**DEPARTMENT OF THE NAVY**
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO P1533.6E
C 46JR
17 NOV 2008

MARINE CORPS ORDER 1533.6E

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS (MCJROTC) PROGRAM

Ref:
(a) Public Law 88-647 Vitalization Act of 1964
(b) 10 U.S.C. 20-31
(c) DODI 1205.13, "Junior Officers Training Corps (JROTC) Program," February 6, 2006
(d) MCO P4400.150E
(e) OPNAVINST 5530.13C
(f) Public Law 109-364, "National Defense Authorization Act for Fiscal Year 2007," October 17, 2006
(g) Public Law 107-110, "No Child Left Behind Act of 2001," January 8, 2002
(h) SECNAV M-5210.1
(i) NAVMC Directive 5040.6H
(j) DODFMR 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," Volumes 1-15
(k) CMC White Letter 01-07 (NOTAL)
(l) MCO 4630.16C
(m) MCO P6100.11
(n) Joint Federal Travel Regulations, Volume I
(o) MCO 4340.1A
(p) MCO P1020.34G
(q) MCO P6100.12
(r) TM-10120.15/1

Encl:
(1) MCJROTC Standing Operating Procedures Manual
(2) MCJROTC Table of Equipment (T/E)
(3) Criteria and Description of Ribbon Awards
(4) Travel System Request for Information
(5) Risk Assessment Matrix
(6) Military Property Custodian Appointment Package
(7) Responsible Officer Appointment Package
(8) Sample Property Record Adjustment Letters
(9) Request for Disposition Instruction Letter
(10) Legion of Valor Nomination
(11) Marine Corps Reserve Association and Naval Honor School Nomination Process

Reports Required:
I. MCJROTC Unit/School Strength Report (Report Control Symbol MC-1533-04A), Encl (1), chap. 4, par. 5.c.(3)
II. Disposition of Graduates (Report Control Symbol MC-1533-05), Encl (1), chap. 4, par. 5.c.(3)
III. Orientation After Action Data (Report Control Symbol MC-1533-06) Encl (1), chap. 5, par. 9.f.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

1. Situation. The enactment of reference (a) and codification in references (b) and (c) authorize the Secretary of the Navy to commission Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) units at secondary schools that meet established criteria. Accordingly, the Secretary of the Navy has authorized the Commandant of the Marine Corps (CMC) to establish MCJROTC units throughout the United States.

2. Cancellation. MCO P1533.6D.

3. Mission. The mission of the MCJROTC Program is to develop character and citizenship in the youth of America.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The MCJROTC Program will develop character in high school students allowing them to become informed citizens prepared to willingly accept the responsibilities of citizenship. It is a unique program that stresses the learning of leadership skills that will enhance the lives of the young adults who participate. Instructors shall focus on the four basic indicators of leadership: morale, proficiency, espirit de corps, and most importantly, discipline.

(b) In hundreds of towns and cities across America, MCJROTC units play a critical role in shaping communities' perceptions of the Corps. In this context, Instructors will take every opportunity to have units participate in community activities that represent the Corps' Core Values.

(2) Concept of Operations. The Commanding General, Training and Education Command, oversees the operation and administration of the MCJROTC Program. The policies and procedures contained in this Order are applicable to all MCJROTC units and program support. All MCJROTC programs will comply with instructions within.

5. Administration and Logistics. Recommendations for changes to this Order are invited and should be submitted to the CG, TECOM (C 46 JR) via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective on the date signed.

M. G. SPIESE
By direction

DISTRIBUTION: PCN 10201740000

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REPORTS REQUIRED

| REPORT TITLE | | REPORT CONTROL SYMBOL | PARAGRAPH |
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| I. | MCJROTC UNIT/SCHOOL STRENGTH REPORT | MC-1533-04A | Enclosure (1), Chapter 4, Paragraph 5.c(3) |
| II. | DISPOSITION OF GRADUATES | MC-1533-05 | Enclosure (1), Chapter 4, Paragraph 5.c(4) |
| III. | ORIENTATION AFTER ACTION DATA | MC-1533-06 | Enclosure (1), Chapter 5, Paragraph 9.f |

# Chapter 1

## General

1. Background

a. The enactment of reference (a) and codification in references (b) and (c) authorize the Secretary of the Navy to commission Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) units at secondary schools that meet established criteria. Further, the National Defense Appropriations Act of 2008, Title III, subsection 377 authorizes the Secretary of the Navy to establish and disestablish National Defense Cadet Corps Units. Accordingly, the Secretary of the Navy has authorized the Commandant of the Marine Corps (CMC) to establish and disestablish MCJROTC and MCNDCC units throughout the United States. Generally the procedures outlined in this order are pertinent to both MCJROTC and MCNDCC programs unless otherwise noted.

b. It is Department of Defense (DOD) policy to fund the JROTC program which is intended to instill in students of American secondary institutions the following:

(1) The value of citizenship.

(2) Service to the United States.

(3) Personal responsibility.

(4) A sense of accomplishment.

c. The Commanding General, Training and Education Command (CG, TECOM C 46JR) is the responsible Commander. In this capacity, the Commanding General is guided in policy development and program execution by Section 2032 of reference (b) 'Responsibility of the Secretaries of the military departments to maximize enrollment and enhance efficiency" which states:

> "The Secretary of each military department, in establishing, maintaining, transferring, and terminating Junior Reserve Officers' Training Corps units under section 2031 of this title, shall do so in a coordinated manner that is designed to maximize enrollment in the Corps and to enhance administrative efficiency in the management of the Corps."

2. Objectives. In order to fulfill its mission, the MCJROTC program achieves the following objectives:

a. Gives students an appreciation for the origin, advantages and responsibilities of citizenship.

b. Develops an understanding of leadership skills and the advantages of strong moral character.

c. Promotes in the students an understanding for the need and application of national security.

d. Develops in students a sense of pride and personal discipline and responsibility.

e. Develops an understanding and respect for constitutional authority as the foundation of a democratic society.

3. Definitions

a. Academic Year. The period of time necessary to complete one JROTC course, normally consisting of not less than 7200 minutes of instruction. For administrative purposes, the academic school year commences on 1 August and ends on 31 July.

b. Active Duty Pay and Allowances. For calculating JROTC instructor pay, active duty pay and allowances shall be limited to basic pay, basic allowance for housing (BAH), Continental United States (CONUS) cost-of-living allowance, overseas housing allowance (OHA), cost of living allowance (COLA), allowance for uniforms (enlisted only), and basic allowance for subsistence (BAS), which the individual would receive if called to active duty.

c. Consolidated Memorandum Receipt (CMR). A document generated by the Asset Tracking for Logistics and Supply System (ATLASS) program used by MCJROTC personnel to account for government property and equipment assigned to a unit.

d. Honor Schools. Those schools recommended by the MCJROTC Regional Directors and designated by the CG, TECOM (C 46JR) as having accomplished their mission in such a manner as to deserve special recognition.

e. JROTC. The ROTC program conducted at the secondary (high school) level of education.

f. Marine Corp Junior ROTC (MCJROTC). The official designation of military instruction in leadership, character, and citizenship conducted and sponsored by the U.S. Marine Corps.

g. Marine Corps Junior ROTC Graduate. A student who has successfully completed at least two academic years of the MCJROTC program as prescribed by CMC.

h. Marine Corps Junior ROTC Unit. The organized group of MCJROTC students and faculty enrolled and employed respectively at one secondary school.

i. Marine Instructor (MI). A retired Marine Corps staff noncommissioned officer (SNCO) or a warrant officer (WO-CWO5) who does not possess a bachelor's degree certified by the Commanding General, Training and Education Command (C 46JR) to serve as a MCJROTC instructor.

j. MCJROTC Cadet. A student enrolled in a secondary school in which a MCJROTC unit is established and who is actively pursuing graduation credit(s) for a course of MCJROTC instruction as prescribed by CMC.

k. Military Property Custodian (MPC). An official (will be a member of the leadership education staff) appointed by the secondary school who is empowered to perform the required supply functions incident to the acquisition, accounting, and handling of equipment and uniforms issued to the school. This term is interchangeable with Responsible Officer (RO) as defined in reference (d).

l. Probation. That status assigned to MCJROTC units and/or instructor staff that fail to attain and maintain the minimum requirements as stated in Public Law 88-647 and amplifying DODI.

m. Regional Director. A retired Marine Corps Officer certified as a Senior Marine Instructor responsible to the Program Director for the efficient operations and compliance of MCJROTC units.

n. Senior Marine Instructor (SMI). A retired Marine Corps officer or warrant officer (WO-CWO5) with a minimum education of a bachelor's degree,

certified by the Commanding General, Training and Education Command (C 46JR) to serve as a MCJROTC instructor.

o. Service Education Activity (SEA). A private or public educational institution which is of special interest to the armed services and therefore eligible to receive donations of surplus government property.

# Chapter 2

## Establishment

1. School Application

a. A MCJROTC unit is established or disestablished by the CMC with the approval of the Secretary of the Navy. A school desiring to host a unit must be fully accredited by the appropriate state or regional accrediting agency.

b. Officials of secondary schools interested in applying for establishment of an MCJROTC unit should obtain a copy of the MCJROTC application form available on the MCJROTC website or from TECOM (C 46JR).

(1) Upon receipt of an application, the Program Director will ascertain if the school has the requisite support available and is prepared to execute the MCJROTC curriculum without exclusion. If so, the Program Director will direct the MCJROTC Regional Director to conduct an on-site evaluation of the school and its proposed facilities. The MCJROTC Regional Director will notify the Program Director of all findings upon completion of the on-site evaluation.

(2) CG TECOM will select secondary institutions in accordance with references (b) and (c) and make a recommendation to the Secretary of the Navy for MCJROTC unit establishment. Announcement of selection will be made by the CG, TECOM following the Secretary of the Navy's approval.

2. Contract Requirements. Under reference (b), a school at which a MCJROTC unit is to be established will be required to enter into the following agreement with the Department of Defense:

a. Secondary educational institutions desiring to establish JROTC units or to continue established units shall agree to the following:

(1) Maintain a JROTC enrollment of 10 percent of the number of students enrolled in the institution who are in a grade above the eighth grade, or 100, whichever is less.

(2) Employ as JROTC instructors, officer and enlisted personnel who are certified by CG, TECOM to administer the MCJROTC program. The secondary institution shall employ, at a minimum, one SMI and one MI regardless of cadet enrollment.

(a) Units will be authorized one SMI per every 750 enrolled MCJROTC cadets or a fraction thereof.

(b) Units are authorized one MI billet. Additional MI's may be authorized by the Program Director. As a general rule, one instructor per 75 cadets is the staffing goal with each instructor assigned to a minimum of 75% of available class periods. Thus a sustained cadet population generally reflecting the above proportion coupled with each instructor formally assigned to 75% of the available instructional periods constitutes the usual minimum threshold for assignment of an additional military instructor.

(c) The enrollment minimum is required for "students in seats". Although, in extreme cases there is some latitude to assign students to independent study, this policy is highly restrictive in nature. Thus, assignment of students to independent study must withstand evaluative scrutiny conducted by the Regional Director. For example, a candidate for independent study might be a senior who is filling a leadership function within the unit who requires a single academic course for graduation that precludes assignment

to JROTC. These students still are required to meet program grooming and uniform standards.

(d) Enrollment is only one prerequisite for additional instructor labor. It is expected that every instructor will be formally assigned to and actively engaged in classroom instruction at least 75% of the instructional day. In addition, the extent of the unit's sustained co-curricular history will influence the decision process. Any program that does not have a robust co-curricular program will not be a viable candidate for increased instructor labor. Lack of viable drill, rifle, or orienteering teams and limited community service mitigate against additional instructor labor. These factors must withstand scrutiny of the Regional Director during an on-site evaluation of class rosters, training schedules, and any other anecdotal information gathered.

(e) As an exception, the Program Director may authorize substitution of officer for enlisted instructors and vice versa.

(f) All minimum enrollment requirements for additional SMI and MI billets will be maintained throughout the school year. Failure to do so may result in the immediate loss of authorization and reimbursement for the additional instructor billets.

(g) Requests for additional instructors will be submitted to the Program Director via the appropriate MCJROTC Regional Director.

(3) Pay Retired Personnel So Employed

(a) The institution is the employing agency and shall pay the full amount due the JROTC instructor. The JROTC instructor shall receive retired or retainer pay from the U.S. Government. As a minimum, the amount due from the institution is the amount equal to the difference between retired or retainer pay and the active duty pay and allowances the JROTC instructor would receive if ordered to active duty. The institution shall be reimbursed for JROTC instructor salaries at the rate of one-half the difference of instructor retirement or retainer pay and active duty pay and allowances. The level of active duty pay and allowances, less retired or retainer pay, is the minimum salary the institution shall pay JROTC instructors. That should not be considered an attempt to cap or limit the amount of pay that may be agreed between the individual JROTC instructor and the employer. The institution may pay more than the amount equal to the difference between retired or retainer pay and individual active duty pay and allowance rate, but shall do so without additional entitlement for reimbursement from the Federal Government. Pay computation examples can be found in reference (c).

(4) Contract separately with the individual JROTC instructor for any additional duties desired by the institution besides instruction, operation, and administration of the JROTC program, at no cost to the Military Department concerned. Such additional services shall be performed outside the scope of JROTC duties and hours. This requirement does not prevent JROTC instructors from serving on routine committees or performing curricular or extracurricular duties normally performed by and rotated among other faculty members.

(5) Compensate a JROTC instructor only for the period of time he or she performs duties as a JROTC instructor. For periods of service as a JROTC instructor fewer than 12 months of a calendar or fiscal year, that instructor shall be compensated the difference between the amount of the retirement (or retainer) pay and active duty pay times the length of employment as a JROTC instructor expressed as a fraction of 12 months. The minimum individual instructor contract is 10 months.

(6) Provide an additional amount of compensation for a JROTC instructor for only that part of the summer (or interim) months, between academic sessions, during which the instructor performs administrative or instructional duties that are directly for the JROTC program. Examples of these duties can be found in reference (c).

(7) Notify TECOM (C 46JR) within 30 days of any changes to employment status of MCJROTC personnel employed at an institution via a DD Form 2767. DD Form 2767 may be obtained on the Official Department of Defense Website for DOD issuances at http://www.dtic.mil/whs/directives/index.html. Schools/school districts should submit the form on the following occasions:

(a) Hiring of an Instructor. Forward to the MCJROTC Finance Section the original, facsimile or digital copy of DD Form 2767 within 30 days of employment. Complete all identifying instructor information; last name, first name, middle initial, but only use the last 4 digits of the instructor's SSN. Reimbursements for an instructor will be held in abeyance until the supporting form is received by the MCJROTC Finance Section. Block 10 may be left empty on a newly hired instructor if continuation of the contract into the upcoming school year is undetermined at time of initial hire.

(b) Transfer. Both gaining and losing schools shall forward to the MCJROTC Finance Section the original, facsimile or digital copy of the DD Form 2767 within 30 days of employment or termination. Complete all identifying instructor information; last name, first name, middle initial, but only use the last 4 digits of the instructor's SSN. The losing school shall modify the contract ending date, and the gaining school will complete a new form as discussed above in "Hiring of an Instructor". Reimbursement for an instructor at the gaining school will be held in abeyance until the supporting form is received by the MCJROTC Finance Section. Overpayment to the losing school will subject future payments be held in abeyance until any overpayment is collected/satisfied.

(c) Termination. Termination of an instructor not of a routine nature described above requires submission of a DD Form 2767. Current or upcoming contract ending dates will be modified to reflect the termination information. If assistance is required in determining correct dates to modify, contact the MCJORTC Finance Section.

(d) Annually. Each school shall submit instructor/school contract information for the upcoming school year no later than the 15th of May of each year. Utilize a current instructor earnings statement for "current" contract start and stop dates in order to complete blocks 9.a. and 9.b. Blocks 10.a. and 10.b. will identify the upcoming school contract dates. Forms submitted with dates listed in block 9/a. and 9.b. that do not coincide withthe "Contract Start Date" and "Contract Stop Date" listed on an instructor's monthly earnings statement will be returned for correction, and may delay school reimbursement.

Note: Instructors should be given a copy of the completed and signed DD Form 2767 for retention in the instructor's personal files as the MCJROTC Finance Section may request a copy of the DD Form 2767 from the instructor.

(8) Provide suitable safeguards for the Government property provided. Such safeguards shall include, but not be limited to, the following:

(a) Employment of clerical and maintenance personnel required to issue, account for, and maintain the Government property.

(b) Specific "line item" coverage for loss and damage of all government property assigned to that school's MCJROTC unit is required (bonds,

insurance, etc.) Specific coverage must be in an amount commensurate with the total monetary value of MCJROTC property. This coverage should be evaluated annually in order to ensure the amount of coverage remains adequate. Coverage under a school district "umbrella policy" is not adequate.

(c) Secure Storage for All Government Property. JROTC units that have U.S. furnished military demilitarized rifles in their inventory shall be inspected for physical security. Established security standards for arms rooms shall be in compliance with reference (e).

(9) Provide positive safeguards to prevent unlawful discrimination against students or instructors based on race and/or ethnicity, religion, national origin or gender.

(10) Provide for the installation and all ensuing costs associated with the program's communication systems. Communication systems must be located within the instructors' offices, and are, but not limited to, telephone lines, email accounts, and internet access.

(11) Provide adequate facilities for classroom instruction, office space, and storage for unit equipment and adequate and suitably located drill areas. Such facilities include:

(a) Office Space. Adequate space for the military staff to accommodate files and reference books. The SMI should be provided a private office.

(b) Storage. Adequate storage must be provided for the handling of Government property. The following areas will be provided:

1. Property Storage. 1000 square feet per 100 to 150 enrolled MCJROTC cadets.

2. Storage for Training Aids. 300 square feet per 100 to 150 enrolled MCJROTC cadets.

(c) Armories. The school must make provision for a suitable armory to ensure adequate safeguarding of all Government property. If demilitarized M-14's are issued to the MCJROTC unit per reference (e), security regulations require:

1. A door that is constructed of standard 1 3/4-inch (5cm) thick, hollow metal, industrial type construction with minimum 14-gauge skin plate thickness, internally reinforced vertically with continuous steel stiffeners.

2. Doors which provide access to the arms storage room will be locked with a high security padlock and hasp or locking device.

3. At a minimum, walls will be of standard stud construction: 2x4 studs on 16-inch centers with gypsum board or plaster surface. The interior will be lined with one inch (nominal), double nailed, tongue and groove wood sheathing or other material which provides a similar degree of security, e.g., 3/4-inch plywood.

4. Ceilings and floors will, at a minimum, be one inch (nominal), double nailed, tongue and groove wood sheathing or other material which provides a similar degree of security, e.g., 3/4-inch plywood.

5. Windows and other openings will be sealed to the maximum extent.

(d) Ranges. The Director, Marine Corps Range and Training Area Management (RTAM) Division, TECOM has identified a Portable Air Rifle Training Range that meets or exceeds safety criteria required for MCJROTC marksmanship training using air rifles with a muzzle velocity of not greater than 600 feet per second. Specific criteria are listed in Chapter 5 of this Order. All MCJROTC units will use a range that is certified by the Regional Director to meet or exceed the safety criteria of this system for the conduct of marksmanship training and MCJROTC hosted marksmanship competitions.

(e) Drill Spaces. A convenient, surfaced area should be selected as a drill site. Physical size of the site is dependent on unit cadet strength but should not be less than 80' x 40'.

(f) Classroom. The Marine Corps JROTC program requires a minimum classroom space of at least 26' by 50' comprised of either two classrooms or a classroom that could divide into two areas in order to accommodate different level cadets. The school must provide all necessary desks, chairs and tables.

(g) Location of facilities. Instructor office spaces, classrooms, storage rooms, armory, and rifle ranges should be co-located within the school building. The permanent (over two school years duration) use of portable facilities is not authorized.

(12) Limit membership in the unit to students who maintain acceptable standards of academic achievement and conduct.

b. Contingent upon the acceptance of the application and upon the fulfillment of all items enumerated in paragraph 2 of this chapter, the CG, TECOM agrees as follows:

(1) To establish and maintain a Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) unit in accordance with reference (a), as amended, at the institution named in the foregoing application.

(2) To provide for the use in the MCJROTC program such available government property as may be authorized by law and applicable tables of allowances. The Marine Corps will refrain from making any equipment installation without prior approval of the institution.

(3) Provide a course of military instruction of not less than 3 academic years in duration, as prescribed by the Secretary of the Navy consisting of a minimum of 180 class hours per year, and to provide the instructional materials and guidance for the application of the materials.

(4) To pay for all costs incident to the transportation, packing, unpacking, crating, uncrating, and normal maintenance of such property, uniforms, equipment, and instructional materials provided by the government.

(5) To authorize the institution to employ, as administrators and instructors in the program, retired Noncommissioned and Commissioned Officers, and members of the Fleet Marine Corps Reserve, whose qualifications are approved by the CG, TECOM and the institution concerned. Employment must be in accordance with the provisions of reference (a).

(6) For MCJROTC units, to pay to the institution concerned one-half the difference between the retired pay of the retired members employed by the institution and the members' active duty pay and allowances which they would receive if ordered to active duty. Such payments will be made monthly for the actual period of employment in direct support of the MCJROTC program. Any duties desired by the institution in addition to those connected between the school district and the individual MCJROTC instructor will be at no cost to the Marine Corps. Payment must conform to the provisions as set forth in

reference (a) and current directives governing the MCJROTC program. Schools meeting specific criteria of need, if determined by the Program Director to be in the national interest, may receive additional instructor funds if the following applies:

(a) On-site visits by the MCJROTC headquarters element determines the neighborhood in which the school is located has a substandard quality of life, many families' income below the poverty level, and a high incidence of violent crime; or

(b) Other additional criteria, as determined by the Program Director whereby the school is determined to be an educationally and economically deprived area (to meet a compelling need of the community or national interest).

(7) To honor all academic standards of the institution including admissions.

c. Contingent upon the acceptance of the application and upon the fulfillment of all items enumerated in paragraph 2 of this chapter, the institution agrees as follows:

(1) To establish a Department of Leadership Education as an integral academic and administrative department and to adopt as part of its curriculum, a three-year course of instruction. To execute the Program of Instruction (POI) in its entirety unless otherwise stipulated in the contract, use the materials provided by the Marine Corps, and designate the SMI as the Department Chair.

(2) To arrange for the scheduling of Leadership Education classes to make it equally convenient for students to participate in Leadership Education instruction, as in other academic core courses regularly scheduled by the institution.

(3) To employ, at a minimum, two (2) MCJROTC certified instructors to serve in the capacity of SMI and MI.

(4) To include the SMI on all faculty committees whose recommendations could affect the Department of Leadership Education.

(5) To require each student enrolled in the MCJROTC to participate in the Leadership Education courses of no less than 180 class hours per year as prescribed by the Marine Corps.

(6) To conduct the program without discrimination against students or instructors regarding race, color, creed, sex, or national origin.

(7) To limit membership in the unit to students who maintain acceptable standards of academic achievement, conduct and grooming as prescribed by governing directives.

(8) To grant appropriate academic credit applicable toward graduation for the successful completion of Leadership Education courses.

(9) To make available to the Leadership Education faculty the necessary instructional supplies, materials, facilities, and privileges accorded other faculty members of the institution.

(10) To provide adequate storage facilities and protection for uniforms and equipment, including preventive maintenance, and for all other government property issued to the institution. Provide adequate facilities for classroom instruction, drill, ceremonies, and instructor office spaces and

support for both curricular and extra curricular activities commensurate with other like school-sponsored activities.

(11) To provide secure storage in compliance with Secretary of the Navy Instructions for all drill rifles, air rifles and other marksmanship rifles and equipment in accordance with reference (d).

(12) To require students to wear the JROTC uniform as designated by the SMI at least once per week and require conformity to pertinent grooming regulations while in uniform.

(13) To appoint the MI as the Military Property Custodian (MPC) who will be empowered to perform the required supply functions incident to the acquisition, accounting and handling of equipment and uniforms issued to the institution. Such official shall be bonded in an amount adequate to cover the value of the government property for which the institution accepts responsibility.

(14) Maintain an MCJROTC unit enrollment of not less than 100 students who are in a grade above the 8th grade, or 10 percent of the number of students enrolled in the institution if the student body is less than 1,000. With the exception of special needs students, participating students must be able to graduate with their entry-level 9th grade cohort with a diploma and not be the subject of disciplinary action resulting in an out of school suspension during the preceding 6 month period. All MCJROTC cadets must be citizens of the United States of America, or aliens lawfully admitted to the United States for permanent residence.

(15) To provide each student with, or otherwise require each student to have, coverage under an adequate health insurance policy protecting the student in case of accident or injury.

(16) To provide for the installation and all ensuing costs associated with the program's communication systems. Communication systems must be located within the instructors' offices, and are, but not limited to, telephone lines, email accounts, and internet access.

d. Contingent upon the acceptance of the application, and upon the fulfillment of all items enumerated in paragraph 2 of this chapter, the CG, TECOM and the institution mutually agree as follows:

(1) That this agreement shall become effective when the authorities of the institution have been officially notified that the Secretary of the Navy has approved the application.

(2) That the above named school is fully accredited by a state or regional accreditation agency.

(3) Personnel employed as instructors will wear the Marine Corps uniform during the school day and during all MCJROTC related co-curricular and extracurricular activities such as drill and marksmanship competitions, community service, and field trips.

