or item.

(6) **Item Name.** This is the nomenclature of the item which corresponds to a TAMCN and/or NSN.

(7) **Unit of Issue.** The standard pack of issue.

(8) **On Hand.** The total quantity on hand as of the CMR Date.

(9) **Allowance.** The quantity rated by that particular responsible unit (RU).

(10) **Unit Price.** Self explanatory.

(11) **Stores Account Code.** A code used to differentiate between items of stock fund account which using unit pay for out of their budget (SAC 1) and the appropriations stores account which HQMC pays for from another budget (SAC 2&3).

(12) **Memorandum Receipt Indicator Code.** Identifies what part of the MAL and CMR the item will appear on (**Not applicable to Non-FMF CMR's**).

(13) **Controlled Items Code.** Single digit alpha/numeric code used to identify certain types of reporting and control.

(14) **Serial Numbers on File.** The total number of serial numbers on hand.

(15) **Serial Numbers for NSN.** Actual serial numbers the RO has received for.

TRANSITION: This completes the information concerning the format of the CMR.—Now we will look at the management of the CMR.

2. MANAGEMENT OF THE CMR

(20 Min)

a. Using Unit Action.

(1) Maintain a signed copy of the CMR for each responsible unit, together with all pending adjustment transactions such as (receipts, issues, inventory adjustments etc) in TAMCN sequence.

(2) **Quarterly** or upon change of Responsible Officer, the Supply Officer will prepare a cover letter and enclose two (2) copies of the CMR to be forwarded to the RO for **reconciliation**. **Annually**, a complete inventory of all CMR assets **must** be conducted. The allowance figure column shows the responsible units authorized T/E and special allowances.

TRANSITION: Let's look at a completed cover letter as sent from the Supply Officer to the RO.

(INSTRUCTOR: DISPLAY EXAMPLE OF COVER LETTER. SUBMITTED FROM SUPPLY OFFICER TO RO, EXPLAIN TOP PORTION OF COVER LETTER ONLY)

(3) Upon receipt of the signed copy of the CMR from the RO reconcile any differences that may exist. Once the new CMR has been reconciled, the old copy, with the adjustment transaction documents, must be retained on file for a period of one year.

(4) The USMC/Serial Numbers, for which the RO is responsible, will be recorded on all copies of the CMR until they appear on the next new CMR.

b. Responsible Unit Action

(1) Quarterly, and/or with the change of RO, the responsible unit will receive two (2) copies of the CMR from the Supply Officer.

(2) Upon receipt of a new CMR, the Responsible Officer will verify the on hand balances and serial numbers. The RO will initial the bottom of each page and also sign the last page of the CMR. In addition, the cover letter will be endorsed back to the Supply Officer.

(3) If discrepancies are noted on the new CMR, the following action will be taken:

(a) Provide source documents to the Supply Officer to adjust discrepancies within 15 days of the date of the receipt of the CMR.

(b) If both the Responsible Officer, and the Supply Officer agree that the CMR is in error, the Supply Officer will pen change the erroneous quantities and both the Responsible Officer, and the Supply Officer will initial the change(s).

(c) If both the Supply Officer and the Responsible Officer can not come to an agreement on the discrepancies, the Responsible Officer will submit a letter requesting an investigation.

(d) Even though the Responsible Officer disputes the quantities on the CMR, he will still sign the endorsement to the CMR update letter certifying the CMR to be correct. The Responsible Officer's letter/request for investigative action, which is submitted simultaneously, citing discrepancies in the account will document their position on disputed quantities.

(INSTRUCTOR: DISPLAY EXAMPLE OF COVER LETTER, EXPLAIN BOTTOM PORTION OF THE COVER LETTER, WHICH WOULD BE THE RO'S ENDORSEMENT BACK TO THE SUPPLY OFFICER)

(4) The Responsible Officer must keep one (1) copy of the CMR with pending increases and decreases. All adjustments to the CMR will be annotated in pencil by the Responsible Officer, and the CMR kept current at all times.

OPPORTUNITY FOR QUESTIONS

(2 Min)

1. QUESTIONS FROM THE CLASS:

2. QUESTIONS TO THE CLASS:

QUESTION: What is a “TAM” number?

ANSWER: An alpha-numeric symbol in the Table of Authorized Material that is used to identify a particular piece of equipment or item.

