



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
FORT MONROE, VIRGINIA 23651-5000

REPLY TO  
ATTENTION OF

S: 28 Feb 09

28 Feb 10

ATCC-JR (145)

10 Apr 08

MEMORANDUM FOR JROTC Brigades, COMMANDER, HQ USAREUR & 7<sup>TH</sup>  
ARMY (AEAGA-HS)

SUBJECT: Annual Junior ROTC Essay Contest

1. Purpose. To provide information and assign responsibilities for the Annual Junior ROTC Essay Contest.
2. In order to provide additional planning time and address alternative scheduling scenarios in multiple school districts, Cadet Command is announcing themes for its essay contest for the next two school years.
  - a. SY 08-09 - "Why Did I Enroll in Army JROTC"
  - b. SY 09-10 - "JROTC Builds Character and Leadership"
3. Announcing the contest theme a year in advance permits cadets enrolled in Junior ROTC the second semester of a school year an opportunity to participate. As an example, cadets enrolled in Junior ROTC the second semester of SY 07-08 could submit essays using the theme for SY 08-09, "Why Did I Enroll in Army JROTC." These essays would then be judged, along with those submitted the first semester of SY 08-09, to select a school winner. Cadets enrolled in Junior ROTC for an entire school year would continue to submit essays in the same timeframe as in past years.
4. Major areas to be considered in conducting the essay contest are:
  - a. Criteria. All students currently enrolled in Army Junior ROTC are encouraged to participate. Essays, which will be judged on content, organization, and structure, should be the work of the individual cadet. Criteria should also include the development of the main idea or concept.

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Winning essays are often used for promotional purposes. Special attention should be given to grammar, punctuation, and template. The essays are to be 250-350 words in length; essays longer than this will not be evaluated. An essay template is at enclosure 1.

b. Judging. Since many instructors use these essays as learning activities, and they are more familiar with the writing skills of individual cadets, judging should begin at the local school level. It is therefore recommended that instructors submit only one winning essay to their Brigade. Each Brigade will submit one winning essay to Headquarters, U.S. Army Cadet Command, DCS, JROTC, Attn: Darlene Roberts. This procedure will make judging the essay contest less time consuming for all levels. **Essays sent directly to the headquarters by instructors or cadets will not be judged.**

c. Awards. The Essay Contest Sponsor will provide Savings Bonds for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place National Winners. The savings bonds will be mailed directly to the cadet's home address. A JROTC Certificate and 2 Star Note will be provided as well. Awards should be presented by a senior officer at an appropriate ceremony.

5. Specific responsibilities:

a. **Commander, Junior ROTC.**

(1) Conduct the Junior ROTC Essay Contest and announce the annual theme.

(2) Coordinate final judging of the National Winner and announce selection.

(3) Acquire awards for each National Winner.

(4) Prepare congratulatory letter to the National Winners for CG signature.

b. **USAREUR/Brigade Commanders.**

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(1) Coordinate the judging of Brigade winners. Essays should be considered by a minimum of three judges. Forward one winning essay to Headquarters, U.S. Army Cadet Command, Attn: Darlene Roberts, NLT 26 Feb 09 for SY 08-09 contest, and 27 Feb 10 for SY 09-10.


(2) Prepare congratulatory letter to winners, and participation letters to school entrants as appropriate.

(3) Coordinate local awards ceremony in recognition of winner(s).

(4) Provide Cadet Command the winning cadet's full name, rank, social security number, home address, school name, POC, and school address with your essay submission. A cover sheet is at enclosure 2.

6. Point of contact is Darlene Roberts,  
[darlene.roberts@usacc.army.mil](mailto:darlene.roberts@usacc.army.mil), 757-788-5488.

FOR THE COMMANDER:



LEON MCMULLEN  
Acting Director, Army  
JROTC

- 2 Encls  
1. Essay Template  
2. Essay Cover Sheet

*Enclosure 1 (Essay Template)*  
*Courier New 12, double spaced, 1" margins*

**Cadet John Doe**  
**LET 2**  
**All American HS**  
**City, State**

"Why Did I Enroll in Army JROTC"

*Enclosure 2(Essay Cover Sheet)*

**For Brigade submissions to Cadet Command only**

Cadet Name (First and Last):

Cadet Rank:

Cadet SSN (Optional): Provided to Cadet Command if 1<sup>st</sup>, 2<sup>nd</sup>  
or 3<sup>rd</sup> place winner

Cadet Home Address (Street, City, State and Zip):

School Name, Address (Street, City, State and Zip):

School POC and Phone Number(SAI or AI):