(4) That the institution shall re-execute MCJROTC instructors' contracts at least annually to permit inclusion of pay changes which may have become effective since the date of the previous contract.

(5) That the Marine Corps shall have the unencumbered right to withdraw certification of retired personnel employed in the MCJROTC program.

(6) That a representative of the Marine Corps will conduct periodic inspections to evaluate the conduct of the program.

(7) That this agreement may be terminated at the completion of any school year by either party by giving at least one year's notice, or sooner by mutual agreement. If the authorities of a school desire to discontinue the MCJROTC unit, they will notify CG, TECOM in writing.

(8) That units which are in at least their third year of enrollment and do not have the 100 student statutory minimum, or 10 percent of the number of students enrolled in the institution and/or have not hired the required two instructor minimum, will be placed on probation immediately. No later than the end of that academic year, the Marine Corps shall evaluate the unit's potential to attain the minimum standards upon the opening of school in the fall. If it is likely the legal minimum standard will not be met, the Marine Corps shall encourage school authorities to concur in disestablishment of the unit at the end of the current school year. The Marine Corps will make the final determination as to the school's capability to meet the legal minimum. Where the Marine Corps' evaluation indicates that legal minimum standard will probably be met at the beginning of the fall school term, the unit may be continued. However, no later than 30 days following the beginning of the next school term the Marine Corps shall ascertain if the legal minimum standard has been met. If it has not, the school shall be officially notified of disestablishment and physical termination shall be scheduled for no later than the end of that academic year.

(9) Units can only receive one probationary status. Subsequent failure to meet Congressionally-mandated requirements may result in a recommendation to the Secretary of the Navy for unit disestablishment at the end of the school year. The Program Director may, in highly unusual circumstances such as natural disaster, waive this requirement.

(10) That the school district shall, in the event of mutual or unilateral termination of this agreement, or in the event of disestablishment as prescribed by the Commandant of the Marine Corps, return to the Marine Corps all U.S. Government owned equipment and uniform items in institutional custody in accordance with procedures and guidance in existence or provided by the Marine Corps at the time of the termination of the agreement or disestablishment of the MCJROTC units(s).

(11) That no member of or delegate to Congress, or resident commissioner shall be admitted to any share or part of this contract, or to any benefit that may arise to this contract if made with a corporation for its general benefit.

(12) That notwithstanding any agreement by the Marine Corps respecting the certification or pay of instructors, the host school and not the Marine Corps or any agency or part of the Federal Government is the employer of each MCJROTC instructor. Specifically, MCJROTC instructors are not employees of the Marine Corps or of the Federal Government within the meaning of the Federal Torts Claims Act, and nothing in this information, application or agreement, will be construed to the contrary. The host school may be liable at law for tortuous acts of MCJROTC instructors within the scope of their employment, depending on the applicable law of the jurisdiction.

3. Actions Required for Unit Activation

a. General. Certain actions must be completed prior to actual commencement of military instruction. Responsibility for these actions is divided among the TECOM and the host school. The following paragraphs list the required actions in sequence for each agency.

b. TECOM for MCJROTC Units

(1) Once sustainable resources are available to activate a unit, the Program Director will request approval for unit activation from the Secretary of the Navy via CG TECOM.

(2) Request an Individual Activity Code (IAC), Department of Defense Activity Address Code (DODAAC), and Unit Identification Code (UIC) from the appropriate agency. Requisition the clothing, supplies and equipment required for initial establishment of the unit in accordance with the current Table of Equipment (T/E) found in enclosure (2).

(3) Allocate funds in support of MCJROTC unit fiscal and logistical requirements.

c. School

(1) Make available to the MCJROTC unit all facilities as identified on the MCJROTC Unit Application that was submitted to CG, TECOM (C 46JR) by the school district. If previously identified facilities are no longer available, the replacement with other like facilities is subject to the approval of the Regional Director.

(2) Upon receipt of government property, provide appropriate insurance in an amount commensurate with the total monetary value as ascertained by the MCJROTC Regional Director.

(3) Appoint a Military Property Custodian (MPC) as the individual responsible for the requisitioning, receipt, storage, maintenance, issue, and disposal of clothing, supplies and equipment assigned to the MCJROTC unit.

(4) Offer Leadership Education classes in the school's course catalog.

d. MCJROTC Regional Director

(1) Establish close and continuous liaison with school officials and other Marine Corps activities as required.

(2) Assist the school district with locating certified instructors.

(3) Conduct an annual inspection/visit of the unit to ensure that the highest standards of instruction and administration are being maintained. Provide timely assistance and corrective action as required. Prior to the annual inspection, a unit in its first year of operation will receive an assist visit to ensure the successful launch of the program.

4. Probation Status and disestablishment

a. When the Program Director determines that a unit does not meet the standards specified in Public Law and DOD and Marine Corps directives (other than for enrollment), school authorities concerned shall be notified that the unit has been placed on probationary status. The Secretary of the Navy may disestablish the unit effective at the conclusion of the probationary period if the reason for the probationary status has not been resolved.

b. Units in the third year of enrollment that do not have the statutory minimum of the number of students enrolled shall be placed on probation. No later than the end of the school year, the Regional Director shall evaluate potential to attain the minimum enrollment on the fall opening of school.

If it is probable that the enrollment minimum will not be met, school authorities will be encouraged to concur in disestablishment of the unit at the end of that current school year. The Regional Director shall make the initial determination on the school's capability to meet the enrollment minimum. When the Regional Director evaluation indicates that minimum enrollment probably will be met at the beginning of the fall school term, the unit may be continued. No later than 90 days following the beginning of the next school term, the Regional Director shall determine whether the enrollment minimum has been met. If it has not, the school shall be officially notified of unit disestablishment, and physical termination shall be scheduled for no later than the end of that school year. The Program Director may authorize extensions of probation periods in special circumstances.

c. MCJROTC units that do not have two instructors (SMI and MI) as required by reference (b) will be placed on probation. It is recognized that occasionally some instructor vacancies may be difficult to fill and as such, each instance must be evaluated on its merits. However, school districts are expected to make every effort to recruit instructor staff. Indications of this effort may be advertising, salary inducements above the minimum pay scale, or other inducements such as bonuses or payment of relocation expenses. Absence of indications of effort on the part of the school district will result in a recommendation to the Secretary of the Navy for unit disestablishment.

# Chapter 3

## Organization

1. General

a. Established under the provisions of reference (b), the Secretary of the Navy is responsible for the MCJROTC program. This command responsibility has been delegated through the CMC and CG, MCCDC to the CG, TECOM.

b. This command responsibility is further codified in Section 2032 of reference (b) titled "Responsibility of the Secretaries of the military departments to maximize enrollment and enhance efficiency."

c. Thus, in adhering to the above "efficiency clause", every echelon of the program structure must consistently strive for continuous process improvement and operational efficiency. In this context and to leverage economies of scale, program organization is based upon centralization of common and recurring administrative and logistic functions, and decentralization of operations. In addition, this clause requires particular attention to the provisions of reference (b) that establish mandatory unit strength and instructor requirements, and specific actions that must be executed should these requirements not be met.

2. Training and Education Command (C 46JR)

a. Compliance Section. Monitors unit compliance in accordance with the Commanding General's Inspection Program (CGIP).

b. Instructor Management/Curriculum Section. Provides instructor certification, recertification, and decertification processes. Coordinates instructor placement and hiring. Develops and standardizes curriculum and supporting materials. Acts as primary liaison to federal, professional education and accreditation agencies. Coordinates information technology.

c. Operations Section. Supervises unit establishment and disestablishment, unit probation actions, annual training and competition events, and execution of the POI.

d. Logistics Section. Provides purchasing and contracting services, supply support, and oversees the accountability of unit property.

e. Budget and Finance Section. Develops the Program Objective Memoranda (POM). Creates annual budget submissions and annual phase plans, and monitors program spending. Provides pay, orders, and travel support.

3. Regional Directors. Regional Directors are directly responsible to the Program Director for the efficient operations of units located within a particular geographic region. Specifically, Regional Directors:

a. Plan and oversee operations of MCJROTC units located in the region.

b. Serve as primary liaison with state legislatures, agencies and professional organizations for the program.

c. Under the supervision of the Program Compliance Officer, develop an annual inspection plan to ensure that the highest standards of administration and operations are being maintained. Ascertains operational trends and recommends corrective action, if required. Conducts inspections of all units within the region and conducts annual inspections of units that are in an evaluation or probation status. Supervises compliance and receives the MCJROTC Self-Evaluation Form from units not scheduled for inspection,

evaluates by endorsement contents for compliance with program requirements and standards, and forwards same to HQ TECOM no later than 1 May of each year.

d. Monitor the overall effectiveness of the annual operational and training objectives in conjunction with current directives, to include planned and projected cadet enrollment, SMI and MI attrition, new unit requirements, and disestablishment actions within the region.

e. Assist school district supervisory personnel in the development and implementation of strategies supporting program success.

f. Recommend assignment of probationary status or disestablishment of units that do not comply with minimum program requirements and standards.

g. Actively search for prospective host schools within the region. When directed, visit prospective host schools and, using MCJROTC-provided evaluation factors, recommend whether sites should be considered as host schools. Submit Site Visit Assessment reports.

h. Assist in the search for and hiring of instructors. Ensure copies of the following forms are filed with Budget and Finance Section (C 46JR TECOM) for each instructor: DD 2767 - Instructor Annual Certification of Pay and Data Form and DD 2754 - Instructor Pay Certification Worksheet for Entitlement Computation. Both forms may be obtained on the Official DOD Website for DOD issuances at http://www.dtic.mil/whs/directives/index.html.

i. Provide program information to prospective instructor candidates on the nature of instructor duties.

j. Advise and assist new instructors concerning all facets of activating/operating a unit. Ensure provisioning of necessary start-up and follow on administrative and logistical support (e.g., textbooks, instructional materials and equipment, uniforms, instructor indoctrination), and all other resources required for unit activation. Conduct an initial visit with new instructors within 60 days of their employment and ensures that all new instructors attend the Instructor Certification Course at Quantico, Virginia.

k. Ensure that any Marine Corps retirement seminars and Transition Assistance Programs (TAP) brief within the region are provided materials and are presenting the "MCJROTC as a Second Career" brief.

l. Conduct investigations concerning alleged instructor misconduct when directed by CG, TECOM.

m. Responsible for the security of unit level government property should the unit MPC not be available for a period in excess of 30 days.

n. Serve as primary program liaison with ROTC units within the region for the conduct of JROTC training and operations. Optimize cooperative efforts of both programs.

o. Plan and conduct annual region-wide competitive field meets and/or comprehensive extracurricular competitive events among region units including, but not limited to, drill/athletic/academic meets, marksmanship, and orienteering (land navigation).

p. Plan and execute summer activities of units within the region, including Cadet Leadership Course (CLC) and Senior Leadership Course (SLC), ensuring compliance with applicable standards and regulations.

q. Monitor CLC dates and locations and ensure approved funding before events are authorized to proceed. Ensure that provisions of Letter of Instruction (LOI) are approved by TECOM (C 46JR) prior to execution.

r. Coordinate location, dates, approve schedule of events and LOIs for SLCs. Coordinate the funding for conduct of the course.

s. Advise the Instructor Management Section (C 46JR TECOM) in writing or by electronic mail, within 5 working days of being notified that an instructor position has or will become vacant.

t. Provide for consideration by the Program Director an endorsement of performance evaluation of all instructor personnel in the region utilizing NAVMC Form 10942, Individual MCJROTC Instructor Evaluation Form. The evaluation shall be thorough and shall be conducted annually and at such other times as situations warrant. Recommend for decertification instructors whose performance is unsatisfactory or where a preponderance of credible evidence indicates that the instructor's conduct is prejudicial to the goals and objectives of the program.

u. Ensure instructors provide height/weight and other measurements per current program height/weight standards. If an instructor is out of compliance with these standards, documents this on the evaluation form and coordinate with supervisor of Instructor Management for follow-on action in accordance with applicable Marine Corps orders.

v. Submit recommendations regarding changes to program instructions, as well as proposals to enhance instruction and training.

w. Provide unit award recommendations for units in accordance with this Order.

4. Unit Military Staff

a. The leadership education staff of an MCJROTC unit will be comprised of retired Marine Corps officers and SNCO's in receipt of retired/retainer pay employed by the school. They must be selected by the school from a list of applicants certified as MCJROTC instructors by CG, TECOM (C 46JR). The Senior Marine employed by the school will be designated as the Head of the Leadership Education Department. Each unit will be required to maintain a minimum staffing of one SMI and one MI.

b. Section 570 of reference (f) requires that, in order for a retired or noncommissioned officer to be employed as a JROTC instructor, the officer must be certified by the Secretary concerned as a qualified instructor in leadership, wellness and fitness, civics, and other courses related to the content of the JROTC program. It further requires SMIs to be retired officers and serve as instructional leaders who oversee the program. This language, within the context of reference (g) stipulates that Officers and Non-commissioned Officers certified by the CG, TECOM are to be considered "highly qualified" for the purposes of federal law.

c. Members of the leadership education staff are employees of the school and are responsible to school authorities for the conduct of the program. However, for purposes of military oversight of program execution, instructors fall under the operational control of the Regional Director.

d. Instructors are required to maintain traditional Marine Corps standards of decorum and personal appearance. Particular attention is directed to the maintenance of proper uniform, haircut, and to height and weight standards as prescribed by current regulations. Failure to adhere to the standards as required will result in the initiation of probation or decertification action.

e. Personnel employed as instructors will wear the Marine Corps uniform during the school day and during all MCJROTC related co curricular and extracurricular activities such as drill and marksmanship competitions, community service, and field trips. When participating in activities with other MCJROTC units, instructors will all be in the same uniform.

5. Student Organization

a. With the exception of the first two years of operation, minimum enrollment in the high school's MCJROTC unit throughout the school year must be 100 cadets or 10 percent of the total school enrollment, whichever is less. All students enrolled in the school will be counted in the population regardless of academic track or scheduling restrictions. MCJROTC courses should be offered to students from each of the grades within that high school.

b. The actual method of military organization is at the discretion of the SMI. However, reasonable tables of organization must be maintained to avoid excessive grade distribution. Two types of military organizations which may be considered are:

(1) Battalion Level. Recommended for units with a cadet strength of more than 150. The battalion should be divided into three companies.

(2) Company Level. Recommended for units with a cadet strength of less than 150.

c. Assignment of key leadership positions should rotate periodically in order to expose the maximum number of cadets to leadership experiences.

6. Student Eligibility

a. In order to participate in MCJROTC, students must:

(1) Be enrolled in and attending a regular course of instruction in a high school where a MCJROTC unit is located. Students may not attend one high school and participate in the MCJROTC program of another high school.

(2) Meet health and physical standards. The Marine Youth Physical Fitness Program as outlined in MCO 6100.11 shall be conducted throughout the school year. Furthermore, a Youth Physical Fitness Test (YPFT) administered twice each school year. Cadets must have current school physical evaluations on file in the school's main office, and preferable a copy maintained in the JROTC office when permissible, certifying that they are physically fit for participation in the program.

(3) Be in a grade above the eighth grade.

(4) Be citizens or nationals of the United States, or aliens lawfully admitted to the United States for permanent residence.

b. Under the secondary school's enrollment policy and when desired by the principal of the host school, students who are ineligible for membership as regular MCJROTC students, as stipulated above, may enroll as MCJROTC students if so stipulated in the student's Individual Education Plan (IEP) or 504 assignment. They may participate in school approved MCJROTC activities, be called cadets, wear the uniform, participate as cadet officers, and go on field trips. In addition, these students must meet all other criteria for enrollment in the MCJROTC program. The school, at no cost to the government, will provide any special equipment or additional instructors required to instruct, assist, and accommodate these MCJROTC cadets. The SMI and the principal, so as not to place an undue workload on the MCJROTC program or its instructors, and to ensure the safety of the students, shall mutually agree

upon a maximum number and suitability of students placed in the JROTC program. Students enrolled under these criteria will be counted towards minimum required to maintain a JROTC unit.

c. Students must be enrolled in a MCJROTC class in order to participate in MCJROTC activities such as drill and marksmanship teams. Students enrolled in schools that operate under a 4 x 4 block schedule may be granted one academic year of eligibility to participate in MCJROTC activities for every successful completion of a MCJROTC course as prescribed by the CG, TECOM (C 46JR). For example, if a student completes LE I thru LE IV in their freshman and sophomore years of high school, that student would be eligible to participate in MCJROTC activities for a total of four academic years. If a student is dropped from the MCJROTC class at any time, that student is considered ineligible to participate in MCJROTC activities for the remainder of that grading period.

d. It is possible that there may be otherwise ineligible students enrolled at secondary schools where MCJROTC participation is mandatory. An example is a student who is temporarily not physically qualified. In this instance, the student may be permitted to participate in the MCJROTC program on an associate basis, with no expense to the Federal Government for such participation.

e. Students may transfer from Army, Navy, or Air Force Junior ROTC units and receive full credit for training accomplished. These cadets are authorized to wear MCJROTC awards that specifically parallel previously awarded awards from the other service JROTC unit. However, other service awards that do not specifically parallel MCJROTC awards are not authorized for wear.

7. Discipline. Corrective measures for MCJROTC cadet disciplinary problems should be taken by the military staff as dictated by the school's disciplinary policy. Such action does not include administration of corporal punishment. Under no circumstances will instructors administer corporal punishment. Corporal punishment includes requiring cadets to perform excessive physical acts (i.e., pushups, sit-ups, running, etc.). Sound judgment must be used at all times when disciplining cadets.

8. Promotions

a. Qualification for promotion is defined as the manifestation of those personal and professional attributes necessary to perform the leadership functions and duties, and the ability to assume the responsibilities of the next higher grade at an acceptable level.

b. Promotions provide the incentive through which the SMI helps to develop leadership traits among the MCJROTC students. Promotions increase morale, intensify a respect for constituted authority, and enable the cadet to understand that with authority comes responsibility.

c. Cadet promotion warrants, NAVMCs 10784 and 10785, may be obtained from the Marine Corps Electronic Forms website at https://navalforms.daps.dla.mil/web/public/home.

d. Promotions should be effected through ceremonial event. The wide-spread announcement of promotions is an effective tool for boosting morale and creating a spirit of competition.

e. Grade structure should be based on the organization of the unit. For example: Grade structure within battalion should reflect a "Cadet Lieutenant Colonel", "Cadet Sergeant", etc.

9. Leadership Education Completion Certificate. A NAVMC 184 MCJROTC Leadership Education Competition Certificate will be issued by the SMI to each cadet upon completion, transfer, or termination of instruction. Certificates will indicate the course and number of years, or portion thereof, satisfactorily completed. NAVMC 184 may be obtained on the Marine Corps electronic forms website at https://navalforms.daps.dla.mil/web/public/home.

10. Student Benefits

a. A student presenting evidence of successful completion of at least two academic years of JROTC under any Military Department is entitled to advance promotion to the grade of no less than E-2 on initial enlistment in an active or reserve component of the military. Evidence of successful completion includes, but may not be limited to, school transcripts or the MCJROTC Leadership Education Certificate. At their discretion, the Military Departments may award the grade of E-3 for successful completion of three academic years of JROTC.

b. Upon enrollment in a college offering the Senior ROTC course, the cadet who has completed the three-year Junior ROTC course of instruction may be entitled to one year of basic Senior ROTC by the college concerned.

c. Upon acceptance to a four-year college or university, the cadet who has successfully completed the Junior ROTC course of instruction may apply for the Marine Corps Platoon Leaders Course (PLC) program during the summer prior to the freshman year.

11. Disenrollment. The SMI may disenroll a cadet from the MCJROTC unit with the approval of the principal of the school, for any of the following reasons:

a. Failure to maintain standards for enrollment.

b. Lack of aptitude, indifference to training, disciplinary infractions, or undesirable traits of character.

c. Disenrollment from school.

d. Request of the individual cadet.

e. Because of the rigors associated with the physical training aspects of the program, a pregnant cadet will be treated as if on "light duty" for the duration of the pregnancy, and for six months thereafter. If, in the opinion of the SMI and the principal, the cadet would suffer undue hardship by remaining in the unit, then disenrollment is authorized.

f. Found guilty of a misdemeanor or felony.

# Chapter 4

## Administration

1. General. Units will be guided in the performance of their administrative duties by this Order and amplifying MCJROTC Desktop Procedures. The MCJROTC Desktop Procedures may be viewed on the MCJROTC website.

2. Directives System. Directives are Navy and Marine Corps orders and bulletins. Currently as Marine Corps orders are published or revised, they are only available by electronic means, on the USMC web site or on the Marine Corps Administrative Publications and Forms Electronic Library (MCPEL) CD, distributed quarterly. Directives no longer need to be maintained and filed in binders. However, all instructors must know how to access orders on the website and how to use the MCPEL CD. It is advisable to download and print those directives that are used on a frequent basis.

3. Publications

a. Publications are printed materials other than directives, such as historical booklets, doctrinal or technical manuals, and posters. The Catalog of Publications (NAVMC 2761) lists, by Short Title and Publication Control Number (PCN), all current publications on a quarterly basis. The Catalog of Publications may be viewed online at http://www.usmc.mil, or on the Marine Corps Administrative Publications and Forms Electronic Library (MCPEL) CD-ROM released quarterly. Each MCJROTC unit should be on distribution for and receiving the NAVMC 2761 and the MCPEL quarterly.

b. Units will maintain copies of the following:

(1) Marine Corps Uniform Regulations

(2) Marine Corps Drill Manual

(3) Marine Corps Flag Manual

(4) MCJROTC SOP

(5) MCJROTC Instructor Handbook

(6) Policy Memorandums

(7) MPC Appointment Letter

(8) MPC Bonding Letter

(9) MCJROTC Automated Inspection Reporting System (AIRS) Checklist

4. Forms. All blank stocked forms indicated by (*) are available from the Naval Forms On-Line website at https://navalforms.daps.dla.mil. Blank forms designated with "EF" are available in the Marine Corps Electronic Forms System (MCEFS) at https://navalforms.daps.dla.mil/web/public/home.

5. Instructor Management

a. Certification of SMIs/MIs

(1) Interested applicants must be certified by the CG, TECOM before being considered for employment as an SMI or MI in the MCJROTC program. All instructors are certified by a board convened by the CG, TECOM. Applications may be submitted by active duty personnel not earlier than 1 year prior to the effective date of retirement or retired Marines up to three years after their end of active service (EAS).

(a) Senior Marine Instructor (SMI) Requirements

1. Officer or warrant officer with at least 20 years of active duty and eligible to receive retirement pay upon release from active duty.

2. Bachelor's degree.

3. Physically qualified according to Marine Corps standards.

(b) Marine Instructor (MI) Requirements

1. Warrant officers without a bachelor's degree or SNCO with at least 20 years of active duty and eligible to receive retirement pay upon release from active duty.

2. Retired, or transferred to the Fleet Marine Corps Reserve (FMCR), as a SNCO with at least 20 years active service and eligible for either retirement pay or retainer pay upon EAS.

3. High school graduate. (Note: MIs must complete an associates degree within 5 years of initial employment.)

4. Minimum General Technical (GT) score of 100 on the Armed Services Vocational Aptitude Battery (ASVAB).

5. Physically qualified according to Marine Corps standards.

(2) Although all instructors hired must be approved and certified by CG, TECOM, final decision on employment rests with the local school board or its authorized representatives.

(3) Marines desiring to be certified as MCJROTC instructors should submit applications to:

Commanding General
Training and Education Command (C 46JR)
MCCDC
1019 Elliot Road
Quantico, VA 22134-5001

(4) Certified MCJROTC instructors are eligible to apply for certification as Naval JROTC instructors via:

Commander Naval Service Training Command
Naval Junior Reserve Officers' Training Corps
250 Dallas Street Suite A
Pensacola, FL 32508-5268
Attn: Instructor

Marine Corps Uniform Regulations and the stipulations contained in CG, TECOM certification authorizing wear of the Marine Corps uniform in the workplace require Marines working as NJROTC instructors to maintain directed height, weight and grooming standards, and a current MCJROTC certification in addition to NJROTC requirements.

(5) Instructors gaining employment with either a NJROTC unit or MCJROTC unit must attend the Instructor Certification Course for the perspective service within one year of initial employment, or prior to the expiration of their initial interim certification.

b. Recertification of SMIs/MIs

(1) All certified instructors must apply for recertification in accordance with the guidelines contained in their certification letter, to include those instructors currently working with NJROTC units. Applications for recertification must be submitted to the CG, TECOM no earlier than 3 months nor no later than 1 month from the expiration date of current certification. Instructors who allow their certification to expire risk having their recertification disapproved.

(2) Applications for recertification will include, at a minimum, the following materials:

(a) A photograph taken within 3 months of the expiration date of the current certification using the following guidelines:

(b) Male officer and enlisted personnel will wear the service "C" uniform without cover. All authorized ribbons and devices will be worn in accordance with the Marine Corps Uniform Regulations.

(c) Female officer and enlisted personnel will wear the service "C" uniform with the poly/wool green skirt. No cover shall be worn. All authorized ribbons and devices will be worn in accordance with the Marine Corps Uniform Regulations.

(d) The wearing of an inconspicuous wrist watch and/or ring(s) is authorized. Eyeglasses, when worn, will be conservative in appearance. The wearing of earrings by female Marines is at the individual's option per current uniform regulations.