QUESTION: How often **must** an inventory be conducted of all CMR assets?

ANSWER: Annually.

SUMMARY:

During the past hour we have covered the general information on a CMR, the format and categories of a CMR, the management, and the Responsible Unit’s Action that needs to be done.

BREAK (10 Min)

INTRODUCTORY TRANSITION: (1 Min)

The last hour was spent discussing the CMR format, and management of the CMR. Let's move on and discuss how to use the CMR to help us manage our account, the appointment of a Responsible Officer, and his responsibilities as the RO.

3. **CMR AS A MANAGEMENT TOOL** (5 Min)

- a. Visibility of assets. Provides the Supply Officer with a detailed overview of where his assets are located.
- b. Serialized Control. Provides serial numbers for each piece of equipment on hand.
- c. Transfers Responsibility. Shows the Supply Officer that for all items requisitioned on the CMR's, the burden of responsibility has been delegated/transferred to the Responsible Officer.
- d. Inspections. By authorized personnel/agencies ensure command awareness of management, account ability, and capability to perform the mission. Inspections should be used as a secondary training and management tool.

TRANSITION: Let's move on and discuss the responsibilities associated with the Responsible Officer as it pertains to the CMR.

4. **APPOINTMENT OF THE RESPONSIBLE OFFICER** (16 Min)

a. General: An individual is officially appointed to a position by the **Commanding Officer** which entails custody/maintenance of public property in the performance of duties assigned.

(1) When it can be avoided, Responsible Officers will not be detailed for duty that will separate that individual from his/her property account.

(2) If the Responsible Officer is temporarily separated, the Commanding Officer will assign another individual to take charge of, receive and issue property in the name of the temporarily separated Responsible Officer.

(3) If there is no other individual available for designation as the Responsible Officer, the Commanding Officer will take personal charge of the property account.

(4) Any person taking charge of the government property account assumes direct responsibility for handling and disposition of all records and property.

(5) If the Responsible Officer is absent due to temporary additional duty (TAD), leave hospitalization, etc, and the period is extended to exceed beyond 50 days, a regular transfer of the property account to another Responsible Officer will be made, to include a complete inventory.

(6) The appointment of the Responsible Officer should be an individual having administrative command or control or both over all personnel who will use assigned equipment/property. Responsible Officers will not be assigned equipment/property used outside their span of control.

b. Responsibilities: The Responsible Officer will report all overages and shortages to the Supply Officer prior to transferring the account responsibility for the property to the Responsible Officer's successor.

(1) The relieving Responsible Officer will inventory all items appearing on the units CMR account and make a careful inspection of the condition of the equipment/property for which he is responsible.

(2) When circumstances permit, the old and new Responsible Officers will conduct a joint inventory. When the new Responsible Officer is satisfied that the equipment/property on the CMR is physically on hand and properly accounted for, that individual will sign the original cover sheet to the CMR, which is maintained by the organization's supply officer; thereby acknowledging receipt of the equipment/property of the account.

(a) This action will be taken by the new Responsible Officer within fifteen (15) days after his/her assignment as the Responsible Officer.

(b) Any requests for extension will be submitted to the Commanding Officer.

(3) If the new Responsible Officer is not satisfied with the condition of the records, equipment/property, personnel, or other related matters coming to his/her attention, that Relieving Officer will immediately report the facts to the Commanding Officer via the Supply Officer for action, as may be necessary.

(4) The old Responsible Officer will retain the responsibility for the items on charge until the original cover sheet of the CMR is signed by the new Responsible Officer and/or discrepancies are appropriately resolved.

c. Responsible Officer's Designate. Responsible Officers may designate one (1) or more individuals as their authorized representatives to receipt for and requisition supplies.

(1) Notice of delegation of authority will be made in writing and signed by the Responsible Officer.

(2) The original copy of the notice of the delegation of authority will be held by the organization's Supply Officer.

TRANSITION: Now that we have looked at some of the functions of a newly appointed Responsible Officer, let's talk about some important management principles of the Responsible Officer.

5. **MANAGEMENT PRINCIPLES OF THE RESPONSIBLE OFFICER** (15 Min)

a. The Responsible Officer, for the CMR account, will ensure that the following supply management principles are applied.

