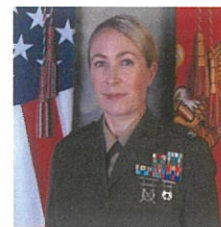




COMMANDING OFFICER 1ST SUPPLY BATTALION  
STATEMENT ON

## Accountability Policy



Marines and Sailors,

The importance in reporting the whereabouts and duty status of all 1st Supply Battalion personnel cannot be overstated. As an organization, we train to be the most ready when the Nation is the least ready. Every member of the Battalion must be accounted for at all times. Our Nation depends on us to do this accurately every day, without exception. As such, the following will outline the way ahead to effectively account for all 1st Supply Battalion members.

Morning Reports:

The only personnel authorized to certify the morning report in each company are those who hold the following billets:

- Company Commander
- Company Executive Officer
- Company Senior Enlisted Advisor
- Company Gunnery Sergeant

Prior to certifying the morning report, the appropriate company staff will validate each member according to the following information:

- Personnel by unit (section and platoon)
- Personnel by category (TAD, deployed, medical, on hand, leave)
- Personnel by duty status (FAP, TAD, UDP, leave, medical, present for duty, range, special liberty)
- Personnel by location (TAD, ROM, deployed, non-deployed, leave, on duty, off duty)
- Personnel start and end date

Thanks for all of the hard work, dedication, and commitment you put forth every day!

**Reference:** MARADMIN 535/08

Semper Fidelis,

T. M. MENKE

Colonel, U.S. Marine Corps

Commanding Officer, 1st Supply Battalion