(e) The photograph specifications should consist of a picture 3" in width x 5" in length or Polaroid-type picture, three-quarter view, displaying the standing individual in the prescribed uniform, with left shoulder forward, and taken against a light-colored background. Arrange lighting to avoid background shadows and attempt to produce a gray or white background in the final photo.

(f) A title board containing the instructor's last name, first and middle initial(s), name suffix, grade, primary military occupational specialty (PMOS), last 4 of SSN, height in inches, weight in pounds, and date the photograph was taken (YYMMDD sequence) will be placed at or near the individual's feet so that it is legible in the photograph. The identifying data must be clearly readable in the finished print as shown in the example on the following page:

MARINE IM
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XXX XX 6789
72 165
060925

(g) The photograph should be mounted on 8.5 X 11 inch sheet of white bond paper, containing the following information underneath the photograph: high school name and work telephone number.

(h) A medical evaluation indicating the instructor's height, weight, and body fat measurements/percentages (if necessary) and a determination of whether or not the instructor is in a general state of good health. This medical evaluation must be conducted by a licensed medical doctor.

(3) A listing of all continuing education completed during the current certification tenure. This list should include, but is not limited to, "in school service" hours, undergraduate and graduate credit hours earned, and education required by the local and state education agencies. At a minimum, instructors must provide evidence of completion of courses in classroom management, learning theory, education psychology, and secondary methods or equivalent, and computer literacy training.

(4) If required, evidence of the pursuit of an associates degree from an accredited college.

(5) Letter from the principal endorsing the recertification of the instructor.

(6) Only instructors holding billets in the program qualify for recertification.

c. Decertification of SMIs/MIs

(1) Instructor certification may be withdrawn at the discretion of CG, TECOM if revocation of the certification is in the best interest of the Marine Corps. However, every effort will be made to ensure due process in any decertification action ensuring the instructor involved is granted timely, free and open access to all information considered by the CG, TECOM in the decision.

(2) Instructors who fail to meet Marine Corps height/weight or grooming standards will be notified and offered the opportunity to participate in a weight control program as stated in current regulations. Instructors who refuse to participate in the program or fail achieve satisfactory progress towards meeting required standards may be decertified.

(3) Instructors facing possible decertification will be notified of the pending action, given the opportunity to review all information presented against them, and permitted to prepare a statement for consideration by the CG, TECOM prior to the decision.

(4) In some situations, CG, TECOM may decide that immediate removal of the instructor from contact with students is prudent pending either local or military investigations. In these instances, instructors will be issued a letter of rescission temporarily removing the instructor from the day-to-day activities of the unit. This administrative action is meant to be non-punitive in nature and will not affect the contractual financial arrangement between the school district and the Marine Corps.

d. Recruitment of Instructors. The Instructor Management Section (C 46JR) will plan and manage the recruitment, and assist in the assignment and hiring of instructors. Encompassed in this requirement are:

(1) Develop and implement a national instructor advertising campaign.

(2) Coordinate MCJROTC presentations at TAP classes held at major Marine Corps installations.

(3) Facilitate the communication between Instructors seeking employment and school districts with instructor vacancies.

(4) Ensure instructor vacancies are accurately reflected on the MCJROTC website.

6. Unit Administration

a. Cadet Records

(1) Instructors are required to maintain Individual Training Records/Folders for each cadet. These files shall be maintained per reference (h) SSIC 1533.4. Individual training Records will be reviewed during the unit's annual CGIP.

(2) The following information for each cadet will be maintained by the unit:

(a) Cadet activities (drill team, color guards, etc…).

(b) Cadet awards (Legion of Valor, Longevity/Fidelity Award).

(c) Cadet community service hours performed (i.e., 100 hours at the food bank on 05 Oct 2006).

(d) Cadet competitions (air rifle postal match, drill meets).

(e) Cadet contact information.

(f) YPFT results (score in each event and total score).

(g) Marksmanship qualification and competition scores.

(h) Cadet participation history.

(i) Records of promotions/reductions.

(j) NAVMCs 10939A (EF) and 10939B (EF) - JROTC Memorandum Receipt for Uniform Issue.

(k) Cadet training (grades, tests).

b. Files and Correspondence

(1) Each MCJROTC unit will maintain correspondence files for a period of three years. These files will be opened each year on 1 August and closed on the following 31 July.

(2) Instructions for writing quality, correspondence formats, and paperwork management are contained in the Department of the Navy Correspondence Manual, SECNAVINST 5216.5D. All correspondence will be typewritten.

c. Personnel Reports

(1) General. As enrollment increases in the MCJROTC units, budget planning becomes more complex. As federal budgets are increasingly scrutinized, accurately reporting cadet enrollment becomes increasingly paramount. Current and estimated future unit enrollment for each unit must be readily available for CG, TECOM (C 46JR).

(2) MCJROTC Unit/School Strength Report. SMIs will submit a NAVMC 10943 (EF) - MCJROTC Unit/School Strength Reports to TECOM (C 46JR) with an information copy to the Regional Director TECOM NLT 10 October and 10 February of each school year. Report Control Symbol MC-1533-04A is assigned to this reporting requirement.

(a) Cadets will be categorized on the MCJROTC Unit Strength Report by actual school year classification, not LE level.

(b) Regardless of the number of class periods a cadet takes MCJROTC during the day, a cadet will only be counted once for unit enrollment.

(3) Disposition of Graduates Report. A NAVMC 11600 (EF) - Disposition of Graduates report will be submitted to TECOM (C 46JR) following graduation but NLT 30 June. Report Control Symbol MC-1533-05 is assigned to this reporting requirement.

(4) Individual MCJROTC Instructor Evaluation Summary. Utilizing a NAVMC 10942 (EF) - Individual MCJROTC Instructor Evaluation Summary an evaluation for each instructor will be submitted as follows:

(a) SMIs will annually submit a completed NAVMC 10942 - Individual MCJROTC Instructor Evaluation Summary on each MI under their cognizance to TECOM (C 46JR) via the respective school principal. MCJROTC Regional Directors will provide an endorsement of the subject reports by providing comments and personal signature in the space provided. These reports will be submitted NLT 31 July annually.

(b) School principals are requested to submit a completed NAVMC 10942 - Individual MCJROTC Instructor Evaluation Summary on SMIs to the TECOM (C 46JR) via the MCJROTC Regional Director. MCJROTC Regional Directors will provide an endorsement of the subject reports by providing comments and personal signature in the space provided. These reports will be submitted NLT 30 June annually.

(c) Evaluators are encouraged to provide written comments in the applicable section of the subject report.

(d) The signature of the instructor reported on verifies that the instructor has been afforded an opportunity to review the completed report. If the report is negative in nature, the instructor reported on must be provided an opportunity to respond in writing to the Program Director via the MCJROTC Regional Director within 15 working days of signing the report. A negative report is defined by any marking of "Below Average" or "Unsatisfactory", or "not recommended for reappointment."

d. Blank forms used in the MCJROTC program. All can be found at: https://navalforms.daps.dla.mil

(1) DD Forms

(a) 1348-6 Issue/Release/Receipt Document.

(b) 1351-2 Travel Voucher or Sub Voucher.

(c) 2767 JROTC Instructor Annual Certification of Pay and Data.

(d) 2754 JROTC Instructor Pay Certification Worksheet.

(2) NAVMC Forms

(a) 10784 Cadet Officer Certificate of Appointment.

(b) 10785 Cadet NCO Promotion Warrant.

(c) 184 Marine Corps Course Diploma.

(d) 10939A Memorandum Receipt Uniform Issue, Male.

(e) 10939B Memorandum Receipt Uniform Issue, Female.

(f) 10943 MCJROTC Unit/School Strength Report.

(g) 10942 Individual MCJROTC Instructor Evaluation Summary.

(h) 10576A Memorandum Receipt for Individual Weapon.

(i) 10854 MCJROTC Cadet Identification Card.

(j) 10935 Meritorious Mast Certificate.

e. Unit Administration. Each unit will publish written policies for the conduct and operation of its MCJROTC unit. Written policies ensure that there are no misunderstandings between the instructor, cadet, parent, and administration as to existing policies and procedures required of the cadet. If a complaint is received, it is easily resolved by referring to the appropriate written policy. They may be separate or consolidated into one document. They may be in letter, directive, or SOP/manual format. At a minimum, the following subjects will be addressed:

(1) Grading System.

(2) Promotion/Reduction System.

(3) Awards System. The criteria for the awards authorized for wear with the MCJROTC uniform are established in Chapter 7 and enclosure (3) of this Order. The unit policy will state the criteria for all other awards as established by the SMI.

(4) Cadet Behavior. The SMI will set forth regulations pertaining to cadet standards of conduct, discipline, merit/demerit, and a counseling system.

(5) Special Programs/Activities. The SMI will identify policies and procedures regarding the conduct of all special programs/activities withinthe MCJROTC program to include physical fitness, marksmanship, drill teams and color guards.

(6) Duties and Responsibilities. Many units utilize cadets in a variety of billets. From Cadet Commanding Officer to the Cadet Administrative Clerk, these duties and responsibilities shall be identified.

7. Compliance

a. General. Reference (i) establishes the Marine Corps Command Inspection Program (CIP) and delegates inspection authority to the CG, TECOM. This reference has established the Command Inspector General's (CIG) Office that will represent the CG, TECOM and will have oversight responsibilities for the inspections conducted by MCJROTC.

b. Background. Inspections reinforce the importance of readiness, evaluate critical areas essential for mission performance, ensure compliance with regulations and policy, and serve as a tool for commanders to assess their units. This ensures that the unit is promoting morale, economy, efficiency, effectiveness, and professionalism, while preventing and detecting fraud, waste, abuse, discrimination, sexual harassment, and related improprieties.

c. Execution

(1) Commander's Intent. The CGIP will be used as a means to gauge and enhance the program's readiness at all levels.

(2) Concept of Operations. The Program Director will implement, administer and provide oversight to the CGIP for the MCJROTC program.

(3) Types of Inspections. The CGIP consists of a formal or graded Commanding General's Inspection (CGI) and informal or not graded staff assist visits.

(4) Philosophy. The philosophy of the inspections conducted by the CIG will be to evaluate, train, and assist the inspected unit. As discrepancies are identified during an inspection, members of the inspected unit will be educated on the proper procedures to correct the problem area(s). The grade assigned by the inspectors will reflect those discrepancies identified upon arrival at the unit. Any discrepancy that was identified and then corrected during the conduct of the inspection will be reported to the CIG as corrected and no further evaluation will be required.

(5) Focus. The unit's mission and operational readiness shall be the focus of the inspection. All inspections whether formal or informal will:

(a) Identify root causes, particularly those beyond the capability of the inspected unit to solve.

(b) Identify trends and recommend corrective measures.

(c) Respect and uphold the commander's authority.

(d) Foster a climate of trust and confidence.

(e) Recognize excellence.

(f) Be positive and provide productive learning experiences.

(g) Accomplish a specific purpose.

(h) Involve a critical rather than a cursory examination.

(i) Complement other inspection activities and avoid duplication.

(j) Measure performance against a standard.

(k) Capture and disseminate lessons learned in writing.

(l) Be held to a minimum regarding the number, frequency, and types of inspections.

(m) Include follow-up and resolution of problems that are beyond the ability of the inspected unit to solve.

d. Inspection Checklists

(1) The HQMC Automated Inspection Reporting System (AIRS) contains the MCJROTC Inspection Checklist that is updated by HQMC functional area sponsors and maintained by the Inspector General, Marine Corps (IGMC). AIRS checklists contain those areas, at a minimum, that should be inspected in any one functional area.

(2) Regional Directors shall use AIRS MCJROTC Inspection Checklist when conducting inspections. The information contained in the AIRS checklists shall be the minimum criteria used for inspecting the functional areas listed. Regional Directors are considered functional area experts and may omit inspecting items from the AIRS checklist that are not applicable to the unit inspected. They may also add items to AIRS checklists if the additional items provide a more complete picture of the status of the inspected unit. However, no finding or discrepancy will be given to any statement added to the AIRS checklist.

(3) The AIRS MCJROTC checklist is updated regularly and are available through the IGMC Marine Corps web site at: http://hqinet001.hqmc.usmc.mil/ig/.

(4) Recommended additions and/or deletions to the inspection checklists should be staffed and coordinated with the Director, MCJROTC, TECOM CIG, and IGMC for inclusion into the AIRS updates.

(5) The IGMC AIRS MCJROTC Inspection Checklist consists of five functional areas: School District, Contractual Compliance; Administration; Logistics; Safety, Operations and Training, and Uniform and Drill.

(6) Several mission essential unit requirements are covered by contractual arrangements with the hosting school districts, such as facilities, scheduling, student density, and curriculum support. These agreements are reflected in the School District's Contractual agreements and will be inspected for compliance. Deficiencies in this area could result in immediate unit program probation.

e. Tasks

(1) Director, MCJROTC

(a) Develop, coordinate and implement inspection procedures for the MCJROTC Program.

(b) Ensure all units and inspectors understand the philosophy of inspection as stated in this Order and other pertinent directives.

(c) Receive and review Corrective Action Reports. Corrective Action Reports as found in reference (i) shall be maintained for a minimum of two years or until the next inspection cycle is complete.

(d) Ensure re-inspections are performed on any unit that previously had significant findings, received a grade of non-mission capable in one or more functional areas or has shown readiness deficiencies during the year.

(e) Provide a copy of the inspection report to the CIG.

(f) Ensure all required corrective action is completed within reporting guidelines and that Functional Area Inspector's Review Certification of Corrective Action Reports are submitted per reference (i).

(g) Develop inspection checklists using the format contained in the AIRS checklist.

(h) Conduct command climate visits as directed by the CG, TECOM.

(i) Develop an inspection schedule and a budget based on the schedule.

(j) Develop procedures to recognize superlative performers.

(2) Marine Corps Recruiting Commands(MCRCs). MCRC will provide local recruiters to augment the CGIP MCJROTC Inspection of drill and personnel inspections as available and at no cost to MCRC. Generally this support will consist of recruiters specifically dedicated to MCJROTC augmentation.

(3) MCJROTC Regional Directors

(a) Attend all pre/post-inspection meetings.

(b) Use the IGMC AIRS MCJROTC Inspection Checklists as a minimum standard when conducting inspections.

(c) Review functional area inspection checklists under your cognizance and submit recommended changes to the checklists to the Director, MCJROTC.

(d) Provide a detailed Functional Area Inspection Report to TECOM CIG and the Director, MCJROTC upon completion of the inspection per reference (i).

(e) Provide a copy of the Functional Area Inspection Report to the inspected unit, school principal, and appropriate assistant superintendent upon completion of the inspection.

(f) Maintain file copies of Inspection Reports, checklists and notes for a period of three years subsequent to the origination date.

(g) Provide concurring or non-concurring comments to the Corrective Action Report submitted by the inspected unit per reference (i).

(4) Senior Marine Instructors and Marine Instructors

(a) Complete a self inspection of the unit using the AIRS MCJROTC Inspection Checklist by the first Monday in March of the fiscal year in which the unit is not scheduled for a formal inspection. Submit the results of the self inspection to the Regional Director.

(b) Ensure prompt action is taken to correct deficiencies identified during inspections.

(c) Submit a Corrective Action Report per reference (i) to the CIG via the Regional Director by the date designated in the inspection report.

(d) Retain inspection records per reference (h).

(e) Notify the Regional Director of any inspections or audits from external agencies or higher headquarters. Forward a copy of the inspection/audit results and corrective action reports to the Director, MCJROTC.

(f) Coordinate the schedule of events on the inspection visit with the Regional Director.

(g) Prepare a short command overview to brief the inspection team. The Regional Director will advise on the content of the brief.

f. Grading System. The primary purpose of the grading system is to quantify those capabilities of the command, unit, functional area or individual being evaluated or inspected. The following grades shall be assigned:

(1) Mission Capable. The unit possesses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions; and it uses these skills, equipment, personnel, and understanding to accomplish its mission, tasks, and functions.

(2) Non-Mission Capable. The unit does not possess the requisite skills, equipment, personnel, or understanding to accomplish its assigned mission, tasks, and functions; or does not use these skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

(3) Not-Graded. This is primarily used for staff assist visits, but can also be used if only a partial inspection is conducted, or if an inspection could not be conducted on that functional area.

(4) Functional Area Grade. Each functional area will be assigned a grade of mission capable, non-mission capable or not-graded. A grade of non-mission capable in a functional area indicates the unit is not able to perform its mission in a specific functional area and suffers from gross program neglect. For MCJROTC units, receiving a grade of non-mission capable in a functional area will result in an overall unit grade of non-mission capable. Grades will not be assigned for staff assist visits.

(5) Problems noted in the inspection will be categorized as follows:

(a) Findings. One or more findings normally indicate program neglect or lack of command emphasis. Though presently able to execute its assigned mission, failure to initiate and implement immediate corrective action could render the functional area non-mission capable.

(b) Discrepancies. One or more discrepancies indicate a lack of attention to detail in some degree for the functional area program administration.

(6) Other comments or recommendations (not related to a finding or discrepancy) may also be made by the inspector to help improve the overall functional area program.

(7) Reports

(a) Unit Inspection Reports. The Regional Director shall provide a Functional Area inspector's Report per reference (i) to the inspected unit upon completion of the inspection.

(b) Corrective Action Report. The inspected unit will submit a Corrective Action Report per reference (i) to the TECOM CIG via the Regional Director by the due date stated in the Inspection Report for any findings identified in the report. The due date will normally be 30 calendar days from the date of the inspection. The Regional Director will review the Corrective Action Report and determine if the corrective action is sufficient or whether a follow-up inspection is required on any functional area that had significant

findings and/or discrepancies. Any functional area receiving a grade of non-mission capable will be re-inspected within 90 days from the original inspection completion date.

(c) Staff Assist Visit Report. The Regional Director will complete a Staff Assist Visit report upon completion of a staff assist visit. This report will be given to the inspected unit for information or corrective action, and is not considered an official accountable report. No formal Corrective Action Report is required of the inspected unit. A copy of the Staff Assist Visit Report will be maintained by both the Regional Director and the Program Director as a matter of record keeping.

8. MCJROTC Instructor Pay Guidance

a. General

(1) The MCJROTC Finance Section is responsible for providing accurate and timely pay information to the JROTC Instructor Reimbursement Office (JIRO). The Defense Finance and Accounting Service (DFAS) is the JIRO for MCJROTC instructors. Upon receiving validated pay data, DFAS will arrange for appropriate disbursement of funds to the school/school district when applicable. Amplifying instructions are contained in the MCJROTC Desktop Procedures Manual.

(2) School district personnel and MCJROTC instructors requiring information in regards to Minimum Instructor Pay (MIP) and Minimum Entitlement Pay (MEP) may contact the MCJROTC Finance Section via mail, electronic mail to mcjrotc@usmc.mil, fax, or voice mail. Do not send privacy sensitive data (Complete 9 digit Social Security Number) via the e-mail address. Use last 4 of SSN on all items unless amplifying instructions specify use of full SSN.

b. Responsibility Overview

(1) The MCJROTC Finance Section responsibilities include:

(a) Verifying correct computation & payment of MIP/MIE in accordance with volume 10, chapter 21 of reference (j).

(b) Answering questions regarding MIP (for bargaining purposes).

(c) Providing notification of MIP increases (normally January) of each year to school finance personnel.

(d) Providing MIP calculations to schools/school districts upon request or for Instructor pre-employment interviews.

(e) Reducing reimbursement paid to schools/school districts to MIE (BAH & Cola paid @ without dependent rate) when an updated DD FORM 2754 is requested but not received by this office.

(f) Processing of travel orders, advances and settlements using an automated travel system upon approval by budget technicians/Regional Directors.

(g) Initiate debt collection in accordance with Volume 10, Chapter 18 of reference (j).

(2) MCJROTC instructor responsibilities include:

(a) Completion and timely submission of required forms in connection with initial hire, changes to employment contract dates, transfer, retirement, resignation, cost of living allowance (COLA) and overseas housing

allowance (OHA) (if applicable), and Instructor Information Update forms. The senior instructor at each school is responsible for the timely submission of the various forms for instructors under their charge.

(b) Timely submission/notification of changes to marital and dependent (add/loss) status.

(c) Submitting a signed letter of intent to resign/retire.

(d) Providing notification/request for Temporary Additional Duty travel.

(e) Providing initial banking information, i.e. Electronic Funds Transfer (EFT) data and subsequent changes to EFT data.

(f) Ensuring chaperone EFT information is provided for travel of qualified chaperones.

(g) Submission of travel claims upon completion of travel.

c. Computation of Minimum Instructor Pay (MIP)

(1) Accurate computation of MIP is essential for budgeting at both the MCJROTC HQ and school district level. Its use as a salary negotiating instrument is essential to moral of the SMI, MI, and the hiring school district.

(2) Certified MIP will be calculated and provided to an individual only if the instructor/applicant has provided the necessary documentation, which includes:

(a) Name and zip code of school.

(b) A copy of member's current Retired Account Statement (RAS) obtainable at https://mypay.dfas.mil/mypay.aspx.

(c) Marital Status and number of dependents.

(d) Statement of government quarters occupancy/non-occupancy.

(3) MIP will be provided to school finance personnel if requested. The computation given to the school district will be based on known pay

d. DD Form 2754, JROTC Instructor Pay Certification Worksheet for Entitlement Computation. DD Form 2754 must be completed by each instructor and submitted with supporting documentation to the MCJROTC Finance Section upon employment at any MCJROTC unit. Instructors are required to certify dependent status and permanent duty station (school) zip code for entitlement to BAH and OHA (as applicable). Dependent information provided is subject to validation through the Defense Eligibility Enrollment Reporting System (DEERS). OHA recertification is required each year. Recertification is required upon request of the MCJROTC Finance Section, servicing JIRO, or upon a change in the instructor's employment (school) zip code or dependent status. Some examples of dependent status changes are:

(1) Marriage.

(2) Divorce.

(3) Gaining custody of dependent children previously in the custody of another person.

(4) Loss of dependent children for sole custody instructor which previously entitled payment of BAH at the Full/With Dependent rate.

(5) Addition of newborn children or other dependents (Parent/Sibling).

(6) Activation/mobilization of Reserve/Guard spouse.

(7) Occupying government/employer provided quarters.

e. DD Form 2767, JROTC Instructor Annual Certification of Pay and Data Form. The employing school/school district should submit a DD Form 2767 to the MCJROTC Finance Section for each instructor within 30 days of any employment status/condition change. MCJROTC instructors should assist in the completion and submission of this form NLT 15 May of each year in order to ensure proper reimbursement of funds to the school/school district. Amplifying instructions can be found in paragraph 2001 of this Order.

9. Travel Guidance for MCJROTC Instructors and Authorized Chaperones

a. General. MCJROTC Finance Section will be the single source point of contact for any non-contracted travel arrangements, orders, advances, and claim settlement for both MCJROTC instructors and chaperones. An automated travel system will be utilized for travel operations. The sole payment method will be via EFT. Instructors and chaperones must have a checking/savings bank account for an authorized travel advance and/or claim settlement payment. There will be no exception to this policy.

b. Funding. Instructor temporary active duty (TAD) travel requests will be funded from the MCJROTC unit operation and maintenance (O&M) fund given to the unit at the start of each school year. The only exception to funding is for travel in connection with national marksmanship matches. Instructors may request funding for regional events, however funding may not be available and instructors should plan on fund raising activities for these types of events.

c. Establishing an Automated Travel System Profile

(1) MCJROTC instructors must complete and submit to the MCJROTC Finance Section a Travel System Request for Information Form found in enclosure (4) 30 days prior to their initial anticipated travel event. The form will be used to establish a traveler profile. Profile establishment is a one time event, but must be maintained as changes occur to the instructor's EFT account information or address/contact information.

(2) Profile establishment also applies to authorized traveling chaperones and should be completed during the 30 day period of need/intent to travel notification. The MCJROTC instructor should assist the chaperone in the timely completion and submission of the Travel System Request for Information Form. Amplifying instructions can be found in the MCJROTC Desktop Procedures Manual.

d. Need/Intent to Travel Notification

(1) Instructors will notify the MCJROTC Finance Section of the need/intent to travel 30 days prior to a scheduled event. Notification will be via submission of an MCJROTC Travel Request Form. Amplifying instructions can be found in the MCJROTC Desktop Procedures Manual.

(2) It is understood that unforeseen circumstances may arise. Therefore, actual approval for travel by school officials may be granted in as

little as 15 days. However, informing this headquarters in advance of the intent to travel will allow determination of cost estimates, establishment of instructor/chaperone profiles, and determination of sufficient funds in the unit's O&M budget to cover anticipated travel expenses. Furnish as much information as possible on all travel request form in order to achieve the highest level of support. All instructor and chaperone travel will be conducted in accordance with current regulations.

(3) All non-contracted travel arrangements, orders, advances, and claim settlements will be accomplished through the MCJROTC Finance Section utilizing automated travel system.

(4) Items contracted for under a separate agreement, such as hotel/motel, transportation, subsistence and other items, will be handled by the MCJROTC Logistics section.

e. Travel Advances

(1) Invitational Travel Authorizations/Orders (ITAs/ITOs) will be prepared by this office using automated travel system. Advances will be based upon the provided information in regards to identifiable expenses, and only when requested on the travel request form. When a travel advance is requested, 80% of per diem and 100% of lodging costs will be disbursed 3 days prior to the beginning of the actual travel. Advances will not be given for contracted identifiable items. Monies will be sent to the EFT account provided on the travel system request for information form.