(1) Receipts for all on hand equipment at the unit supply office.

(2) Maintain assigned equipment/property in ready-for-use and serviceable condition.

(3) Account for equipment issued or sub-custodied and maintain a record of custody for such equipment.

(4) Report changes to the account records to the Supply Officer within 15 days.

(5) Request necessary investigative or adjustment action in writing for equipment abuse or loss, to the Commanding Officer.

(6) Conduct periodic inventories, **at least annually**, for all equipment assigned to the account.

b. Garrison Property. Garrison property is nondeployable, nonexpendable supplies and equipment normally centrally managed by the Property Control Officer (PCO) of a Marine Corps base or station. Normally, the base/station Supply Officer is assisted in garrison property management by an officer specifically assigned as the officer in charge of the Property Control office. The Property Control Officer, will provide the Responsible Officer with a garrison property account.

(1) The Property Control Officer, is responsible for posting all transactions to the accounting records held by each Responsible Officer.

(2) The Property Control Officer will provide each account Responsible Officer a CMR for all garrison property authorized. This CMR will normally be in NSN sequence, and will also provide TAMCN's (if applicable) for reconciliation.

(3) Except as specifically authorized by CMC (LFS) the Property Control Officer will ensure base/station garrison property, and any additional articles authorized for garrison use will not be taken into the field/deployed.

c. Memorandum Receipt for Individual/Garrison Equipment.

(1) Temporary loan of Garrison Property to an organization within another command is neither desired or encouraged. However, upon determination by the consumer level supply activity command that such a loan is necessary, a loan maybe authorized. As a general rule, temporary loan of property, when authorized, will be made for (50) days, with no more than one additional (30) day extension. The time may be extended at the discretion of the Commanding Officer, but not to exceed (1) year.

(2) The time of the loan will be annotated on the loan document and temporary loan records will be maintained separate from permanent issue records of equipment and supplies.

(3) The RO who controls the account will establish procedures ensuring recovery of property issued in a temporary loan.

(4) Items of individual equipment, other than weapons and accessories issued to individuals, will be issued and controlled by using NAVMC 10577. This form is a two-part snap set, consisting of a hard card and one carbon copy. The hard card will be retained by the Issuing Officer, and the carbon copy will be given to the individual signing for the property.

OPPORTUNITY FOR QUESTIONS

1. QUESTIONS FROM THE CLASS:

2. QUESTIONS TO THE CLASS:

QUESTION: How often is the CMR **reconciled**?

ANSWER: Quarterly (or upon change of RO).

SUMMARY:

(2 Min)

During the past hour we have learned about CMR as a management tool, the appointment of the RO, and management principles of the RO for CMR purposes.

BREAK:

(10 Min)

LIST OF SUPPORTING PAPERS

1. Student Outline
2. TP #1- Example of CMR
3. #2 - Example of CMR Cover Letter

UNITED STATES MARINE CORPS

Marine Corps Food Service Courses

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STUDENT OUTLINE

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(4) CMR has the Activity Code (AC), Responsible Unit (RU), and Table of Authorized Material Control Number (TAMCN), in this sequence-AC/RU/TAMCN.

b. Format of the CMR

- (1) Activity Address Code (AC).
- (2) Responsible Unit Code (RU).
- (3) CMR date.
- (4) Table Authorized Material Control Number (TAMCN)
- (5) National Stock Number (NSN).
- (6) Item Name.
- (7) Unit of Issue.
- (8) On Hand.
- (9) Allowance.
- (10) Unit Price.
- (11) Stores Account Code.
- (12) Memorandum Receipt Indicator Code. (May not appear on all CMRs).
- (13) Controlled Items Code.
- (14) Serial Numbers on File.
- (15) Serial Numbers for NSN.

2. MANAGEMENT OF THE CMR

a. Using Unit Action (Supply Officer).

(1) Maintain a signed copy for each responsible unit, together with all pending adjustment transactions (receipts, issues, and inventory adjustments) in TAM sequence.

(2) Quarterly or upon change of Responsible Officer, the Supply Officer will prepare a cover letter and enclose two (2) copies of the CMR to be forwarded to the RO for reconciliation. The allowance figure column shows the responsible units authorized T/E and special allowances.

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c. Transfers Responsibility.

d. Inspections.

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