(2) Requesting an advance of government funds automatically obligates the recipient of those funds to the following conditions: If the travel for which the advance was made is cancelled, the traveler must immediately notify the MCJROTC Finance Section and arrange for immediate restitution of government funds received. If the actual travel duration is shorter than originally anticipated, repayment of unearned portions of per diem and lodging may be required.

f. Travel Orders. Travel orders will be provided to individuals in electronic format utilizing the email address provided on the Travel System Request for Information Form.

g. Filing a Travel Claim for Settlement

(1) Upon completion of travel to designated temporary duty (TDY) locations and within 3 working days, instructors and chaperones must submit a completed DD Form 1351-2 (travel voucher or subvoucher) with receipts for lodging, rental car, and miscellaneous reimbursable expenses, i.e. gasoline for rental car, airport parking, hotel taxes, etc. DD Form 1351-2 may be obtained on the Official Department of Defense Website for DOD issuances at http://www.dtic.mil/whs/directives/index.html.

(2) The MCJROTC Finance Section will utilize automated travel system and act on behalf of each traveler, filing an electronic voucher for TAD claim settlement. If a traveler has money due, payment will be made via EFT to the account listed on the traveler's Travel System Request for Information Form. If a traveler has been overpaid, the MCJROTC Finance Section will contact the individual and arrange for restitution of government funds.

# Chapter 5

## Operations and Training

1. General. The mission and objectives of the MCJROTC program are presented in chapter 1 of this Order. Cadet objectives, curriculum policy, and supporting course materials are incorporated in Leadership Education courses I, II, III and IV. The complete course of instruction comprises four academic years of high school. The fourth year of instruction may also consist entirely of practical application leadership training where the fourth-year cadets are assigned to billets requiring the application of those leadership principles and skills learned during the first three years of the program.

2. Purpose. The purpose of MCJROTC curricular and complementing co-curricular training is to present classes and activities to the cadet that are of such a nature as to be of immediate value. All training will be consistent with the objectives of the program as outlined in this Order and other applicable directives. The thrust of classes and activities should develop the leadership abilities of each cadet so they become better citizens regardless of the student's desired career path. In this context, instructors are encouraged to craft, in cooperation with their educational colleagues and site administrators, instruction that is pertinent and responsive to the specific educational challenges confronting their cadets.

3. Methods of Instruction. Instruction will be carefully prepared and presented in an understandable, interesting, and enthusiastic manner. When feasible, instruction will involve cooperative learning, followed by discussion/critique periods which require cadet participation. The use of cadets as instructor aides is strongly encouraged as a method of ensuring cadet leadership development. Maximum use of information technology, frequent use of reading and writing assignments, assignments that require critical thinking and abstract thought, and full integration with the broader curriculum are requisite to successful implementation of the Program of Instruction (POI).

4. Funding. Appropriated funds may be used to support MCJROTC units in competitions and training that directly support execution of the POI in accordance with government travel regulations. Funding may be used to cover the costs of:

a. Commercial transportation.

b. Travel and per diem for civilian chaperones in accordance with reference (k).

c. Travel and per diem for SMIs/MIs in accordance with reference (k).

d. Commercial lodging.

e. Entry fees.

f. Curriculum related tours at historical or cultural sites.

5. Course Materials. All course materials used to support Leadership Education courses are provided by TECOM (C 46JR). Instructors may use appropriate field manuals, technical manuals, and other publications approved by TECOM (C 46JR), other DOD agencies, or the school district to augment presentations as appropriate. Supporting course materials not provided by TECOM (especially visual media) should be approved by the site administrator prior to use.

6. Records

a. SMIs will ensure that Leadership Education course materials are kept current and that any changes are incorporated immediately. Maintenance of course materials is necessary for the information and guidance of newly detailed instructors and serves to promote stability in the program. The instructors are responsible for recommending text changes to TECOM (C 46JR) via the MCJROTC Regional Director.

b. A training record will be maintained on each cadet for information that is not otherwise maintained in required school records. Refer to paragraph 4004 of this Manual for cadet records requirements.

c. An annual training plan, often referred to as a pacing guide, will be prepared showing classes scheduled and training to be conducted in order to meet the minimum 180 class hours of instruction. Weekly training schedules will be published and posted in the classroom to allow cadets to prepare for upcoming instruction.

d. Each POI listed on the training schedule should have an associated lesson plan on file. The lesson plans, provided with the Leadership Education curriculum, should contain changes to reflect any modifications made by the unit. Additional information, alternate student handouts, or other deviations from the basic curriculum should be reflected in the lesson plan file.

7. Concept of MCJROTC Curriculum

a. Leadership Education is the name given to the MCJROTC curriculum because it is based upon the tenets of Marine Corps leadership to teach and develop a sense of responsibility, loyalty, discipline and character in the cadets. Throughout the four years of the program, the Leadership Education curriculum in presented by way of five different categories of instruction. Those categories are:

(1) Leadership.

(2) Citizenship.

(3) Personal growth and responsibility.

(4) Public Service and Career Exploration.

(5) General military subjects.

b. In addition, the cadets are provided an excellent opportunity to develop certain positive attitudes, values, and leadership qualities from the leadership example provided by the Marine instructors. Each competency taught in the curriculum has been mapped to National Education Standards as defined by a committee representing ten national and education organizations.

c. Program Levels LE-1, LE-2, LE-3, LE-4. Cadets in the MCJROTC program will participate in a Leadership Education level as dictated by the number of years in the program the cadet has completed. Naturally, LE-1 is for those students entering the program for the first time, while LE-4 is for the cadet who has successfully completed LE-I through LE-3.

(1) Leadership Education I (LE-I). The first year of the program provides cadets with an introduction to both leadership and citizenship. The first year also gives the new cadets exposure to personal growth and responsibility and establishes a foundation of military structure and tradition.

(2) Leadership Education II (LE-II). The second year continues the leadership and citizenship classes of LE-I. During LE-II the students receive instruction in general military subjects with more structure and tradition than in LE-I, as well as the introduction of civilian marksmanship and land navigation training with map and compass. This year also provides additional learning experiences in personal growth and responsibility, as well as citizenship.

(3) Leadership Training III (LE-III). In LE-III, cadets will begin to apply their leadership training as they assume positions of increased authority and responsibility within the program. In this year detailed instruction on personal finances is presented, as well as other preparation for life beyond high school.

(4) Leadership Training IV (LE-IV). Senior cadets will conduct formations and inspections, as well as supervise certain training events with younger cadets. LE-4 cadets continue to be challenged academically with requirements for research projects, independent studies and progress reports.

d. Leadership Education Categories. All four years of Leadership Education contain academic hours from all of the five categories of instruction. Instruction is also provided from a small list of core classes that require many hours of practical application and reinforcement.

(1) Leadership. Leadership classes are intended to instill within the cadet a sense of responsibility and confidence in the supervision of others. The objectives, basic traits and principles of leadership are taught in the classroom early in the curriculum. These same building blocks of leadership are amplified and demonstrated by staff and cadets throughout the remainder of the program.

(2) Citizenship. Citizenship classes teach the cadet to understand and appreciate the history of our nation and the privileges of citizenship. Instruction emphasizes the importance of citizen involvement in the many opportunities offered by our democratic way of life. This category also explains how our government functions, as well as the role of the armed forces in serving and protecting the freedoms we enjoy.

(3) Personal Growth and Responsibility. Physical fitness, health, hygiene, and nutrition are very important factors in the growth of a high school student that are taught in this category. In addition, this category presents classes to help the development of social skills. Writing and speaking skills are also provided to reinforce the very important need for good communication. Practical and in-depth classes on handling personal finances are also provided.

(4) Public Service And Career Exploration. In this category, career preparation is the focus of classes given on job hunting and interviews. Resumes are written by each cadet and post high school guidance is provided. Information is also provided regarding different local, state and federal career opportunities, as well as the opportunities available through military service.

e. General Military Subjects. The instruction of leadership, self-discipline, citizenship, character and personal responsibility are presented through the medium of the U.S. Marine Corps. The final category of the MCJROTC curriculum supports the previous four categories of instruction. Drill and ceremonies, military customs, courtesies and traditions; rank structure and military history all enhance the cadets' education and development. Personal confidence is enhanced with marksmanship training and classes in land navigation are fun and challenging.

f. Core Classes. Physical training, drill and civilian marksmanship are also taught. Many schools have drill teams and participate in state and national level competitions. Many schools also have facilities to promote a marksmanship program which is also an interscholastic sport with potential for national competition and recognition.

g. Course Materials. The Leadership Education course materials provided to support each grade level of the MCJROTC program are:

(1) Instructor Guide. Instructors are provided with a detailed guide providing lesson plans and other instructional material for each class in the program.

(2) Student Textbook. A textbook of printed material providing information on the subject matter is provided for each cadet in the program.

(3) Program of Instruction. A detailed overview of the curriculum provides information on the number of hours, relevant academic standards, and other pertinent information.

h. Coordinating Instructions

(1) Flexibility. It is recognized that each participating host school is unique in some manner. Each has the responsibility, however, for assuring that the MCJROTC program becomes an integral part of its overall educational program. To assist in this integration, substantial flexibility is incorporated into the Leadership Education courses.

(2) Academics. The MCJROTC Leadership Education course is designed as one of attraction. Judgment, tact, forbearance, and adherence to General Lejeune's precepts are paramount. Harassment and punitive physical fitness practices are not hallmarks of the true leader and attempts to impose these negative entities on junior cadets by more senior cadets will not be tolerated. Scheduled testing, timely completion of assignments, class participation, and positive demeanor are encouraged and will be an integral part of instruction.

(3) Academic Administration. Academic administration has been minimized. Instructors will, however, maintain such records as the respective host school requires. This includes, but not limited to, a plan book and a grade book usually provided by the institution.

(4) Instructor Availability. Cadets often desire to discuss topics ranging from academics, grades, and class standings to uniforms, promotions, and assignments. Accordingly, the SMI and the MI will schedule and publish their times of availability for cadet counseling.

(5) Conflict of Interest. Conflict of interest, either real or perceived, erodes public confidence in the MCJROTC program. Personal or business relationships between instructors and cadets or parents that might result in the perception of a conflict of interest are strongly discouraged. Use of cadet labor for personal or business purposes or "for profit" relationships between instructors and cadets are prohibited.

8. Unit Training

a. Training Philosophy. Each MCJROTC unit is unique in several respects; geographic locality, student demographics, and levels of both school and community support. Consequently, training opportunities, needs, and support requirements may vary significantly from unit to unit. Thus, except in the conduct of "high risk training," instructors are given significant latitude in

determining the type and location of training which would best support the organizational mission and the Commanding General's intent.

b. Economies of Scale. Because of the significant cost of transportation, every effort should be made to consolidate training opportunities with JROTC units located in near proximity. Formation of local drill and rifle leagues is strongly encouraged as is both service and joint training. In addition, visits to nearby military installations or other facilities will usually be preferable to visiting facilities some distance away.

c. Serious Incident Reporting. In the event of an incident involving MCJROTC personnel that could potentially reflect unfavorably on the Marine Corps, this fact will be communicated to the Regional Director or Program Deputy within 24 hours. A full written report is required within 48 hours. Report the nature of the incident, names of the personnel involved, civilian media agencies that have publicized the incident or have information concerning it, or any other pertinent information. MCJROTC personnel will refrain from issuing statements concerning such incidents or any other sensitive issues until guidance is received from the TECOM Public Affairs Officer.

d. Parental Permission. Instructors will ensure cadets participating in unit training or activities not on school property have the permission of the cadet's parents or guardians by use of school district approved permission forms.

e. Safety Management. Risk assessment for all training will be conducted and updated as conditions change. "Special Hazard" training sites (rifle ranges, rappel towers, confidence courses, high ropes courses, etc.) must be inspected and certified as structurally sound and safe for training and require specific instructor certification and written training SOPs approved by the Regional Director. Non compliance with the provisions of this Order regarding safety, authorized equipment, site certification or instructor certifications required for the conduct of "Special Hazard" training, or the conduct of prohibited training may be the basis for instructor decertification. Safety, with respect to cadets, should be considered differently than for the Active Duty Marines because:

(1) The typical cadet is only 14-17 years of age, with most just having completed the 9th or 10th grade. They are in the physical and psychological development stage between childhood and adulthood. Many are overly sensitive to peer pressure and adult influence. Some cadets will fear failure and embarrassment while others, due to a lack of experience will be fearless.

(2) All are minors and for the most part subject to parental bonds, attitudes and values. As cadets, they participate in school sponsored extra-curricular activities. The instructor is responsible for the care, control, and constant supervision of cadets at all MCJROTC sponsored activities.

(3) Being mindful of the above, all instructors must ensure that, when cadets participate in the various activities, they do it freely without undue peer or adult pressure, not through fear of embarrassment or failure. Also, cadets should not forced into doing something if he/she is not mentally, emotionally or physically prepared.

(4) In order to ensure that safety is always observed, each instructor is tasked with the responsibility of conducting risk assessment before, during, and after training. Instructors will review and become familiar with the five steps of risk management. The five-step process is as follows:

(a) Identify hazards. Identify hazards inherent in the training (such as a fall during rappelling) and hazards from other factors, such as the weather.

(b) Assess hazards. Determine the worst injury possible, and the likelihood it would occur. The instructor, designated trainer or event supervisor will conduct the assessment and maintain a record of the assessment.

(c) Develop controls and risk decisions

1. Implement controls. Implement all measures possible to reduce risks to the lowest level before training starts.

2. Supervise. Ensure all control measures are in force during the entire training event.

(5) Instructors will conduct an immediate analysis of all training-related accidents and injuries to determine causes and identify trends. Instructors will either take immediate corrective action or suspend training until appropriate corrective action can be determined and implemented. Training accidents that require off site treatment or hospitalization of cadets will be reported to TECOM C46R Operations Manager within 24 hours.

(6) Retired MCJROTC instructors are authorized to drive government furnished General Services Administration (GSA) vehicles for official government business. However, retired MCJROTC instructors are not covered under the Federal Tort Claims Act. As such, they are personally liable for their actions and must provide proof of (school/self provided) vehicle liability insurance before they are provided a short-term use (less than 60 days) vehicle to support the MCJROTC mission.

(7) If MCJROTC instructors transport students (in support of a MCJROTC sponsored activity) in any vehicle that transports more than ten passengers, it must meet the Federal Motor Vehicle Safety Standards (FMVSS) for school buses. GSA van carryalls, 11-15 passenger, or SUVs do not meet the requirements of the FMVSS.

(8) Marine Corps Seatbelt Policy. Reference (1) requires that during any MCJROTC sponsored activity that seat belts be worn by all occupants of all vehicles and that the military instructor is responsible for ensuring compliance with this policy.

(9) Cadet supervision. Training safety is a command responsibility and all supervisory personnel are responsible for strict adherence to established training safety guidance. With no exceptions, cadets will have constant instructor or chaperone supervision during all MCJROTC training activities.

f. Prohibited training. High risk training not associated with the POI is prohibited to include but not limited to the following:

(1) Crew served weapons training.

(2) Tactical training including, but not limited to patrolling, ambushes, and aggressor training.

(3) Mission-oriented Nuclear, Biological and Chemical (NBC) training.

(4) Firing or training with firearms with the exception of familiarization firing of the service rifle during the conduct of an

orientation visit to a military installation under the direct supervision of active duty range personnel.

(5) Participation in weapons demonstrations or firing of powder and projectile weapons of any type.

(6) Training with Class V(W)simulators/pyrotechnics or blanks.

(7) Martial arts or personal defense activities.

(8) Use of cross or compound bows for archery training.

(9) Water activities to include SCUBA diving conducted either in open water or in a pool with the following exceptions:

(a) Small boat training is authorized attendant to orientation visits to military installations under the direct supervision of qualified active duty instructors.

(b) Non open water training is authorized attendant to orientation visits to military installations under the direct supervision of qualified active duty Water Safety Instructors (WSIs).

g. Confidence and Team Building. Units will conduct mentally and physically challenging events to develop cadet's self-confidence, teamwork and ability to overcome fear. When conducted with appropriate risk assessment and management, events such as leaders' reaction course, obstacle or confidence courses, rope bridging, high and low ropes and rappelling are authorized training events.

h. Rappel, High Ropes and High Risk Training. MCJROTC units are allowed to conduct high risk training events, such as rappel and high ropes training, only upon written authorization of the local school district. High risk training is not resident in the POI, thus they are considered school activities and require local school official approval. However, high risk training also requires SMIs/MIs submission of a risk assessment and written training plan to the Regional Director for approval prior to MCJROTC instructors conducting training.

(1) Requirements. The following requirements will be adhered to when conducting rappel or high ropes training with cadets:

(a) Rappel training will be limited to basic, individual, hip-seat rappels only. No Australian or extreme high risk rappelling is authorized.

(b) Rappel or high ropes training will be conducted on buildings, established towers, or field sites which have been approved as a result of a safety inspection conducted by the school district's safety office. Rappel and high ropes site inspections are an annual requirement.

(c) Rappel and high ropes training will only be conducted by properly trained personnel certified to conduct such training.

(2) Procedures. To ensure compliance with the above requirements, the following procedures are required:

(a) Regional Directors

1. Approve risk assessment for units desiring to conduct rappel or high ropes training.

2. Maintain file copy of rappel tower and high ropes course safety inspections, rappel master, rappel trainer, or high ropes instructor certification, high-risk assessments and SOPs.

(b) Instructors

1. Ensure sites are safe and instructors are certified to conduct all high risk training. Evidence of this shall be provided to the Regional Director in the form of a Memorandum for the Record (MFR) signed by the SMI/MI.

2. Obtain school approval to conduct high risk training.

3. Complete a risk assessment and forward to the Regional Director for approval utilizing the matrix contained in enclosure (5).

4. Maintain a file copy of the risk assessment checklist, training plan and school approval document.

5. While rappelling, instructors and cadets will wear approved protective helmets and use leather gloves. Cadets will not wear load-carrying equipment or carry weapons while rappelling. Wear of an approved helmet is mandatory on high ropes courses.

6. Prior to making their first rappel from a height of more than ten feet, cadets will be required to rappel from a height of less than ten feet and/or on an incline. The purpose of this preliminary rappel is to introduce new rappellers to proper position and braking techniques and build their confidence accordingly in those techniques before rappelling from a significant height.

7. Only certified rappel trained instructors will act as belay safety while conducting rappel or high ropes training. No cadets or any other personnel will function as a safety belay person.

8. To successfully operate each rappel lane from an approved tower, it will require two (2) certified master/rappel trainers. One rappel trainer will be responsible for hooking up cadets on the tower; the other rappel trainer will be located at the base of the tower for belaying cadets.

9. Orientation Visits

a. General. As part of the training curriculum, MCJROTC units are encouraged to conduct orientation visits to military installations. Cadet eligibility will be determined by the SMIs.

b. Scheduling. The Regional Director will approve the military installations to be visited. Each MCJROTC unit will submit the following information to the MCJROTC Regional Director no later than 90 days prior to start of the orientation visit:

(1) Primary choice of host command with dates (approval from base Commanding Officer must be included).

(2) Alternate choice of host command with dates (approval from base Commanding Officer must be included).

(3) Number of cadets to participate in visit (male/female).

(4) Number of chaperones attending to include SMI/MI (male/female).

c. Funding

(1) Funding for orientation visits is solely the responsibility of unit conducting subject visits. Consideration should be given to:

(a) Commercial transportation.

(b) Travel and per diem for civilian chaperones.

(c) Travel and per diem for SMIs/MIs.

(d) Reimbursement for travel and per diem will be the same rate when Government quarters and messing are available.

(e) Meals provided to MCJROTC cadets from the general mess of any non-Marine base.

(2) Host commanders of Marine Corps installations shall include subsistence support requirements for MCJROTC cadets in their local Operation and Maintenance, Marine Corps (O&MMC) budget based on the current standard meal rates.

d. Support. The necessary support rendered by host command in connection with orientation visits is set forth below:

(1) Meals

(a) Host commanders of Marine Corps installations shall reimburse the Military Personnel Marine Corps (MPMC) subsistence account for all meals provided to MCJROTC cadets at the current appropriate discounted meal rate. The Marine Corps host command must ensure sufficient funds are included in their local Operations and Maintenance Marine Corps (O&MMC) budget. Billing documentation (SF 1080) for reimbursement of meals provided MCJROTC cadets in Marine Corps appropriated fund dining facilities will be initiated locally crediting the MPMC subsistence appropriation and charging the local activities local O&MMC appropriation. SMIs, MIs and chaperones are required to pay for their own meals prior to consumption at the current government standard meal rate to include the appropriate surcharge.

(b) Meals consumed at non-military installations must be funded per reference (o).

(2) Billeting

(a) Billeting for cadets should be sufficient in quantity and quality on a par with quarters for enlisted Marines, to include satisfactory facilities, conditions, and adequate linen and cleaning supplies. When adequate enlisted quarters are not available for cadets, billeting in the BOQ is authorized (provided cadets pay for individual maid service or cadets be required to clean the billeting area assigned). Billeting for male and female chaperones should be BOQ-type facilities in close proximity to the cadets' billeting area(s). The rate charged should be that imposed on personnel not in receipt of per diem. Chaperones should be advised of the billeting conditions prior to commencing visits.

(b) In the absence of adequate billeting, commercial facilities may be contracted if funding is available.

(3) Medical Care

(a) Emergency medical treatment will be provided to cadets who

are injured or become ill during orientation visits as stated in reference (s). Although the term "emergency" is not clearly defined, sound medical judgment in individual cases will lead to proper treatment. It should be noted that Bureau of Medicine's (BUMED) policy has always been, "When in doubt, treat the patient."

(b) The SMI will ensure that all cadets execute the current general release and emergency data forms. Further, all cadets must be covered by medical insurance prior to commencement of the orientation visit.

(c) The parent/legal guardian will be notified immediately to assume responsibility for additional treatment required at an appropriate civilian facility. It is desirable that medical officials at host commands be informed when MCJROTC orientation visits will be occurring, and that treatment of cadets may be required.

(4) Transportation. Transportation will be provided to accomplish the proposed training schedule.

(5) Individual Equipment. Individual equipment; e.g., belt, canteen, and field jacket will be provided by hosting unit and recovered upon departure of the visiting group.

(6) Special Services. Use of recreation facilities and equipment by Cadets during an orientation visit is authorized. All equipment used will be returned prior to departure from the installation. While using recreation facilities, cadets will be supervised at all times.

(7) Exchange Service. While visiting installations as part of an orientation visit, MCJROTC cadets are authorized to purchase any item sold in the exchange except alcoholic beverages and tobacco products.

(8) Cadet Identification Card (NAVMC 10854). While participating on orientation visits, all cadets will have in their possession a NAVMC 10854, Cadet ID Card. These ID cards may be requisitioned through the Naval Forms On-line website at https://navalforms.daps.dla.mil.

(9) Training

(a) The orientation visit is designed to supplement and reinforce the training requirements prescribed in the MCJROTC curriculum. During these visits, cadets will be exposed to as much of the ongoing training conducted at the host activity as facilities and time permit.

(b) Only those MCJROTC cadets who have received marksmanship training are authorized to participate in the familiarization firing of the service rifle.

(c) Host commands are authorized to permit cadets and those chaperones that are authorized representatives of the school to participate on local flights, as defined reference (m)(Air Transportation Eligibility), and orientation rides on tactical vehicles. The SMI and host command share the responsibility for determining the adequacy of the proposed training events and identification of any safety considerations prior to the actual orientation visit.

(d) Combat-type training (e.g., squad/platoon tactics) is prohibited.

(e) Each MCJROTC unit will prepare a proposed training schedule for the full length of the visit. Copies of the proposed schedule must be

provided to the host command and MCJROTC Regional Director at least 60 days prior to the scheduled visit.

e. Parental Consent. The cadet's parent or legal guardian consent must be obtained before the cadet is authorized to participate in an orientation visit.

f. Orientation After Action Report. Each SMI will submit an after action report to the MCJROTC Regional Director no later than 30 days after the completion of the visit. Report Control Symbol MC-1533-06 is assigned to this reporting requirement. The report should include, but is not limited to:

(1) Identification of problem areas and recommended corrective actions.

(2) Highlighting of well executed aspects of the visit.

(3) Injuries to cadets and follow-up actions.

(4) Persons and units particularly helpful in their effort to support the visit.

10. Senior Leadership Course (SLC)

a. General. Regional Senior Leadership Courses (SLCs) will be held on an annual basis for selected and highly competitive college bound cadets entering their senior year of high school. This training will incorporate high adventure training, team building exercises, Marine Corps values, and the MCJROTC curriculum. The end state is to have highly trained and motivated cadets return to their units better prepared to assume leadership positions.

b. Cadet Selection Criteria. A competitive applicant would meet all current NROTC (Marine Option) scholarship requirements and express an interest in applying for ROTC scholarships and/or selection to one of the Service Academies.

c. Implementation

(1) Regional Directors

(a) Plan and execute an annual SLC.

(b) Ensure funding to support the SLC is contained in the region's annual budget submission.

(c) Submit a statement of work for a contract for services (if required) to MCJROTC Logistics Branch not later than 180 days prior to execution.

(d) Publish a course LOI not later than 120 days prior to execution.

(2) Senior Marine Instructors

(a) When directed by the Regional Director's LOI, nominate candidates for the SLC in accordance with selection criteria outline above.

(b) Ensure all cadets selected for SLC are prepared in accordance with the Regional Directors LOI.

(c) When directed, serve as cadre during the SLC.

11. Cadet Leadership Course (CLC)

a. General. In adhering to the principle of economy of scale in training, Regional Directors will develop localized multi-unit training opportunities in geographic enclaves where there is a high density of MCJROTC units. Cooperation with NROTC units at colleges and universities is highly encouraged in the execution of this requirement especially in integrating NROTC midshipmen into the leadership chain of command.

b. Objectives

(1) Provide cadets an opportunity to practice leadership skills in authentic situations and unfamiliar environments.

(2) Allow cadets a chance to participate in citizenship building exercises.

(3) Give cadets the opportunity to experience living and interacting with their peers from other units in a military setting.

(4) Instruct leadership-type skills to MCJROTC cadets in a "hands on" military type environment.

(5) Provide an opportunity to participate in adventure training not normally available to cadets.

c. Responsibilities

(1) CG, TECOM

(a) Provide guidance to Regional Directors to ensure general standardization.

(b) Develop and approve guidelines for the program of instruction.

(c) Evaluate CLC as time and funding permit.

(d) Provide funding to support training.

(2) Regional Directors

(a) Conduct CLCs on military reservations and other designated locations where MCJROTC cadets may be introduced to life in a military setting.

(b) Ensure funding estimates for CLCs are included in the regional annual budget submission.

(c) Send a consolidated list of approved CLCs to CG, TECOM by 15 Feb of each year. The list should only include the CLC name, location, inclusive dates, number of cadets to attend, the name of Commanding Officer and phone numbers.

(d) Prepare a consolidated CLC closing and after action review and forward to CG, TECOM, no later than 30 days after completion of trip.

(e) Appoint in writing a commanding officer for CLC(s) within their respective regions. The appointment will charge the CLC CO with the responsibility to plan, organize, coordinate and execute their CLC(s) so as to accomplish the CLC mission and objectives.

(f) Approve/disapprove MCJROTC units assigned to their region to participate in CLC outside region boundaries.

(g) Approve CLC(s) organizational structure and instructor assignments.

(h) To the fullest extent possible, consolidate CLC training at supporting installations, and ensure that the maximum number of MCJROTC units have the opportunity to participate in CLC.

(i) Coordinate for support of CLC and identify training requirements 180 days in advance. These requirements should include facilities, instructors, equipment, etc.

(j) Ensure POI events are incorporated as an integral part of the CLC training schedule. Approve and disapprove training to be conducted at CLC.

(k) Develop and coordinate a Memorandum of Agreement (MOA) with each installation that supports CLC. All MOAs should be coordinated with the CG, TECOM.

(3) Senior Marine Instructors

(a) Meet the assigned mission for cadet attendance to CLC.

(b) Provide an orientation to all cadets selected to attend CLC.

(c) Consult with licensed physicians that grant CLC clearance for medical conditions. The SMI will communicate to the physician the rigorous training associated with a CLC.

(d) CLC attendance is a privilege not a right; therefore, it is the SMI's responsibility to carefully screen and not select cadets for CLC attendance who are:

1. Obese/overweight and would not be able to negotiate/meet most of the physical obstacles and demands of CLC.

2. Emotionally immature.

3. Medically impaired to the degree that the condition/medication precludes meeting the training requirements or may result in the rigorous training having an adverse effect on the health of the cadet.

4. Not enrolled as a cadet in an established MCJROTC program above the 8th grade.

5. Discipline problems.

6. Lacking completion of LE I.

d. Training Activities. Below is the approved POI for activities from which a training schedule can be developed for CLC:

(1) Basic Training Activities

(a) Rappelling.

(b) Leadership reaction course.

(c) Map reading/land navigation.

(d) Confidence/obstacle course/team building.

(e) Marine Corps values

(f) Leadership training

(g) Awards/graduation ceremonies

(2) Integrated-Curricular Training Activities. Training executed throughout CLC.

(a) Physical training.

(b) Field sanitation/personal hygiene.

(c) Drill and ceremonies.

(d) Prevention of heat injuries.

(3) Optional Training Activities

(a) Cadet safety

(b) Marksmanship training

(c) Survival skills

(d) Water rafting

(e) Static displays

(f) Alcohol/drug abuse prevention

(g) Orienteering

(h) Any organized activities such as movies, swimming pool, post exchange, amusement parks, organized athletic competition etc.

(i) Math and science modules.

(j) Rope bridges.

e. Discipline. Each CLC Commanding Officer will publish and distribute written rules and guidelines for the CLC.

f. Training Schedule

(1) The CLC training schedule will be published no later than 60 days prior to CLC start date and a copy will be provided to the Regional Director for approval. This will assist both the instructor as well as the cadet in knowing what type of training to expect before CLC actually begins.

(2) The training for MCJROTC cadets should not begin before 0600, and every possible effort should be made to provide cadets with at least eight hours of sleep.

g. Security

(1) Because of the nature of the CLC, it is mandatory that alert monitoring of CLC environmental and physical conditions occur at all times. Accordingly, the CLC duty room will be staffed around the clock with a Staff Duty Officer/Staff Duty NCO along with continuous instructor supervision.

(2) The CLC Commanding Officer will publish detailed instructions on CLC security.

(3) Secured storage areas are limited, therefore, no radios, stereos, etc., or other valuable items will be permitted in CLC. Such items will be turned in, tagged with the owners name and secured upon in processing. Cadets will be advised in writing not to bring these items. Contraband items are prohibited.

h. Medical Support/Sick-Call. Medical support and sick call procedures will be developed by the CLC Commanding Officer and briefed to each cadet in attendance. A qualified medical specialist will be present 24/7 during CLC (e.g. School Nurse, Corpsman, etc).

i. Cadet Evaluation. One of the most important objectives of CLC is to evaluate cadets, especially those cadets who have been tentatively selected for possible key staff leadership positions during the coming school year. This type of environment provides an excellent opportunity for evaluating their strengths and weaknesses. To the maximum extent possible, each cadet will serve and be evaluated in a leadership position while attending CLC. The CLC Commanding Officer will review the reports and ensure distribution is made to the respective school instructor. The "remarks" area of the sheet/card should be used to explain the cadets' outstanding rating and/or below average rating. Outstanding and below average ratings requires comments from the evaluator.

j. Attendance and Waivers

(1) If reasonably available, each unit is required to participate in an annual CLC. As a goal and if reasonably possible, each unit should attempt to assign 20% of their rising LE II, LE III, and LE IV cadets to CLC. If a Marine Corps CLC is not available, every effort should be made to participate in other service training that approximates the intent of CLC. The management of slots for attendance to CLC is the responsibility of the CLC Commanding Officer who will authorize slots based upon availability of resources. Cadets attending CLC must be in good academic standing with a minimum grade point average of at least 2.0. The CLC Commanding Officer will notify the Regional Director of the number of cadets each CLC can accommodate.

(2) The Regional Director may require all MCJROTC instructors attend CLC to participate in annual instructor training. If not, every effort should be made to ensure that SMIs and MIs rotate CLC attendance. Where applicable, school districts may be required to extend instructor contracts to cover the duration of CLC.

(3) Regional Directors have the authority to waive the unit CLC attendance requirement under exceptional circumstances which precludes the units' participation. Waivers should only be granted if schools offer an equivalent CLC experience that meets the CLC objectives and POI requirements or if geographic separation between the unit and CLC site is significant.

(4) Requests for medical waivers will be reviewed and granted on a case by-case basis. Cadets with asthma, severe allergies, diabetes, or other medical conditions must have written parental or legal guardian consent and medical clearance from a licensed physician prior to attending CLC. The SMI will communicate with the physician and explain the training activities that occur at a CLC. Waivers requiring medical review will be forwarded to Regional Director for approval or disapproval.

12. Marksmanship Training

a. General. Marksmanship training is an integral part of the MCJROTC curriculum. A properly administered marksmanship program fosters good sportsmanship, while instilling a sense of pride and dedication as cadets become more proficient with the fundamentals of marksmanship. In general terms, a mature marksmanship training program should provide the essential elements of gun safety to all LE I cadets to include prone "bench rest" familiarization firing, three position training and qualification for LE II-IV Cadets and competitive training for the unit rifle team. Although each stage requires increasing levels of proficiency, the basic elements of range safety must be an integral part of all marksmanship training.

b. Implementation. The marksmanship training program will be conducted in accordance with the MCJROTC curriculum and current Civilian Marksmanship Program (CMP) National Standard Three-Position Air Rifle Rules. Sporter and precision class air rifles are the only rifles authorized for use in MCJROTC marksmanship training and only the Daisy 853/853CM Sporter air rifles may be used for marksmanship qualification. All firearms to include .22 caliber rifles are prohibited from MCJROTC marksmanship training and competitions. Likewise, training using pistols of any type, to include compressed air, is prohibited.

c. Safety. Instructors must complete JROTC Marksmanship Instructor Course (JMIC) or Coach Certification Course within one year of initial certification and prior to conducting marksmanship training.

(1) Specifications and Safety Criteria. Insufficient pellet containment and improper safety procedures could cause injury to participating and non-participating personnel. The following is minimum safety criteria for equipment used during MCJROTC air rifle training:

(a) Air Rifles. The Daisy Model 853 series pellet rifle will be the primary air rifle used for MCJROTC marksmanship training. The maximum muzzle velocity allowed for any other manufacturer's air rifle will not exceed 600 feet per second utilizing the .177 caliber target pellet.

(b) Target Holders. Target holders must be able to properly display the target while fully containing the pellets. The target holder must be designed to deform, flatten or decelerate the pellet within the device. The material used within the target holder must not show any visible signs of wear after sustained use; i.e. denting, dimpling, warping. Visual inspection of the target holders is required prior to firing to ensure the material used to contain the pellets is not dented, dimpled or warped. When target holders show those signs of wear, they must be replaced. There are two different types of target holders that meet the minimum criteria for MCJROTC air rifle training:

1. Target Boxes. Target boxes should be able to display single or double targets. Target boxes should be of sufficient size to support the standard air rifle targets used during MCJROTC marksmanship training. The steel in the back of the target box should have a minimum Brinnel hardness of 360/400 to ensure proper pellet deformation. Steel with an Abrasion Resistant (AR) coating coupled with 360/400 Brinnel hardness will provide consistency in deforming/containing the pellets and ensure longevity of use. Pellets that impact the steel must be flattened and completely deformed upon impact with no dimpling or denting of the Brinnel steel.

2. Electronically Controlled Target Traps. Commercially produced electronic remote controlled targets with an internal pellet trap are also authorized. More frequent inspection of this type of trap is required to ensure the steel is not damaged/deformed and is providing for deceleration and containment of the pellets.

3. Secondary Backstop. A secondary backstop is required to contain errant pellets that may not impact the target holder. The secondary containment device must be a minimum height of 80 inches and a width of 38 inches. The material must not show any visible sign of deformation or degradation after pellet impact from 33 feet. The pellet can be completely absorbed by the material or stopped by a ballistic curtain. Upon contact with the backstop, the pellet cannot retain sufficient residual energy to bounce back more than twenty feet toward the shooter. The material must be constructed of a material that can sustain at least twenty impacts in the same location without any signs of degradation; i.e., tear, fray, puncture. Frequent inspection of the secondary backstop is required to ensure the ballistic characteristics of the backstop remain intact. The secondary backstop should be placed against a solid wall and access behind the backstop should be prohibited.

(2) To assist in mitigating the potential risks associated with air rifle training, an operational risk assessment (deliberate) will be conducted in accordance with the reference prior to use. Special consideration needs to be placed on controlling the movements of the air rifle muzzles to ensure they remain within the ballistic nylon backstop. Additionally, personnel are prohibited to be behind the ballistic backstop while air rifle marksmanship training is conducted.

(3) The use of Occupational Health and Safety Administration (OSHA) approved impact resistant shooting glasses is required for POI related marksmanship but is not required for competitions.

(4) Safety of personnel and equipment will remain paramount throughout the conduct of marksmanship training. All rifle ranges will have a range SOP posted in an area clearly visible to all individuals in the vicinity of the range. The Range Safety Officer (RSO) will conduct a range safety briefing prior to the conduct of any live fire. The SMI or MI will be present during any period of marksmanship training. Only ranges that meet or exceed the safety criteria (above) of the MCJROTC Portable Air Rifle Training Range as approved by the Director, Marine Corps Range and Training Area Management (RTAM) Division, TECOM will be used for the conduct of marksmanship training and MCJROTC hosted marksmanship competitions. Regional Directors will be the range certification authority.

d. Parental Consent. The SMI will obtain a completed NAVMC 11598 - Marksmanship Parental Permission Form before any cadet is permitted to participate in live firing. This form must remain on file and a new Marksmanship Parental Consent Form will be obtained for each cadet at the start of each school year. NAVMC 11598 may be obtained on the Marine Corps Electronic Forms website at http://192.156.19.102/ar/mcefs.nsf/welcome?opennavigator.

e. Marksmanship Qualification

(1) Marksmanship Qualification Awards. MCJROTC cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the cadets who earn them have demonstrated the knowledge and skill to handle rifles safety and have mastered basic rifle marksmanship skills to achieve required scores in qualification firing tests. MCJROTC cadets are authorized to wear marksmanship qualification badges on their Dress Blues or Green uniforms and on the khaki shirt when appropriate. Cadets may earn more than one badge, but may only wear the highest-ranking badge earned.

(2) Qualification Course Standards. The following standards apply to the conduct of unit qualification firing:

(a) Rifles. Air rifle qualification firing must be done with Sporter-class Daisy 853/853CM air rifles.

(b) Distance. Air rifle qualification firing must be done at a distance of 10 meters (32 feet 8 inches).

(c) Targets. Air rifle qualification firing should be done on the National Three-Position Air Rifle Council AR5-10 targets which may be obtained from the CMP.

(d) Clothing and Equipment. During qualification firing, equipment and clothing may be used in accordance with the stipulations of the National Standard Three-Position Air Rifle Rules. For example, a sling may be used in the prone and kneeling positions, a glove may be worn on the support hand in any position and a kneeling roll may be used in the kneeling position. Shooting jackets may not be worn when qualifying with the air rifle.

(e) Integration with MCJROTC Marksmanship Curriculum. Cadets must receive marksmanship instruction before they do qualification firing. These marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching of LE-1 MCJROTC Leadership Education curriculum. Qualification firing may be done in stages to best accommodate the individual unit's curriculum. Courses of instruction to include rifle safety, the operation of the rifle, the prone positions, the technique of firing a shot, sight adjustments and scoring, must be completed before qualification firing is done in any firing position.

(f) Qualification Procedures. To qualify for the Marksman and Sharpshooter badges, qualification firing must be done in two positions, standing and prone. After qualification firing in standing and prone has been completed, those cadets that have excelled may elect to shoot for Expert. To qualify for the Expert badge, qualification firing must be done in all three positions, prone, standing and kneeling as noted below.

(g) Qualification Scores. To receive a qualification badge, cadets must attain the following scores in qualification firing that is supervised by a unit instructor.

| **Qualification Badge** | **Firing Positions** | **3P Air Rifle Council Target** |
|---|---|---|
| Marksman | 10 shots standing,<br>10 shots prone | 110-129 |
| Sharpshooter | 10 shots standing,<br>10 shots prone | 130-200 |
| Expert | 10 shots prone,<br>10 shots standing,<br>10 shots kneeling | 220-300 |

(h) Qualification Firing Procedures. The unit instructor will designate the times when cadets may do qualification firing. Cadets may be given multiple opportunities to fire qualifying scores.

(i) To earn the Marksman and/or Sharpshooter badge, a cadet will be credited with the total of the best 10-shot standing and the best 10-shot prone position scores fired during qualification firing periods designated by

the instructor. The standing and prone scores that count for the Marksman or Sharpshooter badges do not have to be fired at the same time or on the same day.

(j) To earn the Expert badge, a cadet must fire a 30-shot three-position score (10-shots prone, 10-shots standing and 10-shots kneeling, all fired at the same time) with the below sequence and time limits. Practice or sighting shots may be fired in each position before record shots are fired, but all sighting shots and the 10 record shots must be fired within the time limit for that position.

| Stage | Time Limit |
|---|---|
| Preparation Period | 10 minutes |
| Prone position | 20 minutes |
| Changeover to standing | 5 minutes |
| Standing position | 20 minutes |
| Changeover to kneeling | 5 minutes |
| Kneeling position | 15 minutes |

f. Competitive Marksmanship

(1) All MCJROTC units are encouraged to fire intramural and separate matches with other units.

(2) All MCJROTC units will, unless waived by the Regional Director, participate in the annual MCJROTC CMP sponsored Air Rifle Postal Match competition. Each unit may enter one team in the sporter and precision class and an unlimited number of individual shooters.

13. Physical Fitness Training

a. Each unit will conduct physical fitness training throughout the school year. This requirement will be met with the successful completion of the Marine Corps Youth Physical Fitness Test (YPFT) as instructed in the Marine Corp's Youth Physical Fitness Program. The Marine Corps Youth Physical Fitness Program's philosophy, organization and administration, exercise descriptions, and evaluation are described in reference (n).

b. The MCJROTC staff will evaluate the physical fitness of their cadets at least twice during each school year. The initial evaluation will be completed NLT 31 December while the second will be completed NLT 30 June.

c. In addition to increasing youth awareness of physical fitness, the Marine Corps Youth Physical Fitness Program provides cadets an opportunity to participate in a competitive physical fitness program.

14. Competition. In support of the above curriculum POI requirements, units are strongly encouraged to participate in various competitive events at the local, state and national levels such as drill meets and rifle competitions. Support that may be authorized by military host commanding officers in connection with competitions are set forth below:

a. Meals

(1) Only the discounted meal rate, as listed in the current Marine Corps Bulletin 10110 series for "Youth Groups" will be charged for cadets. No surcharge rate will be applied to this category of personnel. Reimbursement for meals provided by host commands at Marine Corps installations will be accomplished locally on an SF 1080 crediting the local Military Personnel

Marine Corps (MPMC) Subsistence appropriation and charging the MCJROTC activities Operation and Maintenance Marine Corps (O&MMC) appropriation.

(2) While cadets are entitled to subsistence at no expense, SMIs/MIs and chaperones are required to pay for each meal prior to consumption at the current government standard meal rate, to include the appropriate surcharge.

(3) Meals consumed at non-military installations must be per reference (o).

b. Billeting

(1) Billeting for cadets should be of like quality and on a par with quarters for enlisted Marines, to include adequate supplies of linen and cleaning supplies.

(2) When adequate enlisted quarters are not available for the cadets, billeting in BOQs is authorized, provided cadets pay for individual maid service or the cadets be required to clean the billeting area assigned.

(3) It is recommended that chaperones be billeted in the same facility as the cadets so that supervision can occur to the maximum extent possible. If it is impractical for chaperones to be located in proximity to cadets, billeting should be in BOQ-type facilities that are close to the cadets' billeting area. The rate charge should be that imposed on personnel not in receipt of per diem. Chaperones should be advised of the billeting conditions prior to commencing visits.

(4) In the absence of adequate billeting, commercial facilities may be contracted.

15. Extra-Curricular Activities. While participation is not required of every cadet, instructors should encourage every cadet to participate in at least one MCJROTC or high school integrated-curricular activity. Because integrated-curricular activities are so important to the success of a MCJROTC program, each unit is highly encouraged to maintain at least two extra curricular teams plus a color guard.

16. Field Trips

a. In support of the POI, units may execute field trips to historical or cultural locations to include university campuses. Cadets are required to do preliminary study and may be required to play some role or brief some segment of the trip.

b. Government funds may be used to contract or pay for curriculum related tours and/or overnight lodging. Requests for funding support will be forwarded to the Regional Directors for approval 60 days prior specifically citing the linkage between the requested trip and learning objectives contained in the POI.

17. Incident Reporting

a. Any injury requiring treatment at a medical facility to include acute care clinics, incidents that may or have resulted in adverse media coverage, or any other serious incidents should be reported to the Regional Director within 12 hours. Positive acknowledgement of receipt is required. If acknowledgement of receipt is not received, the Operations Manager, TECOM should be informed.

b. The Regional Director will inform the Operations Manager, TECOM.

c. The Operations Manager, TECOM will ensure TECOM PAO is notified if the incident may result in media attention.

# Chapter 6

## Fiscal and Logistics

1. General

a. The instructions contained in this chapter, appropriate Marine Corps supply instructions, and reference (d) provide for effective control of all organic property used by MCJROTC units.

b. Accountability for property and funds are the responsibility of the unit Military Property Custodian.

c. The acquisition of items of clothing, supplies, equipment, and contracting for services will be governed by established allowance publications, directives, and as established herein. Requirements for all items and services will be requested from the SMI to the MCJROTC Program Logistics Section.

2. Mission of the Program Logistics Section and MCJROTC Unit Military Property Custodian

a. The mission of the MCJROTC Program Logistics Section is to provide logistics support to MCJROTC units to include supply and purchasing and contracting. In addition, the section provides guidance for and management of the requisitioning, accounting and control of all Consolidated Memorandum Receipts (CMRs) controlled organic property issued to MCJROTC units.

b. The mission of the MCJROTC unit Military Property Custodian (MPC) is to provide supply support for the unit by assuring that authorized material is obtained in sufficient quantities, maintained in a serviceable condition, and disposed of as authorized by current directives or higher authority. Generally, this responsibility includes all functions incident to requesting, receiving, storage, maintenance, issue/recovery, reporting of excess property, preparation, and submission of necessary source documents to keep required CMR records current at all times.

3. Military Property Custodian (MPC)

a. The school principal will appoint the MPC. Usually, the MPC shall be the MI.

b. Such appointment will be made in writing with a copy furnished to the Regional Director and CG, TECOM (C 46JR). Letters of appointment will be prepared as shown in enclosure (6). Letters of appointment shall be updated if the school principal or MPC changes. Copies of the MPC appointment letter will be kept on file for a period of two years following a change of MPC.

c. The MPC will be bonded in an amount that is no less than the total monetary value of government property assigned to that MPC and the MCJROTC unit. The total monetary value of the unit account can be acquired from the Program Logistics Section at anytime upon request. In addition, specific "line item" coverage for loss and damage of all government property assigned to that school's MCJROTC unit is required. Specific coverage must be in an amount commensurate with the total monetary value. This coverage should be evaluated annually in order to ensure the amount of coverage remains adequate. Coverage under a school district "umbrella policy" is not adequate.

d. Relief of the Military Property Custodian

(1) Prior to relief of an MPC, the relieving custodian and the

custodian being relieved shall jointly make an inventory in the same manner prescribed for an annual inventory.

(2) Upon completion of the inventory and adjustment action, a new Consolidated Memorandum Receipt (CMR) will be prepared. Upon receipt of the new CMR, the relieving custodian will prepare the following certificate:

> "I certify that I have inventoried the property on charge to the MCJROTC Unit (Enter Name of School and Location) and that the items on hand as reflected by CMR dated _____ are correct. I do, this date, assume responsibility therefore and in relief of:
>
> _____
> Name, Grade, Social Security Number of Custodian Relieved
>
> _____ _____
> Date Military Property Custodian

The original of this certificate will be forwarded to the Program Logistics Section, a copy will be per reference (h), SSIC 1533.1 in the files of the MPC.

(3) When time does not permit completion of the foregoing action prior to departure of the relieved custodian, the relieving custodian will prepare a certificate indicating that the individual assumes responsibility for property on charge, subject to count and verification. This certificate will be forwarded to the Program Logistics Section and a copy furnished to the relieved custodian. The relieving custodian will then complete the inventory, as prescribed above, within 30 days unless an extension of time is granted by the program logistics manager.

(4) After review and approval of inventories by the Program Logistics Section, new CMR's will be prepared and forwarded to MCJROTC units. Upon receipt of the new CMR, the MPC, after ensuring that all corrective action has been incorporated in the new CMR, will prepare the following certificate:

> "I certify that a physical inventory of all property on charge to MCJROTC Unit (Enter Name of School and Location) has been conducted and that the items on hand as reflected by the CMR date are correct. I do, this date, assume responsibility therefore in relief of:"
>
> _____ _____
> Date Military Property Custodian

The original of this certificate will be forwarded to the Program Logistics Section, and a copy will be retained in the files of the MPC.

4. Responsible Officer (RO)

a. The MCJROTC instructor assigned by the principal to serve as the MPC will usually also perform the duties of the RO. The ROs are custody holders, on behalf of the Marine Corps, of accountable supplies. They account for and use supplies on behalf of an organization.

b. The RO will be designated in writing by the TECOM Chief of Staff to assume responsibility for assets within the unit utilizing the letters in enclosure (7).

c. If the RO anticipates being separated from the assets for 60 days or more, a new RO will be appointed and a joint inventory conducted. A common example would be the RO is resigning as an MCJROTC instructor for that school.

d. A record of RO appointment letters will be maintained for a period of 1 year after the date the RO ceases to serve as the RO.

5. Consolidated Memorandum Receipt (CMR)

a. The CMR is a document listing all Government property issued to a particular MPC and therefore a particular MCJROTC unit. The MPC is responsible to the school for those items listed on the unit's CMR.

b. The CMR is maintained and issued by the Program Logistics Section. CMR's will be issued to the MPCs on a semi-annual basis. These reconciliations provide the MPCs with an opportunity to address discrepancies in the property accounting records in a timely manner. The CMR may be produced on a more frequent basis as required. The original of each CMR or adjustment will be signed and dated by the MPC and returned to the Program Logistics Section within fifteen days of receipt.

c. Physical inventories are management tools for controlling material. All material maintained on hand will be inventoried semiannually by the MPC to determine the accuracy of the formal account property records. The results of the semiannual inventory will be documented by the Program Logistics Section and maintained on file until the next annual inventory.

d. Inventory adjustments to property records or requests for investigative action will be initiated on an "as occurring or daily basis". In addition, each allowance item will be inventoried incident with the change of MPC or Supply Officer. Adjustments to the CMR may be made in accordance with enclosure (8).

e. The MCJROTC Table of Equipment (T/E) is contained in enclosure (2). At a minimum, all T/E items and any non-consumable items with a monetary value of more than $250.00 will be listed on the CMR. Addition of other items to the CMR shall be at the discretion of the SMI.

f. Property Control. The unit will control property using appropriate documents; i.e., NAVMC 10576, NAVMC 10520, NAVMC 10939.

6. Balance Record Transactions and Adjustments

a. Change of Custody Transactions. A record of all transactions indicating a change in custody of materiel (i.e., receipts, issues, redistributions, and disposals) will be retained along with all supporting documentation for an audit trail, regardless of dollar value, per reference (h) SSIC 1533.1 in the files of the MPC.

(1) Audit Trail. Sufficient supporting documentation will be retained to show that the material reflected on the change of custody transaction was delivered, issued, or disposed. Supporting documentation can consist of receipt documentation or letters of unserviceable property issued in lieu of return of property from repair. Supporting documentation must contain, at a minimum, the NSN, quantity, document number, condition code of the material, signature of the person authorized to accept custody of the material and date received. When the supporting documentation contains no document number or a document number different from that of the transaction used to adjust the property record, a copy of the associated change of custody transaction(s) will be made and attached as supporting documentation to the voucher. Files providing an audit trail will be maintained in such a manner as to easily cross-reference between change of custody transaction(s) and supporting documentation.

(2) Change of Custody Transactions with No Proof of Disposition. When a change of custody transaction (for issues and disposals) has been processed/ posted which effects the unit's on hand balance, but no proof of disposition can be found, causative research will be conducted to determine the circumstances resulting in the missing documentation. When warranted, a

request for investigation may be submitted and a Missing, Lost, Stolen, or Recovered (MLSR) Report submitted per reference (p). Change of custody transactions with no proof of disposition will have a memorandum to the record prepared and signed by the SMI and retained in the voucher file in lieu of other supporting documentation.

(3) Receipt (Including Receipt From Redistribution) Transactions With No Proof of Delivery. While proof of delivery for these transactions should be retained for causative research purposes, its absence does not necessarily suggest a need for investigation. Consequently, no vouchering action is required when proof of delivery is missing.

b. Balance Record Adjustments. The accounting record must be brought into alignment with the actual on hand quantity upon conclusion of required inventories and at any other time imbalances are discovered.

(1) The RO/RI will report all discrepancies that exist between the CMR and what is actually on hand. These discrepancies must be reported in writing to the TECOM MCJROTC Logistics Section, as a request for investigation. Discrepancies reported to the TECOM MCJROTC Logistics Section will include variances in NSN, quantity, or serial number for items in the following categories:

(a) Controlled items regardless of dollar value.

(b) Nonexpendable nonserialized property with an extended dollar value of $1,000 or more.

(c) Serialized uncontrolled property with an extended dollar value of $800 or more.

(2) All adjustments to property records will be made in accordance with reference (d). When applicable, causative research will be conducted in accordance with reference (d).

7. Table of Equipment (T/E) Allowances

a. Efficient programming and budgeting are directly linked to accurate estimates of recurring unit requirements. These estimates must be derived from a baseline allowance of unit supplies and equipment and accurate projections of unit consumption and refill expected on an annual basis. The T/E identifies allowance of items that are considered essential to MCJROTC mission accomplishment.

b. Changes to the amount of authorized equipment maintained will be precipitated by individual units because of geographical differences and needs. Requests for changes to those allowances will be submitted in writing to the TECOM MCJROTC Logistics Section. TECOM MCJROTC Logistics Manager will be the approving authority for allowance change requests.

c. Units may only maintain on hand levels of supply not to exceed T/E authorized allowances. However, SMIs at their discretion may choose to maintain lower levels of item density. Units may request waivers to increase TE allowances citing specific and unique circumstances and justification.

d. Defense Reutilization and Marketing Office (DRMO) disposal of CMR property by geographically isolated units may not be feasible. In such situations, units should request in writing disposal instructions utilizing enclosure (9). If the disposition instructions direct disposal in the best interests of the US Government, that letter may be used as supporting documentation for CMR adjustment in lieu of a DD Form 1348. Unserviceable clothing or equipment in stock will be declared, marked, and separated.

e. Appropriated funds, such as "Military Personnel, Marine Corps" (MPMC) nor "Reserve Personnel, Marine Corps" (RPMC), shall not be used for the laundering and dry cleaning of uniforms for everyday wear. _However, JROTC uniforms are considered garrison property and shall be cleaned upon return to the Marine Corps in order to render them serviceable for reissue. Military Property Custodians (MCPs) are therefore authorized to use appropriated funds to obtain uniform cleaning services.

8. Special Allowances

a. In addition to those items identified on the T/E, SMIs may request special allowances to meet the unique requirements of their unit. These requests for special allowances will be submitted in writing to the TECOM MCJROTC Logistics Manager.

b. TECOM MCJROTC Logistics Manager is the approving authority for these requests and will approve/disapprove such requests.

c. Any special allowance approved by the TECOM MCJROTC Logistics Manager will be incorporated into the unit's CMR.

9. Instructions for Requesting and Reconciling Supply Support

a. Whenever possible, requests for supply support will be submitted to the TECOM MCJROTC Logistics Section by electronic file.

b. Uniforms and Equipment. WARFIGHTER will be the primary vehicle used to originate unit level uniform requests. warfighter.dla.mil is an on-line catalog and order fulfillment system as well as a robust information resource maintained by Clothing & Textiles (C&T), a component of the Defense Supply Center Philadelphia (DSCP). DSCP is a primary level field activity of the Defense Logistics Agency. At this website, instructors can originate an order, obtain detailed item information, such as stock on hand, requisition status or delivery information, and conduct reconciliation.

(1) Instructor accesses WARFIGHTER and fills a basket identified to unit Department of Defense Address Activity Code (DODAAC).

(2) Instructor saves (caches) basket in WARFIGHTER and informs regional supply technician of pending order.

(3) Regional supply technician at the Program Logistics Section accesses WARFIGHTER and pulls pending basket from queue, validates, assigns accounting data, and authorizes fill.

(4) Unit reconciliation. Instructors access WARFIGHTER account to conduct reconciliation and ascertain order status. Instructors inform their regional supply technician of disparities. The regional supply technician reconciles with WARFIGHTER POC when required.

c. Non System Goods and Services. Purchase Request Documents (PRD) will be used to request unit level non system goods and services. An electronic PRD request form may be accessed and submitted on the program website or the form may be downloaded for manual submission.

d. Materials received must be inventoried and the 1348 forms or packing slips signed by the MPC indicating the number of items received and the date are forwarded to the Program Logistic Section within three working days of receipt. Additionally, a copy filed by document number will remain at the unit and retained per reference (h) SSIC 4440.1a.

e. Quarterly, each unit will receive a report of funds encumbered or

spent. This document must be verified by the MPC. _Monthly, units will receive an additional demands list listing the document number, nomenclature, date of order, required delivery date, and supply status for reconciliation. MPCs will audit the document to ensure accuracy and notify the regional supply technician of any disparities.

10. Initial Outfitting. The Program Logistics Section will requisition the necessary supplies and equipment to establish a new MCJROTC unit. Funding will be provided by the CG, TECOM.

11. Request for Transportation

a. Transportation requirements will be submitted via a PRD request to the Program Logistics Section.

b. The Program Logistics Section will provide guidelines on how to obtain cost estimates from local transportation providers, including school vehicle transportation if available for consideration, along with a recommendation as to the agency carrier that should be selected. At no time will a MCJROTC instructor enter into a verbal or written agreement with a transportation provider.

c. SMIs will include planned transportation requirements within their annual budget estimates.

d. In response to requests for transportation, the Program Logistics Section shall inform the SMI of the carrier selected to provide the transportation and shall furnish the necessary transportation procurement documents with instructions.

e. If school vehicle transportation is approved as the selected mode, arrangements with and reimbursement to the institution shall be affected.

12. Custody of Public Funds

a. All public funds (e.g., money raised through fundraisers, booster clubs, charitable donations, etc.) will be maintained in accordance with school policy.

b. All public funds (e.g., money raised through fundraisers, booster clubs, charitable donations, etc.) will be maintained in a MCJROTC account within the school.

c. As school employees, instructors are accountable to the School District for compliance with School District policies.

d. Cadet participation in fundraising activities will be strictly voluntary and will not have any effect on course grades. No student will be excluded from an event or program because he or she did not participate in fundraising activities.

13. Weapons Security

a. Armory security will be in accordance with reference (e).

b. Military staff will conduct a signed, monthly serialized inventory of all sensitive armory items.

c. Air rifles will be stored in the armory or secure area.

d. M-14 rifles will be stored in rifle racks that can be locked. The rifle racks must be secured/bolted to the wall/floor.

e. Proper issuing/turn-in procedures will be instituted with regard to weapons and other armory items.

f. Keys and combinations to the armory facilities will be maintained separately from other keys and accessible only to the SMI, MI, and the school principal.

g. Annually, each unit will receive the Crane Report. This report is an inventory of M-14 rifles assigned to the unit. Each rifle must be inventoried by serial number, the report verified, and copies sent as instructed. An instruction sheet will accompany each Crane Report.

14. Budgeting

a. Units will receive projected support amounts for the upcoming FY during the current spending year 4th quarter. Based upon that projected amount, units will submit to the MCJROTC budget section recommended quarterly distributions.

b. The budget section will formulate an annual program phasing plan that supports program headquarters planned disbursements and unit spending plans.

c. Funds identified for unit support that are not allocated in accordance with the program/unit phasing plan may be redistributed at the end of each fiscal quarter.

# Chapter 7

## Uniforms, Accessories and Awards

1. Scope. This chapter sets forth the manner in which uniforms, accessories, and awards will be worn. The policy with respect to awards is prescribed as well as the requirements relative to their issuance are set forth.

2. Instructor Uniforms

a. Instructors are authorized and required to wear the Marine Corps uniform in the performance of their duties in accordance with reference (q). Marine Instructors employed in either NJROTC or MCJROTC programs are required under the terms of their certification by CG, TECOM and by references (q) and (r).

b. Instructors will be in authorized uniform at all times while conducting curricular, co curricular, or extra curricular activities associated with the MCJROTC program. Civilian attire is authorized when specifically directed by the school principal for events such as "Spirit Day". These situations should be limited to only those very few occasions when the entire school faculty and staff are required to be in similar attire.

c. When units are collocated for competitions, ceremonies, or training, all instructors will be in the same uniform. For local situations, the senior Marine participating will determine the appropriate uniform and is responsible for informing other instructor participants. For regional events, the Regional Director will determine the appropriate uniform and include guidance either in the LOI or by other means. For national situations, program HQ will provide guidance in the implementing LOI.

3. Cadet Uniforms

a. A JROTC Memorandum Receipt for Uniform Issue, NAVMC Forms 10939A (male) and 10939B (female), will be kept on file out for each cadet issued a MCJROTC uniform.

b. The description, wearing, and placement of the cadet uniforms, rank insignia, and ribbon awards are set forth in this chapter, and references (q), (r) and (s).

c. Because of significant differences in geographic locations and climate conditions of units, the SMI will determine which uniform items will be issued and determine the stock levels so long as that level does not exceed T/E allowances.

d. Individuals wearing the Marine Corps uniform will comply with Marine Corps uniform regulations. Variation from MCO authorized MCJROTC uniforms such as wearing of Sam Browne Belts, Officer Eagle, Globe and Anchor emblems, gold chin straps, or colored gloves is expressly prohibited.

e. At no time is the wearing of civilian attire with the MCJROTC uniform authorized (i.e., red windbreakers, baseball cap styled covers, etc.).

f. The MCJROTC uniform will be worn at least once weekly by all cadets of the unit.

4. Personal Appearance

a. Cadets will present the best possible image at all times. The Marine Corps uniform regulations for standards of personal appearance and grooming

are as specific as practicable in order to establish the parameters with which cadets must comply. Cadets are prohibited from:

(1) Mutilation of the body or any body parts in any manner.

(2) Attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through or under their skin, tongue or any other body part. Female cadets, however, may wear:

(a) Small, polished, yellow gold color, ball, or round stud earrings (post, screw-on, or clip), not to exceed 6 millimeters (about 1/4 inch) in diameter, with the service, blue dress, and blue-white dress.

(b) Small white pearl or pearl-like earrings (post, screw-on, or clip), not to exceed 6 millimeters (about 1/4 inch) in diameter, with the blue dress "A" uniforms when worn for social events.

(c) When worn, earrings will fit tightly against, and will not extend below, the earlobe. Only one earring will be worn on or in each earlobe.

(d) Earrings will not be worn with the utility uniform, or while participating in a parade, ceremony, or other similar military functions.

(3) This regulation does not prohibit necessary medical or surgical procedures conducted by licensed, qualified medical personnel.

b. Marine Corps uniform standards of grooming do not allow eccentric or faddish styles of hair, jewelry, or eyeglasses. Eccentricities in individual appearance detract from uniformity and team identity. Because it is impossible to provide examples of every appropriate or unacceptable style of "conservative" or "eccentric" grooming and attire, the good judgment of the MCJROTC instructor is key to enforcement of Marine Corps standards in this issue, as in other issues.

c. The use of chewing gum or consumption of food while walking in uniform or while in formation, are examples of activities that detract from an appropriate military presence. However, good judgment will govern the application of this policy in the field environment.

d. Articles that may be worn while in uniform include inconspicuous wristwatches and rings. Sunglasses may not be worn in formation unless the need to wear sunglasses has been certified by medical authorities. When authorized for wear in formations, sunglass lenses will be of standard green or dark green shade or may be the type commonly referred to as "photosensitive." Sunglasses that do not have "photosensitive" lenses will not be worn indoors. Eyeglasses/sunglasses, when worn, will be conservative in appearance. Eccentric or conspicuous eyepieces are prohibited. Chains, bands, or ribbons will not be attached to eyeglasses; however, eyeglass restraints are authorized for safety purposes, but must be of conservative style/design.

e. Cadets may wear neat and conservative religious apparel items as follows:

(1) Articles of religious apparel which are not visible or apparent when worn with the uniform.

(2) Visible articles of religious apparel with the uniform which do not interfere with or replace required uniform articles.

(3) MCJROTC instructors shall be sensitive to the needs of cadets in

enforcing uniform regulations so as not to infringe upon the religious practices of cadets. Should consideration of the religious practice of a cadet preclude adherence to Marine Corps uniform regulations, cadets will not be required to wear the uniform. They will however, be required to conform to Marine Corps grooming standards. This will not result in any adverse reflection in the grade of the cadet.

5. Grooming Regulations (Male)

a. No eccentricities in the manner of wearing head, facial, or body hair will be permitted. If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.

b. Fingernails will be kept clean and neatly trimmed so as to not detract from the military image or present a safety hazard. Nail polish for male cadets is not allowed.

c. Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back and will be evenly graduated from zero length at the hairline in the lower portion of the head to the upper portion of the head. Block-style trimming of hair on the back of the head is not authorized. Hair will not be over 3 inches in length fully extended on the upper portion of the head. The back and sides of the head below the hairline may be shaved to remove body hair. Sideburns will not extend below the top of the orifice of the ear. Sideburns will not be styled to taper or flare. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.

6. Grooming Regulations (Female)

a. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length.

b. Nail polish as it applies to female cadets will fall under standards in reference (q).

7. MCJROTC Cadet Officer Insignia

a. The description for cadet company and field grade officer insignia is set forth below:

(1) The cadet company grade officer insignia consists of a flat disk, 3/4 of an inch in diameter (large size) and 1/2 an inch wide in diameter (small size).

(2) The Cadet field grade officer insignia consists of flat lozenges, 3/4 of an inch wide by 1 1/4 inches long (large size) and 1/2 an inch wide by 3/4 of an inch long (small size).

(3) All cadet officer insignia will be of silver metal.

b. Placement of MCJROTC officer disks and lozenges on the uniform will be in the manner prescribed for the Marine Corps general officer insignia. The lozenge will be worn as follows:

(1) Coat - the long axis will point fore and aft.

(2) Shirt (including shirt w/quarter length sleeves) - one long axis point of each lozenge will point toward the top edge of the collar.

(3) Garrison cover - right front and centered.

8. MCJROTC Cadet Enlisted Insignia

a. The cadet enlisted MCJROTC insignia gold metal cadet rank insignia will be placed on the blue coat epaulette, and the plastic grade insignia will be worn on the collar of the utility coat and khaki shirts as set forth in reference (q). Scarlet on green MCJROTC insignia will be worn on the green coat. No other style of enlisted grade insignia will be authorized for wear on the MCJROTC uniform.

b. The MCJROTC enlisted grade insignia contains a Lamp of Learning device in lieu of crossed rifles used in the Marine Corps. The Lamp of Learning signifies intensive study, a source of intellect, and moral and spiritual illumination. The Lamp of Learning is the heraldic device associated with MCJROTC.

9. Distinguishing Devices

a. The MCJROTC distinctive patch is the only distinguishing device authorized for wear on the MCJROTC uniform. The MCJROTC patch will be worn on the left sleeve 1/2" below the shoulder seam as set forth in reference (q).

b. The sewing on and removal of the patches from uniform clothing will be performed at the Marine Corps' expense.

c. A 9/16 of an inch wide red stripe for blue uniform trousers will be worn by all MCJROTC cadets.

d. Fourrageres, aiguillettes, service stripes, trouser stripes, and ribbon devices worn by members of the armed forces (e.g., palms, clusters, stars, V's) shall not be worn on the MCJROTC uniform. Special ribbon devices authorized for MCJROTC use are listed in enclosure (3).

10. Awards. Awards are for the purpose of publicly recognizing meritorious service and outstanding achievement that distinguishes an individual or unit from others. They provide a means of recognizing individual cadets for their performance and participation in the MCJROTC program. The proper use of awards can improve morale and provide an incentive for greater efforts and achievement. However, the indiscriminate employment and proliferation of awards can destroy their intended purpose.

11. MCJROTC Ribbon Awards

a. The CG, TECOM (C 46JR) authorizes ribbon awards to recognize superior performance by units or individual cadets. These awards are designated to recognize participation in MCJROTC activities and certain extracurricular school activities which require special dedication and effort beyond the normal MCJROTC course requirements.

b. Only those awards, decorations and badges prescribed in this manual will be worn by cadets on the MCJROTC uniform, per reference (q). The wearing of competition awards is specifically prohibited except during the award presentation ceremony.

c. The descriptions, criteria, and sponsor of the various military and civic awards that have been approved by the CG, TECOM are included in enclosure (3) of this Order.

d. National organizations interested in sponsoring a MCJROTC ribbon award authorized for wear with the MCJROTC cadet uniform should provide the proposed award's name, nomination criteria and ribbon color scheme to CG TECOM (C 46JR).

12. Legion of Valor Award. Regional Director will ensure that selections for the Legion of Valor Award are forwarded to the CG, TECOM (C 46JR). Criteria for this award are explained in enclosure (10).

13. Marine Corps Reserve Association (MCRA) Award

a. MCRA has established an annual award to recognize the most outstanding MCJROTC unit in each MCJROTC region. A selection board will be convened by the Regional Director using the criteria contained in enclosure (11). Units who wish to be considered for this award should submit a MCRA package per enclosure (11) NLT 3 June.

b. Cadets who are members of the MCRA unit during the award period are authorized to wear the MCRA Outstanding Unit Award Ribbon, The Institute of Heraldry (TIH) ribbon numbers N-1-3.

c. Regional selections will be submitted to the CG, TECOM (C 46JR) by 30 July.

14. Naval Honor Schools. Those units attaining the highest overall rating during the school year based upon the criteria in enclosure (11) will be designated Naval Honor Schools by the CG TECOM. Regional selections will be submitted to TECOM (C 46JR) by the Regional Directors NLT 30 July of each school year. Approximately 20 percent of the total MCJROTC units in the region may be selected as Naval Honor Schools.

15. Local Awards. SMIs may desire to institute local personal awards. Such awards may be used effectively to provide incentive for participation and performance in unit activities. Additionally, units may have the opportunity to participate in competition for awards sponsored by other organizations and institutions. However, awarding of locally instituted ribbons or devices for wear on the service uniform is not authorized.

16. Wearing of Ribbons and Awards

a. Ribbons and badges are authorized and procured through the MCJROTC program. Ribbons and badges will be worn for prescribed events and are authorized for wear on leave and liberty.

b. Precedence. Ribbons will be worn in the precedence listed below with the senior ribbon top and to the wearer's right:

Legion of Valor Bronze Cross for Achievement
MCRA Outstanding Unit Award
American Legion Bronze Medal for Scholastic Excellence
American Legion Bronze Medal for Military Excellence
Sons of American Revolution JROTC Bronze Medal
Daughters of the American Revolution JROTC Bronze Medal
Military Order of the World Wars Bronze Medal
Military Officer Association of America Medal

Veterans of Foreign Wars JROTC Bronze Medal
Daedalian JROTC Achievement Medal
Women Marine Association Ribbon
Noncommissioned Officer Association Medal
Military Order of the Purple Heart Medal
Navy League Youth Medal

Reserve Officers Association Medal
Naval Reserve Association Medal
American Veterans JROTC Medal
National Sojourners Medal
Scottish Rite JROTC Medal
Outstanding Cadet Ribbon
Student Leadership Ribbon
Officer Leadership Ribbon
Noncommissioned Officer Leadership Ribbon
Civic Service Ribbon
Best Drill Cadet Ribbon
Distinguished Scholastic Achievement Ribbon
Arts and Academic Ribbon
Distinguished Military Training Ribbon
Physical Achievement Ribbon
Superior Marksman Ribbon
Athletic Participation Ribbon
Longevity and Fidelity Ribbon
Distinguished Conduct Ribbon
Best Drill Squad Ribbon
Color Guard Ribbon
Drill Team Ribbon
Band/Drum and Bugle Team Ribbon
Rifle Team Ribbon
Orienteering Ribbon
Recruiting Ribbon

17. Shooting Badges

a. Marksmanship qualification badges will be awarded annually following qualification firing. The guidelines for annual qualification firing are contained in chapter 5 of this Order.

b. Cadets are authorized to wear one marksmanship badge representing the classification earned during their most recent range qualification. The marksmanship badge will be worn 1/8" above and centered on the left breast pocket. Marksmanship badges will not be worn with medals on the blue coat.

| NOMENCLATURE | UNIT OF ISSUE | UNIT ALLOWANCE |
|---|---|---|
| BOOKCASE | EA | 2 PER PROGRAM |
| CHAIR | EA | 1 PER INSTRUCTOR |
| COMPASS, MAGNETIC | EA | 30 PER PROGRAM |
| COMPUTER LAPTOP | EA | 1 PER PROGRAM |
| COMPUTER SYSTEM, DESKTOP | EA | 2 PER PROGRAM |
| COPIER | EA | 1 PER PROGRAM |
| DESK | EA | 1 PER INSTRUCTOR |
| CAMERA, VIDEO | EA | 1 PER PROGRAM |
| CAMERA, DIGITAL | EA | 1 PER PROGRAM |
| DVD/VCR PLAYER | EA | 1 PER CLASSROOM |
| FAX MACHINE | EA | 1 PER PROGRAM |
| FILE CABINET | EA | 3 PER PROGRAM |
| FLAG, NATIONAL | EA | 2 PER PROGRAM |
| FLAG, ORGANIZATIONAL USMC | EA | 2 PER PROGRAM |
| FOOT MEASUREMENT DEVICE | EA | 2 PER PROGRAM (M/F) |
| GUIDON, UNIT, USMC | EA | 2 PER PROGRAM |
| GUIDON, USMC, W/FRINGE | EA | 6 PER PROGRAM |
| LCD PROJECTOR | EA | 1 PER PROGRAM |
| MAT, PRONE SHOOTING | EA | 10 PER PROGRAM |
| PRINTER | EA | 2 PER PROGRAM |
| RIFLE, AIR DAISY 853C | EA | 1 PER 5 CADETS OR 20 |
| RIFLE, M14 | EA | 50 PER PROGRAM |
| SAFE, HAMILTON | EA | AS REQUIRED |
| SCOPE, SPOTTING | EA | 10 PER PROGRAM |
| SCREEN, PROJECTOR | EA | 1 PER PROGRAM |
| STAND, SPOTTING SCOPE | EA | 10 PER PROGRAM |
| SWORDS, NCO | EA | 15 PER PROGRAM |
| * (MIN 2 PER PROGRAM) | | |

Figure 2-1.--MCJROTC Table of Equipment (T/E)
Garrison Property

| NOMENCLATURE | UNIT OF ISSUE | ALW PER UNIT |
|---|---|---|
| BAG, DUFFLE | EA | 100% ANNUAL STRENGTH |
| BOOT, COMBAT (MARINE CORPS COMBAT) | PR | 200% ANNUAL STRENGTH |
| CAP, DRESS, MENS (WHITE) | EA | 50 OR 40% of ANNUAL STRENGTH LE II, III and IV |
| CAP, DRESS, WOMEN'S (WHITE, VINYL) | EA | 40 OR 40% of ANNUAL STRENGTH LE II, III and IV |
| CAP, GARRISON, MALE (ALL SEASON GREEN) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| CAP, GARRISON, WOMEN'S (ALL SEASON GREEN) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| COAT (CAMOUFLAGE ) | EA | 200% ANNUAL STRENGTH |
| COAT, COLD WEATHER (CAMOUFLAGE) | EA | 200% ANNUAL STRENGTH |
| COAT, MEN'S (ALL SEASON, BLUE) | EA | 50 OR 40% of ANNUAL STRENGTH LE II, III and IV |
| COAT, MEN'S (ALL SEASON, GREEN) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| COAT, MEN'S (ALL WEATHER) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| COAT, WOMEN'S (ALL SEASON, BLUE) | EA | 40 OR 40% of ANNUAL STRENGTH LE II, III and IV |
| COAT, WOMEN'S (ALL SEASON, GREEN) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| COAT, WOMEN'S (ALL WEATHER) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| GLOVES INSERT (GREEN) | PR | 200% ANNUAL STRENGTH |
| GLOVES, LEATHER (BLACK) | PR | 200% ANNUAL STRENGTH |
| LINER, COAT, COLD WEATHER (CAMOUFLAGE) | EA | 200% ANNUAL STRENGTH |
| SHIRT, MEN'S (POLYESTER/WOOL, KHAKI, LONG SLEEVE) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| SHIRT, MEN'S (POLYESTER/WOOL, KHAKI, QUARTER SLEEVE) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| SHIRT, WOMEN'S (POLYESTER/WOOL, KHAKI, LONG SLEEVE) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| SHIRT, WOMEN'S (POLYESTER/WOOL, KHAKI, QUARTER SLEEVE) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| SHIRT, WOMEN'S (WHITE) | EA | 40 OR 40% of ANNUAL STRENGTH LE II, III and IV |
| SHOE, DRESS, MEN'S (LEATHER, OXFORD, BLACK) | PR | 300% ANNUAL STRENGTH LE II, III and IV |
| SHOE, DRESS, WOMAN'S (LEATHER, OXFORD, BLACK) | PR | 300% ANNUAL STRENGTH LE II, III and IV |
| SKIRT, WOMEN'S (ALL SEASON, BLUE) | EA | 40 OR 40% of ANNUAL STRENGTH LE II, III and IV |
| SKIRT, WOMEN'S (ALL SEASON, GREEN) | EA | 300% ANNUAL STRENGTH LE II, III and IV |
| SLACKS, WOMEN'S (ALL SEASON, BLUE) | EA | 40 OR 40% of ANNUAL STRENGTH LE II, III and IV |
| SLACKS, WOMEN'S (ALL SEASON, GREEN) | PR | 200% ANNUAL STRENGTH LE II, III and IV |
| SWEATER (PULL-OVER W/EPAULETS, OLIVE GREEN/BLUE) | EA | 200% ANNUAL STRENGTH |
| TROUSERS (CAMOUFLAGE ) | PR | 200% ANNUAL STRENGTH |
| TROUSERS, MEN'S (ALL SEASON, BLUE) | PR | 50 OR 40% of ANNUAL STRENGTH LE II, III and IV |
| TROUSERS, MEN'S (ALL SEASON, GREEN) | PR | 300% ANNUAL STRENGTH LE II, III and IV |

Figure 2-2.--Uniforms

Criteria and Description of Ribbon Awards

1. Authority is granted for MCJROTC units to participate in the below listed award programs for MCJROTC cadets. Recipient cadets are authorized to wear the ribbons on their MCJROTC uniform, denoting receipt of the awards. The awards are sponsored by the national organizations and are available to all MCJROTC units.

2. Participation will be a matter of record. Ribbons will be worn per reference (q) and this Order.

a. Award - Legion of Valor Bronze Cross for Achievement. Criteria: For the Legion of Valor Bronze Cross for Achievement, eligible cadets must:

(1) Have an MCJROTC class standing in the top 25 percent of their class to be considered.

(2) Have a school academic class standing in the top 25 percent of their class to be considered.

(3) Have demonstrated exemplary military leadership.

(4) Have demonstrated academic leadership (demonstrated qualities of leadership in scholastic activities, student organizations, community activities, and interscholastic athletic participation).

(5) Nominees must be enrolled in MCJROTC their senior year in order to be eligible for this award.

(6) Selection: Senior Marine Instructors will recommend one junior year cadet for the Legion of Valor Bronze Cross for Achievement. The nomination will be submitted in accordance with current TECOM guidance. Names of recipients will be referred to the Legion of Valor, Incorporated, by the CG TECOM (C 46JR).

(7) Sponsor: The Legion of Valor, Incorporated

(8) Presentation: Awards will be presented per the established policy. The presentation of the Bronze Cross for Achievement must be made as early in the cadet's senior year as possible. Preferably, a member of the Legion of Valor will make the presentation.

(9) Medal: TIH-approved ribbon (3302) and medal are provided by the sponsor.

b. Award - Marine Corps Reserve Association (MCRA) Outstanding Unit Award. Criteria: Authorized for those cadets whose unit received recognition by placing first in competition for the outstanding MCJROTC unit.

(1) Selection: The Senior Marine Instructor will ensure that only those cadets who were members of the unit at the time of competition are eligible to wear this unit award.

(2) Sponsor: Marine Corps Reserve Association (MCRA)

(3) Presentation: Award will be presented per local policy and should include a member of MCRA whenever possible.

(4) Ribbon: TIH approved ribbon N-1-9.

c. Award: American Legion Bronze Medal for Scholastic Excellence. Criteria: For the Scholastic Excellence Award, the cadet must:

(1) Have an academic average earned on all courses other than MCJROTC in the upper 10 percent of the class.

(2) Have grades in all MCJROTC subjects within the top 25 percent of that unit.

(3) Have demonstrated qualities of leadership. Have actively participated in related student activities such as student organizations, constructive activities, or sports.

(4) Selection: The Senior Marine Instructor and the school principal may select one cadet for this award. A cadet will not be precluded from receiving the award for scholastic excellence and the award for military excellence within the same school year, or for more than one school year.

(5) Sponsor: The American Legion. Contact the nearest chapter or write:

American Legion
700 N. Pennsylvania Street
Indianapolis, Indiana 46206
www.legion.org

(6) Presentation: Per the local school and legion post policies.

(7) Medal: TIH-approved ribbon (5504) and medal are provided by the sponsor.

d. Award: American Legion Bronze Medal for Military Excellence. Criteria: For the Military Excellence Award, the cadet must:

(1) Be in the upper 25 percent of the class in academic standing, including all MCJROTC subjects.

(2) Have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

(3) Selection: The Senior Marine Instructor and the school principal may select one cadet for this award. A cadet will not be precluded from receiving the award for scholastic excellence and the award for military excellence within the same school year.

(4) Sponsor: The American Legion. Contact the nearest chapter or write:

American Legion
700 N. Pennsylvania Street
Indianapolis, Indiana 46206
www.legion.org

(5) Presentation: Per the local school and legion post policies.

(6) Medal: TIH-approved ribbon (5504) and medal are provided by the sponsor.

e. Award: Sons of the American Revolution (SAR) JROTC Bronze Medal. Criteria: Awarded to a junior cadet who has exhibited the highest standards of leadership, soldierly bearing, and excellence.

(1) Selection: The Senior Marine Instructor will determine eligibility for this award. One recipient per year.

(2) Sponsor: Sons of the American Revolution. Contact the nearest chapter or write:

National Society, Sons of the American Revolution
1000 South Fourth Street
Louisville, Kentucky 40203
www.sar.org

(3) Presentation: Per the established policies of the school and the local sponsor.

(4) Medal: TIH-approved ribbon (1111) and medal are provided by the sponsor.

f. Award: DAUGHTERS OF THE AMERICAN REVOLUTION (DAR) JROTC BRONZE MEDAL. Criteria: The graduating cadet must:

(1) Be in the upper 25 percent of the graduating class in all subjects, including MCJROTC.

(2) Have demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of JROTC training.

(3) Selection: The Senior Marine Instructor and the school principal will select the recipient.

(4) Sponsor: Daughters of the American Revolution. Contact the nearest chapter or write:

The National Defense Committee
National Society of the Daughters
of the American Revolution
1776 D Street
Washington, DC 20006
www.dar.org

(5) Presentation: Presentation of this medal is to be made by a chapter regent, national defense chairwoman, or a representative appointed by the DAR.

(6) Medal: TIH-approved ribbon (5415) and medal are provided by the sponsor.

g. Award: Military Order of the World Wars (MOWW) Bronze Medal. Criteria: This award is to be presented to an outstanding first year cadet. The cadet must:

(1) Excel in both military and scholastic activities during the year.

(2) Be in good standing in all military and scholastic courses at the time of selection and presentation of the award.

(3) Have indicated, by grades, extracurricular activities, individual endeavor, and a desire to serve the United States.

(4) Have committed to continue in the MCJROTC program for the next school year.

(5) Selection: The Senior Marine Instructor and the school principal will select the recipient.

(6) Sponsor: The Military Order of the World Wars (MOWW). Contact the nearest chapter or write:

National MOWW Headquarters
435 North Lee Street
Alexandria, Virginia 22314
E-mail: Mowwhq@AOL.COM

(7) Presentation: By an MOWW member or an active duty or retired member of the armed forces who participated in hostilities while in service. The award will be made at an appropriate ceremony.

(8) Medal: TIH-approved medal ribbon (1115) and medal are provided by the sponsor.

AWARD: MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA) JROTC MEDAL

CRITERIA: Presented to a cadet for outstanding academic achievement. The cadet must:

a. Be in top 10 percent of the class.

b. Have an "A" average in MCJROTC subjects.

c. Hold an officers billet in the unit.

d. Be in the junior year of high school.

SELECTION: The Senior Marine Instructor and the school principal will select the recipient.

SPONSOR: The Military Officer Association of America. Contact the nearest chapter or write:

Military Officers Association of America
201 North Washington Street
Alexandria, Virginia 22134
www.moaa.org

PRESENTATION: Preferably a member of the association.

MEDAL: TIH-approved ribbon (3606) and medal are provided by the sponsor.

AWARD: VETERANS OF FOREIGN WARS JROTC BRONZE MEDAL

CRITERIA: This award is to be presented to cadets who possess individual characteristics contributing to leadership both in and out of uniform. A minimum grade of "B" in MCJROTC, and a "C" in overall school academics. The cadet must be active in at least one other extracurricular activity or club and may not be a former recipient of the award.

SELECTION: The Senior Marine Instructor will select one senior, junior, and sophomore cadet as recipients.

SPONSOR: Veterans of Foreign Wars
National Headquarters
406 W. 34th Street
Kansas City, Missouri 64111
info@vfw.org

PRESENTATION: Awarded per local policies.

MEDAL: TIH-approved ribbon (5123) and medals are provided by the sponsor.

AWARD: DAEDALIAN JROTC ACHIEVEMENT AWARD

CRITERIA: Presented to a junior cadet who has demonstrated an understanding and appreciation of patriotism, love of country and service to the nation. Shows a desire and potential to pursue a military career, ranked in upper 10 percent of the MCJROTC junior class, and 20 percent of the school's junior class.

SELECTION: The Senior Marine Instructor will select a junior cadet who meets criteria.

SPONSOR: The Daedalian Foundation
P.O. Box 249
Randolph AFB, Texas 78148-0249
www.daedalians.org

PRESENTATION: Whenever possible by a member of a local Daedalian Flight.

MEDAL: TIH-approved ribbon (1106) and medal are provided by the sponsor.

AWARD: WOMEN MARINES ASSOCIATION (WMA) AWARD FOR OUTSTANDING CADET

CRITERIA: Presented annually to the outstanding cadet in the unit who:

a. Is participating in at least the second year of MCJROTC.

b. Has satisfactory record of academic accomplishment and citizenship.

c. Has the highest leadership education grades in the MCJROTC unit.

SELECTION: The Senior Marine Instructor will select the recipient and provide information of the nominee to the designated point of contact in the WMA no later than 1 April.

SPONSOR: Women Marines Association. Contact the nearest chapter or write:

Women Marines Association
P.O. Box 10128
Moreno Valley, California 92552
www.womenmarines.org

PRESENTATION: Presented at an appropriate ceremony by a member of WMA or the Senior Marine Instructor.

RIBBON: TIH-approved ribbon (5119) and citation are provided by the sponsor.

AWARD: NONCOMMISSIONED OFFICERS (NCOA) ASSOCIATION

CRITERIA: Awarded annually to the most outstanding cadet NCO in theunit during the past school year. No minimum time in program is specified. However, the award must be made to the cadet NCO/SNCO who has consistently exhibited the best military bearing, personal appearance, deportment and leadership ability.

SELECTION: The Senior Marine Instructor will select the eligible cadet in accordance with the above criteria.

SPONSOR: Noncommissioned Officers Association (NCOA). Contact the nearest chapter or write:

Noncommissioned Officers Association
Junior ROTC Award Coordinator
16771 W. Tonbridge
Surprise, Arizona 85374-6821
E-mail: ncoajrotc@aol.com

PRESENTATION: Presented at a ceremony by the NCOA representative or the Senior Marine Instructor.

MEDAL: TIH-approved ribbon (3401) and medal are provided by the sponsor.

AWARD: MILITARY ORDER OF THE PURPLE HEART JROTC MEDAL

CRITERIA: The award is awarded to a deserving cadet who combines both military and scholastic excellence with strong leadership skills.

SELECTION: The Senior Marine Instructor will select the eligible cadet in accordance with the above criteria.

SPONSOR: Military Order of the Purple Heart. Contact the nearest chapter or write:

Military Order of the Purple Heart
5413-B Backlick Road
Springfield, Virginia 22151-3960
infor@purpleheart.org

PRESENTATION: Presented at a ceremony by an MOPH representative or the Senior Marine Instructor.

MEDAL: TIH-approved (3007) ribbon and medal are provided by the sponsor.

AWARD: NAVY LEAGUE YOUTH MEDAL

CRITERIA: The award is presented to an outstanding cadet in recognition of his/her professionalism and academic excellence and dedication to the MCJROTC program.

SELECTION: The Senior Marine Instructor will select the eligible cadet in accordance with the above criteria.

SPONSOR: Navy League of the United States. Contact the nearest chapter or write:

Navy League of the United States
2300 Wilson Blvd.
Arlington, Virginia 22201-3308
www.navyleague.org

PRESENTATION: Presented at a ceremony by an MOPH representative or the Senior Marine Instructor.

MEDAL: TIH-approved ribbon (3516) and medal are provided by the sponsor.

AWARD: RESERVE OFFICERS ASSOCIATION JROTC MEDAL

CRITERIA: The award is presented to a deserving cadet who has demonstrated outstanding competence in military skills and has contributed to the common good of the school, community, and nation.

SELECTION: The Senior Marine Instructor will select the eligible cadet in accordance with the above criteria.

SPONSOR: Reserve Officers Association. Contact the nearest chapter or write:

Reserve Officers Association
One Constitution Avenue
Washington, DC 20002-5655
www.roa.org

PRESENTATION: By a local member of the Reserve Officers Association or the Senior Marine Instructor.

MEDAL: TIH-approved ribbon (8010) and medal are provided by the sponsor.

AWARD: NAVAL RESERVE ASSOCIATION JROTC MEDAL

CRITERIA: The award is presented to a cadet in recognition of his/her outstanding service and dedication to the MCJROTC program, academic excellence and desire to serve the school, community, and nation.

SELECTION: The Senior Marine Instructor will select the eligible cadet in accordance with the above criteria.

SPONSOR: Naval Reserve Association. Contact the nearest chapter or write:

Naval Reserve Association
1619 King Street
Alexandria, Virginia 22314-3647
www.navy-reserve.org

PRESENTATION: By a local member of the Naval Reserve Association or the Senior Marine Instructor.

MEDAL: TIH-approved ribbon (6030) and medal are provided by the sponsor.

AWARD: AMERICAN VETERANS (AMVETS) JROTC MEDAL

CRITERIA: The award is presented to a cadet for diligence in the discharge of duties and the willingness to serve school, community and nation.

SELECTION: The Senior Marine Instructor will select the eligible cadet in accordance with the above criteria.

SPONSOR: American Veterans. Contact the nearest chapter school or write:

American Veterans
4647 Forbes Blvd.
Lanham, Maryland 20706
E-mail: amvets@amvets.org

PRESENTATION: By a local member of AMVETS or the Senior Marine Instructor.

MEDAL: TIH-approved ribbon (1112) and medal are provided by the sponsor.

AWARD: NATIONAL SOJOURNERS AWARD

CRITERIA: Presented annually to an enrolled cadet, a sophomore or junior, not previously a recipient who:

a. Is enrolled for the next year.

b. Is in the top 25 percent.

a. Has encouraged and demonstrated the ideals of Americanism.

SELECTION: The Senior Marine Instructor will select an eligible cadet.

SPONSOR: National Sojourners, Inc. Contact the nearest chapter or write:

The National Sojourners, Inc.
8301 East Boulevard Drive
Alexandria, Virginia 22308

PRESENTATION: By a local member of the National Sojourners or the Senior Marine Instructor.

MEDAL: TIH-approved ribbon (3613) and medal are provided by the sponsor.

AWARD: SCOTTISH RITE JROTC MEDAL

CRITERIA: The award is presented to a cadet who has encouraged and demonstrated Americanism by deeds or conduct through participation in extra-curricular activities or unit

sponsored community projects and has demonstrated exceptional dependability, character, self-discipline, citizenship and patriotism.

SELECTION: The Senior Marine Instructor will select the eligible cadet in accordance with the above criteria.

SPONSOR: The Scottish Rite. Contact the nearest chapter or write:

Scottish Rite
1733 16th Street NW
Washington, DC 20009-3103

PRESENTATION: By a local member of the Scottish Rite or the Senior Marine Instructor.

MEDAL: TIH-approved medal (3005) and ribbon are provided by the sponsor.

AWARD: OUTSTANDING CADET AWARD

CRITERIA: Presented annually to the cadet who demonstrates:

a. Consistent superior performance in all facets of the Leadership Education Course.

b. Academic achievement in the top 25 percent of the class in all academic subjects including MCJROTC.

c. Exceptional qualities of leadership, discipline, character, military bearing, and military proficiency.

SELECTION: The Senior Marine Instructor and school principal will select one cadet annually.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-3-3. The bronze, silver and gold Marine Corps emblem shall denote second, third and fourth awards respectively.

AWARD: STUDENT LEADERSHIP AWARD

CRITERIA: Presented to cadets who hold an elected office in the student body of the school.

SELECTION: The Senior Marine Instructor will determine those cadets eligible for the annual award.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-3-6. The bronze, silver and gold Lamp of Learning device will be used to denote second, third and fourth awards respectively.

AWARD: OFFICER LEADERSHIP AWARD

CRITERIA: Presented annually to that cadet officer who has demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.

SELECTION: The Senior Marine Instructor will select the eligible cadet.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-3-5. The bronze, silver and gold Marine Corps emblem device shall denote second, third and fourth awards respectively.

AWARD: NONCOMMISSIONED OFFICER LEADERSHIP AWARD

CRITERIA: Presented annually to that cadet noncommissioned officer who has demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.

SELECTION: The Senior Marine Instructor will select the eligible cadet.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-3-4. The bronze, silver and gold Marine Corps emblem device shall be used to denote second, third and fourth award respectively.

AWARD: CIVIC SERVICE AWARD

CRITERIA: This award may be used to recognize outstanding community service or noteworthy unit participation performed by a cadet.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH ribbon number N-4-4. The bronze, silver and gold Marine Corps emblem device shall be used to designate second, third and fourth award respectively.

AWARD: BEST DRILL CADET AWARD

CRITERIA: Presented annually to the cadet(s) who demonstrate superior performance in comparison with other cadets in the following categories:

a. Manual of arms in position.

b. Manual of arms while marching.

c. Military bearing and appearance.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-3-1. The bronze, silver and gold Marine Corps emblem shall be used to denote second, third and fourth award respectively.

AWARD: DISTINGUISHED SCHOLASTIC ACHIEVEMENT AWARD

CRITERIA: Awarded annually to the cadet(s) who have maintained an "A" average in academic subjects to include MCJROTC Leadership Education, and/or be in the top 10 percent of the class.

SELECTION: The Senior Marine Instructor will determine eligibility of cadet(s).

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon 1170. The bronze, silver and gold Lamp of Learning device shall be used to denote second, third and fourth awards respectively.

AWARD: ARTS AND ACADEMICS AWARD

CRITERIA: Presented to any cadet who participates in Interscholastic competition pertaining to academics or the arts.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-1-3. The bronze, silver and gold Lamp of Learning device will be used to denote second, third and fourth awards respectively.

AWARD: DISTINGUISHED MILITARY TRAINING AWARD

CRITERIA: Presented annually to a cadet who demonstrates outstanding proficiency and achievement in all facets of the MCJROTC program.

SELECTION: This award may be presented to more than one cadet annually. The Senior Marine Instructor will determine eligibility for this award.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH ribbon number N-1-2. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards respectively.

AWARD: PHYSICAL ACHIEVEMENT AWARD

CRITERIA: Awarded to any cadet who scores 250 or more points on the National Youth physical Fitness Program test sponsored by the Marine Corps League.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-2-1. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards respectively.

AWARD: SUPERIOR MARKSMAN AWARD

CRITERIA: Presented annually to cadets who qualify as a superior marksman, either by placing in regional or national air rifle matches, or by achieving a score of 270 or better during the MCJROTC Postal Match.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-3-11. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards respectively.

AWARD: ATHLETIC PARTICIPATION AWARD

CRITERIA: Presented to cadets who participate in interscholastic athletics.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-1-5. The bronze, silver and gold Lamp of Learning will be used to denote second, third and fourth awards respectively.

AWARD: LONGEVITY/FIDELITY AWARD

CRITERIA: Presented to those cadets who have successfully participated in the MCJROTC program for two years and have met all the requirements of Leadership Education I (LE I) and Leadership Education II (LE II). In the event a senior student is enrolled in LE II, the award may be made at the commencement of the cadet's final semester in the program.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH ribbon number N-4-1. The bronze Marine Corps emblem will be attached to the ribbon on initial presentation. The silver and gold Marine Corps emblem will be used to denote third and fourth year participation in the MCJROTC program respectively.

AWARD: DISTINGUISHED CONDUCT AWARD

CRITERIA: Presented to any cadet whose conduct and demeanor are worthy of special recognition. Individuals shall not have received any demerits or adverse conduct reports from any staff or faculty member for the entire year.

SELECTION: This award may be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: The award will be presented in accordance with local policy.

RIBBON: TIH ribbon number N-3-7. The bronze, silver and gold Marine Corps emblem will be used to denote second, third and fourth awards respectively.

AWARD: BEST DRILL SQUAD AWARD

CRITERIA: Presented annually to those cadets comprising the best drill squad. The best drill squad is determined, through competition with other drill squads in the unit, to be superior in the following categories:

a. Manual of arms in position.

b. Manual of arms while marching.

c. Military bearing and appearance.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps

PRESENTATION: Presented per local policy.

RIBBON: TIH ribbon number N-3-10. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards respectively.

AWARD: COLOR GUARD AWARD

CRITERIA: Awarded to those cadets who distinguish themselves as members of the unit's color guard.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-3-2. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards respectively.

AWARD: DRILL TEAM AWARD

CRITERIA: Presented annually to those cadets who comprise the unit drill team in drill team competition.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH ribbon number 5216. The bronze, silver and gold bar device lettered "DRILL TEAM" will be used to denote second, third and fourth awards respectively.

AWARD: BAND/DRUM AND BUGLE CORPS AWARD

CRITERIA: Presented to those cadets who distinguish themselves in the school's band/drum and bugle corps.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-3-8. The bronze, silver and gold bar device lettered "BAND" will be used to denote second, third and fourth awards respectively.

AWARD: RIFLE TEAM AWARD

CRITERIA: Presented to those cadets who distinguish themselves on the unit's rifle team(s).

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH-approved ribbon N-2-4. The bronze, silver and gold bar device lettered "RIFLE TEAM" will be used to denote second, third and fourth awards respectively.

AWARD: ORIENTEERING TEAM AWARD

CRITERIA: Presented to those cadets who distinguish themselves on the unit's orienteering team(s).

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH ribbon number 5204. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards respectively.

AWARD: RECRUITING AWARD

CRITERIA: Presented to those cadets who have contributed to the growth of the unit by taking an active role in recruiting cadets into the MCJROTC program.

SELECTION: This award will be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Presented per local policy.

RIBBON: TIH ribbon number 3410. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards respectively.

Print Form

## QUANTICO DEFENSE TRAVEL SYSTEM - REQUEST FOR INFORMATION

### PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army, 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN).
**PRINCIPAL PURPOSE:** To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.
**ROUTINE USES:** For Federal and private entities providing travel services for purposes of arranging transportation and lodging for those individuals authorized to travel at Government expense on official business. In addition, the "Blanket Routine Uses" set forth at the beginning of the Army's compilation of systems of records notices applies to this system.
**DISCLOSURE:** Voluntary, However, failure to provide the requested information may preclude the processing of both the travel request and the claim for reimbursement.

**INSTRUCTIONS:** Using auto fill feature requires adobe reader 7.0 or above.
If using auto fill feature: 1. COMPLETE FORM 2.CLICK PRINT FORM BUTTON AT TOP RIGHT OF PAGE 3. SIGN FORM AND FAX TO NUMBER SHOWN BELOW.
If NOT using auto fill feature: 1. PRINT BLANK FORM 2. COMPLETE FORM PRINTING LEGIBLY 3. SIGN FORM AND FAX TO NUMBER SHOWN BELOW.

### Common Data

SSN: | First Name: | MI: | Last Name:

Unit-Organization/Activity: i.e. HQBN / Motor T

Work Email: | ☐ Male? | ☐ Female?

### General Traveler Data

☐ Civilian? | Civ Grade & Description: | Time Zone; Eastern, Central, etc:

☐ Military? | Mil Grade; E-1 (Pvt), O-2 (1stLt), etc: | Mil Rank Abbr; SSgt, 2ndLt, MChief, etc:

Home Mailing Address: | Address Line #2:

City: | State/Ctry: | FPO/APO: | Zip Code:

### Personal Contact Data

Primary Contact Phone#:

Work Phone#:

Emerg Name & Contact #:

### Duty Station Data

Duty Station / Base Name: | Reporting Unit Code (RUC) | ☐ MSGBN / 54050 | ☐ All Others / 30002

Duty Station Street Address: | City:

State/Ctry: | FPO/APO: | Zip Code:

### Government Charge Card Data

Charge Card Status:

☐ Current Govm't Charge Card Holder?

☐ Active Card?

16 digit Gov Chg Card #: | Exp Date MM/YY:

### Member's Electronic Funds Transfer Information

☐ Checking Acct?

☐ Savings Acct?

9 Digit Bank Routing # (RTN): | Account #:

Members Signature: | Date Signed, yyyymmdd:

Upon completion of this request for information, please fax this request to the MCJROTC Finance Section @ ***Fax: 703.784.4050 (DSN 278). Please call 703.784.3748/3741 to verify receipt of the fax.***

Figure 4-1.--Travel System Request for Information

| Hazards | Contributing Factors | Effect | Probability | Severity | RAC | Mitigation | Corrective Actions |
|---|---|---|---|---|---|---|---|
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Figure 5-1.--Risk Assessment Matrix

# Chapter 6

## Fiscal and Logistics

### 1. General

a. The instructions contained in this chapter, appropriate Marine Corps supply instructions, and reference (d) provide for effective control of all organic property used by MCJROTC units.

b. Accountability for property and funds are the responsibility of the unit Military Property Custodian.

c. The acquisition of items of clothing, supplies, equipment, and contracting for services will be governed by established allowance publications, directives, and as established herein. Requirements for all items and services will be requested from the SMI to the MCJROTC Program Logistics Section.

### 2. Mission of the Program Logistics Section and MCJROTC Unit Military Property Custodian

a. The mission of the MCJROTC Program Logistics Section is to provide logistics support to MCJROTC units to include supply and purchasing and contracting. In addition, the section provides guidance for and management of the requisitioning, accounting and control of all Consolidated Memorandum Receipts (CMRs) controlled organic property issued to MCJROTC units.

b. The mission of the MCJROTC unit Military Property Custodian (MPC) is to provide supply support for the unit by assuring that authorized material is obtained in sufficient quantities, maintained in a serviceable condition, and disposed of as authorized by current directives or higher authority. Generally, this responsibility includes all functions incident to requesting, receiving, storage, maintenance, issue/recovery, reporting of excess property, preparation, and submission of necessary source documents to keep required CMR records current at all times.

### 3. Military Property Custodian (MPC)

a. The school principal will appoint the MPC. Usually, the MPC shall be the MI.

b. Such appointment will be made in writing with a copy furnished to the Regional Director and CG, TECOM (C 46JR). Letters of appointment will be prepared as shown in enclosure (6). Letters of appointment shall be updated if the school principal or MPC changes. Copies of the MPC appointment letter will be kept on file for a period of two years following a change of MPC.

c. The MPC will be bonded in an amount that is no less than the total monetary value of government property assigned to that MPC and the MCJROTC unit. The total monetary value of the unit account can be acquired from the Program Logistics Section at anytime upon request. In addition, specific "line item" coverage for loss and damage of all government property assigned to that school's MCJROTC unit is required. Specific coverage must be in an amount commensurate with the total monetary value. This coverage should be evaluated annually in order to ensure the amount of coverage remains adequate. Coverage under a school district "umbrella policy" is not adequate.

d. Relief of the Military Property Custodian

(1) Prior to relief of an MPC, the relieving custodian and the

FIRST ENDORSEMENT on CG TECOM ltr 4400 of (date) 07

From: (Name, Grade, Last four digits of Social Security Number, Component of Service)
To: (Insert Title of School Official)

Subj: DESIGNATION AS MILITARY PROPERTY CUSTODIAN (MPC)

1. I acknowledge the appointment of and accept the position of MPC for MCJROTC at (enter name of school and location). I further agree to hold myself accountable to the United States for all Government property and funds received.

_____
(Signature)

Figure 6-2.--Sample of Military Property Custodian (MPC) Acceptance Letter

**SAMPLE**

**UNITED STATES MARINE CORPS**
**TRAINING AND EDUCATION COMMAND**
**1019 ELLIOT ROAD**
**QUANTICO, VIRGINIA 22134-5001**

IN REPLY REFER TO:
4400
C 46JR

From: (Name of Principal)
To: (Name of MPC)

Subj: DESIGNATION AS MILITARY PROPERTY CUSTODIAN (MPC)

Ref: (a) MCO P1533.6E

1. In accordance with reference (a) you are appointed as the Military Property Custodian for (Name of School and Location).

2. This designation is effective on (date).

3. In the performance of your duties as MPC you are required to requisition, receive and account for all Government property furnished to this school for use in the MCJROTC program. You will make cash sales of Government property as authorized by reference (a) and will be responsible for the collections, handling, safeguarding and disposition of Government funds received.

4. Collections from the proceeds of sale of Government property will be handled per reference (a). Proceeds from sales will be converted to postal money orders and will be submitted to the Disbursing Officer, Marine Corps Finance Center, Central Accounts Division, Kansas City, Missouri 64197 at the close of business each month or when the total money on hand exceeds $100 as a result of the above transactions.

5. Funds in your possession will be safeguarded at all times. Except for periods while sales are being conducted, funds will be retained in the safe provided you for such purpose.

6. Funds/records in your possession will be audited and verified at least once during each quarter by the Senior Marine Instructor or by any authorized representatives. Such audits will be made in your presence.

7. This position and all Government property and funds are covered by bond and/or financial responsibility provided by the school. Proof of bond or financial responsibility has been provided to the CG TECOM (C 46JR).

8. You will acknowledge your acceptance of this position on the original and all copies of this letter of appointment by endorsement hereon and include the statement, "I agree to hold myself accountable to the United States for all Government properties and public funds received."

9. This appointment will continue during your service at this school, unless revoked, and need not be reissued by successors of the appointing official.
Subj: DESIGNATION AS MILITARY PROPERTY CUSTODIAN (MPC)

10. Letters of appointment will be maintained in the school's permanent file for a period of not less than five years.

_____
(Signature)

Figure 6-1.--Sample of Military Property Custodian (MPC) Appointment Letter

**SAMPLE**

**UNITED STATES MARINE CORPS**
**TRAINING AND EDUCATION COMMAND**
**1019 ELLIOT ROAD**
**QUANTICO, VIRGINIA 22134-5001**

IN REPLY REFER TO:
4400
C 46JR

From: Commanding General
To:

Subj: APPOINTMENT OF RESPONSIBLE OFFICER (RO)

Ref: (a) MCO P4400.150E
(b) UM 4400-124

Encl: (1) Responsible Officer Acceptance Letter
(2) Sample Delegation of Authority Letter
(3) Sample Request for Investigation

1. Per paragraph 1003.2 of reference (a), you are hereby appointed the Responsible Officer of Supply Account Y___, (school name).

2. Per reference (b), you will assume accountability of all government property upon receipt, verify the on hand quantities and serial numbers and then report receipt to the Program Logistics Section in accordance with Marine Corps' supply procedures and utilizing the format contained in enclosure (1).

3. An account CMR will be generated and forwarded subsequent to receipt of initial equipage.

4. You may, at your option, designate other personnel within your account to assist in the administration of supply transactions utilizing the format contained in enclosure (2). The RO is still responsible for government property issued to or turned in by these designated personnel.

5. If you do not desire to designate other personnel, you are required to personally affect any turn-ins or issues. In this case, you will submit the delegation of authority letter stating "NONE", for record purposes.

6. You are required to maintain the RO's copy of the CMR current on a day-to-day basis with copies to all pending increases and decreases (DD 1348 interim receipts). The CMR should be updated in pencil as changes occur. The interim receipts are required to support disputed quantities during reconciliation.

7. Semi annually, you will receive two copies of the CMR from the Program Logistics Manager. Within **15 days**, you will verify the on hand balance and serial numbers, then sign the original CMR.

8. If, at any time, government property in your charge is discovered missing, damaged, or destroyed, you will immediately report it to the Commanding General, Training and Education Command utilizing the format contained in enclosure (3). At a minimum, this request for investigation must contain the following information:

Figure 7-1.—Sample of Responsible Officer (RO) Appointment Letter

Subj: APPOINTMENT OF RESPONSIBLE OFFICER (RO)

a. Itemized description of property, to include serial number, and its condition (missing, damaged, etc.).

b. Whether or not the RO accepts responsibility for the condition of the gear.

c. Whether or not the RO wants to voluntarily reimburse the government.

d. Description in detail as to the circumstances surrounding the loss or damage to include dates, location, etc.

9. You are highly encouraged to sub-custody all property in your charge but not in your direct sight to the office, section, or individual utilizing the gear. Signatures may be obtained through the use of Equipment Custody Record (ECR) cards or locally produced CMRs in letter format. Regardless of the method used, sub-custody signatures should also be updated quarterly. This procedure encourages property accountability and prevents loss.

10. You will ensure that the Program Logistics Manager is formally advised at least 20 days in advance of your impending reassignment or detachment. An absence of 60 days or more for any reason (TAD, leave, hospitalization, etc.) requires a formal changeover of ROs. An RO successor will be appointed and you will conduct a thorough inventory and reconciliation, with the new RO, prior to your departure. You will not be fully relieved of your duties as RO until the account is formally signed over to the incoming RO and he/she and the Program Logistics Manager concur on the status of the account.

11. You will be guided by the references in the performance of these duties. The Program Logistics Manager is available for guidance and assistance in establishing effective procedures.

W. E. McHenry EdD
By direction

Copy to: AC/S, G-4

Figure 7-1.—Sample of Responsible Officer (RO) Appointment Letter (continued)

**SAMPLE**

**UNITED STATES MARINE CORPS**
**TRAINING AND EDUCATION COMMAND**
**1019 ELLIOT ROAD**
**QUANTICO, VIRGINIA 22134-5001**

IN REPLY REFER TO:
4400
C 46JR

FIRST ENDORSEMENT on CG TECOM ltr 4400 of XX June 08

From: Responsible Officer, Supply Account Y___
To: Commanding General, Training and Education Command (C 46JR)

Subj: RESPONSIBLE OFFICER ACCEPTANCE LETTER

Ref: (a) MCO P4400.150E

1. In accordance with the reference, I assume responsibilities effective this date as the Responsible Officer for Supply Account Y___.

John E. Marine
LtCol USMC (Ret.)

Figure 7-2.—Sample of Responsible Officer (RO) Acceptance Letter

SAMPLE

**UNITED STATES MARINE CORPS**
**TRAINING AND EDUCATION COMMAND**
**1019 ELLIOT ROAD**
**QUANTICO, VIRGINIA 22134-5001**

IN REPLY REFER TO:
4400
C 46JR

From: Responsible Officer, Supply Account Y___
To: Commanding General, Training and Education Command (C 46JR)

Subj: REQUEST FOR INVESTIGATION

Ref: (a) JAGMAN
(b) MCO P4400.150E

1. Property charged to my account has turned up missing. Accordingly, I am providing information to determine whether an investigation should be conducted, in accordance with references (a) and (b).

2. The following property may be subject to investigation:

| Nomenclature/ Serial Number | TAMCN | NSN | T/P | Condition |
|---|---|---|---|---|

3. I do not accept responsibility for its condition. I do not want to voluntarily reimburse the government.

4. The following information is provided concerning the property's condition: **(JUSTIFICAITON, EXPLANATION OF MISSING EQUIPMENT)**

5. Point of contact is _____ at x____.

RESPONSIBLE OFFICER

Figure 8-1.—Sample of Request for Investigation Letter

SAMPLE

Request To Drop Unrecoverable U.S. Government Property In The Custody Of MCJROTC Cadets

MPC: I certify that the below listed property with the total value of _____ was checked out to cadet _____ for use and safe keeping in conjunction with the MCJROTC program. This cadet is no longer in the MCJROTC program and no longer attends this school. I further certify that all reasonable efforts to recover the property were conducted by the Senior Marine Instructor and I before the cadet left the program. Additionally, procedures were in place and were complied with for recovery of property left in the possession of cadets during the summer months in the event of transfer. I request that the property listed below be dropped from this unit's record.

| QTY | DESCRIPTION | PRICE |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

_____ _____
Signature of MPC Date

SMI: I certify that the Military Property Custodian used all reasonable means to recover the above described property. I (Recommend) (Do Not Recommend) that the property be dropped.

_____ _____
Signature of SMI Date

PRINCIPAL: I, _____ certify that all efforts have been exhausted by this school to recover the above described U.S. Government property. The student no longer attends this school or resides in the immediate area and any further efforts to collect the property are considered impractical. It is requested that the property be removed from the records of the Military Property Custodian and that this school not be held financially liable for the property loss.

_____ _____
Signature of Principal Date

Figure 8-2.—Sample of Supply Request to Drop Unrecoverable Property

SAMPLE

SCHOOL HEADING

(Date)

From: Responsible Officer, Supply Account Y___
To: Logistics Manager, Marine Corps Junior ROTC

Subj: DISCREPANCY LETTER

1. As directed by MCO 1533.6E, I have conducted an inventory of the T/E equipment listed on the subject CMR. All serial numbers have been verified and I have visually sighted or accounted for all gear. Any discrepancies are listed below:

| TAMCN | NSN | NOMENCLATURE | QTY |
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RESPONSIBLE OFFICER

Figure 8-3.--Sample of Consolidated Memorandum Receipt (CMR) Discrepancy Letter

SCHOOL HEADING

(Date)

From: Military Property Custodian, Supply Account Y___
To: Logistics Manager, Marine Corps Junior ROTC

Subj: REQUEST FOR DISPOSITION

1. (High School Name) is requesting disposition instructions on the following items:

| NSN | NOMENCLATURE | QTY | SERVICEABLE/ UNSERVICEABLE |
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Signature

Figure 9-1.—Sample of Request for Disposition Letter

Legion of Valor Nomination

The Legion of Valor (LOV) Bronze Cross for Achievement is awarded annually to one cadet from each Marine Corps Region who has just completed the junior year of high school and demonstrates leadership potential. This award is considered the highest individual award bestowed upon a MCJROTC cadet. The Legion of Valor Bronze Cross for Achievement is sponsored annually by The Legion of Valor of the United States of America, Inc. The Legion of Valor was organized on April 23, 1890, in Washington, DC, by a group of Civil War and Indian War Campaign veterans who were recipients of the Medal of Honor. At its inception, the name was "The Medal of Honor Legion". The membership was augmented following the Spanish Campaign of 1898 and following the Philippines Insurrection. The membership was never large and with the passage of years and subsequent demise of members, on November 25, 1918, the recipients of the Army Distinguished Service Cross, the second ranking Army decoration for extraordinary heroism, were admitted to membership. In 1933, members of the United States Navy and Marine Corps who were recipients of the Navy Cross, the second ranking Navy decoration for extraordinary heroism, were invited to join the membership and the name of this prestigious organization was changed to "The Army and Navy Legion of Valor". On August 4, 1955, Public Law 224, 84th Congress, incorporated The Army and Navy Legion of Valor of the United States. With the creation of the Air Force Medal of Honor and the Air Force Cross, the membership invited the recipients of these medals to become members and on June 21, 1961, with P.L. 87-56, the name of this elite organization became the "Legion of Valor of the United States of America, Inc".

The Legion of Valor has maintained a consistent interest in recognizing outstanding performance. In 1957, at the 67th National Reunion, the Legion of Valor created a Silver Cross for Heroism and a Bronze Cross for Achievement. In establishing these awards, members of the Legion of Valor concluded that the Silver Cross should be reserved to recognize actions involving the saving or preservation of life and that the decoration could be conferred on any person whose conduct met such standards. On the other hand, the Bronze Cross for Achievement should be available to those cadets of the Reserve Officers Training Corps who have demonstrated excellence in military, scholastic, and civic affairs.

The Bronze Cross for Achievement program began of a limited scale in 1951 when the District of Columbia Chapter established an incentive for excellence in the Washington High School Corps of Cadets. The national body of the Legion of Valor ordained that the program be converted to a nationally-sponsored program in 1957. Thus it was extended to the Fifth U.S. Army in 1959, to the Third U.S. Army in 1960, and in 1961 to all Army ROTC and NDCC cadets. In 1962, college-level cadets of the U.S. Air Force ROTC became eligible to receive the Bronze Cross, and in 1975, college-level midshipmen of the U.S. Navy were given the privilege of competing for the Cross. High school cadets of MCJROTC also participate in the program.

1. Cadets nominations for the LOV Bronze Cross for Achievement should be submitted by Senior Marine Instructors (SMIs) to the Commanding General, TECOM, via the Regional Coordinator. Instructions for LOV submission procedures can be obtained from the MCJROTC website or Regional Coordinator.

2. Nominated cadets must meet the following eligibility criteria:

   a. Have an MCJROTC class standing in the top 25% of their class.

   b. Have an academic class standing in the top 25% of their class.

   c. Have demonstrated exemplary military leadership.

d. Have demonstrated academic leadership (demonstrated qualities of leadership in scholastic activities, student organizations, community activities, and interscholastic athletic participation).

e. Nominees must be enrolled in MCJROTC their senior year in order to be eligible for this award.

3. Submissions will include at a minimum:

a. Cover Letter. The SMI will provide a cover letter as shown in enclosure (1). This cover letter serves as the SMI's endorsement of the cadet for consideration for the LOV Bronze Cross for Achievement. This letter must also provide the cadet's MCJROTC class standing. The cover letter shall include the following paragraphs:

(1) Paragraph 1. A recommendation from the SMI and the following data; class standing in MCJROTC, grade in MCJROTC, class standing in school, and overall GPA. "In accordance with MCO 1533.6D, Cadet First Lieutenant John. J. Smith is enthusiastically recommended for the Legion of Valor, Bronze Cross for Achievement". Enclosures (1) through (7) are submitted in support of this nomination. The following information is provided:

(a) Class Standing in MCJROTC (top 25%): 3 out of 20.

(b) Grade in MCJROTC: 99.5.

(c) Class Standing in School (top 25%): 10 out of 300.

(d) Overall Grade Point Average: 97.3.

(2) Paragraph 2. Indicated the cadet's grade level and identify if the cadet will enroll in MCJROTC next school year.

"Cadet First Lieutenant Smith is in the junior class, and has enrolled in the MCJROTC program for her senior year."

(3) Paragraph 3. This paragraph(s) shall contain the SMI's recommendation of the cadet for the LOV award. Particular attention should be given to listing and/or describing demonstrated academic leadership, qualities of leadership in scholastic activities, student organizations, community activities and interscholastic athletic participation.

b. LOV Data Sheet. This sheet should be detailed as possible and identify all MCJROTC billets held, MCJROTC activities participated in (Drill, Rifle, Color guard, YPFT team, etc.), MCJROTC awards earned, school leadership positions held, and academic or community contributions and accolades. On this data sheet, include all of the above mentioned accomplishments and accolades obtained during the cadet's entire high school career.

c. Official Photograph. A color photograph must be included in the nomination package. Photographs will be either standard Polaroid or 4"x 6" in size. The photograph should be mounted on 8.5 X 11 inch sheet of white paper, containing the following information underneath the photograph: the cadet's last name, first and middle initial(s), name suffix, cadet rank, the high school name, and the date the photograph was taken (year, month, and day sequence). The photograph should be full length with the cadet standing at a 45 degree angle while looking at the camera. Cadets will wear the Service 'C' uniform and garrison cover.

d. Official High School Transcript. Must be included in the nomination. Copies will not be accepted. If class rank is not identified on the transcript, class rank must be provided by the high school principal in the letter of recommendation or some other form of documentation.

e. Letters of Recommendation. At a minimum, packages will include a letter of recommendation from the high school principal. However, packages may include no more than 4 letters of recommendation.

4. Packages are due to the Regional Coordinator on 15 June of each school year.

5. Regional Coordinators will recommend to the CG, TECOM junior year cadet who has demonstrated leadership potential and meets the LOV eligibility criteria.

Marine Corps Reserve Association (MCRA)/
Naval Honor School (NHS) Selection Process

1. Annually, the Commanding General, TECOM will recognize the top units in the each region. The top 20% of units in each region will be designated as NHS units, with the top unit in each region receiving the MCRA. Selections are made using the information furnished in the unit's MCRA/NHS application package which is submitted by the unit SMI. Regional Directors will identify the units for recognition using the weighted criteria described below:

a. Annual Inspection. (Weighted 20%) Measures the cadet performance during the inspection process.

b. Unit Participation. (Weighted 15%) Measures how successful the unit is in maintaining the required cadet enrollment and in reaching a significant portion of the entire school population.

c. Cadet Citizenship. (Weighted 25%) Measures cadet involvement in the school and community.

d. Scholastic Achievement. (Weighted 15%) Measures student dedication and instructor involvement in the academic/scholarship process.

e. Extra Curricular Events. (Weighted 25%) Includes field training and competitions.

2. Submission Requirements. Annually, each SMI may submit a MCRA/NHS award brief. The required due date, to the appropriate Regional Coordinator is not later than 30 June.

3. Information pertaining to the winning units for each region will be forwarded to CG, TECOM (C 46JR) by 30 July annually.

4. MCRA/NHS Format. The following format, as outlined, is the submission for MCRA/NHS. "Dressing up" submissions is prohibited as data is extracted to a spreadsheet and submitted packages are never viewed by board members:

Unit:

Date:

Senior Marine Instructor:

Marine Instructor(s):

Principal:

Include a paragraph highlighting the MCJROTC unit's accomplishments during the school year. This is an opportunity for the SMI to draw particular attention to accomplishment or other information that is not shown in the below data.

1. Unit Inspection. (20%) Biennial inspection results or unit self-evaluation report. (Points determined by the Regional Coordinator)

    a. Date of Inspection.

    b. Score.

2. Unit Participation. (15%) Maintaining the 10% requirement = 10 points. One point is deducted for each percentage below the 10%. Units are awarded a point for every two-percentage points the enrollment is above the minimum.

    a. Student Population at the end of the school year:

    b. Cadet Strength at the end of the school year:

3. Cadet Citizenship. (25%)

    a. Number of cadets active in student government, student councils:

        (1) Name of committee.

        (2) Name of Cadet and position held.

    b. Number of community service hours performed: (Do not include public affairs activities; i.e., Color Guards). Civic organization assisted (i.e., Red Cross, Toys for Tots, etc.).

    c. Paid community service: (Fund raising activities that benefited the school and community at large for which the unit received a donation for their services). List name, date and point of contact with telephone number for each activity.

    d. Number of cadets active in school activities and clubs: (Football, Chess Club, French Club).

        (1) Name of activity.

        (2) Name of Cadets participating.

4. Scholastic Achievements. (15%)

    a. Number of academic awards given to cadets during current school year:

(1) Name of Cadet.

(2) Name of award (i.e., National Honor Society, Student of the Year, etc.).

b. Number of scholarships given to cadets during current school year:

(1) Name of Cadet.

(2) Name of scholarship and dollar amount.

5. MCJROTC Unit Activity. (25%)

a. Number of public affair events attended/ sponsored by the MCJROTC unit (color guards, parades, funeral details, etc. sponsored by the unit in order to promote awareness of the MCJROTC unit):

(1) Type of event supported.

(2) Date of the event.

(3) POC for the event.

b. Number of Drill Team competitions hosted:

(1) Event name.

(2) Date of the event.

c. Number of Drill Team competitions:

(1) Event name.

(2) Date of the event.

d. Number of Rifle Team competitions hosted:

(1) Event name.

(2) Date of the event.

e. Number of Rifle Team competitions attended:

(1) Event name.

(2) Date of the event.

f. Number of YPFT Team competitions hosted:

(1) Event name.

(2) Date of the event

g. Number of YPFT Team competitions attended:

(1) Event name.

(2) Date of the event.

h. Number of other team competitions hosted:

(1) Event name.

(2) Date of the event.

i. Number of other team competitions attended:

(1) Event name.

(2) Date of the event.

j. Number of POI operations and field trips conducted by the unit:

(1) Name and location of the trip or operation.

(2) Date of the event.

(3) Reason/type of instruction conducted during the trip/operation.