



**DEPARTMENT OF THE ARMY
HEADQUARTERS, FOURTH BRIGADE
2175 REILLY ROAD, STOP A
FORT BRAGG NC 28310-5000**

ATCC-DDJ

15 September 2017

MEMORANDUM FOR RECORD

SUBJECT: FOURTH BRIGADE JCLC STANDING OPERATING PROCEDURES (SOP)

1. Purpose. To provide JROTC cadets challenging, meaningful, hands-on training in a military environment which develops good citizenship, leadership and patriotism.

2. References.

a. CC Regulation 145-2, Organization, Administration, Operation, Training and Support, dated 1 February 2012

b. CC Regulation 385-10, SUBJECT: Cadet Command Safety Program, May 2016

3. Mission. Fourth Brigade JROTC will conduct JROTC Cadet Leadership Challenges (JCLCs) from June - August. When available, JCLCs will be on military installations and will introduce cadets to life in a military setting. Camps will provide a safe environment for the practical application of good citizenship and leadership techniques.

4. Objectives. The objectives of Fourth Brigade JROTC Cadet Leadership Challenges are:

a. To provide a safe, healthy and fun training environment that is both physically and mentally challenging.

b. To provide hands-on training designed to develop leadership, discipline, teamwork and self-confidence.

c. To provide adventure training not normally available on campus.

d. To enable cadets to practice leadership in a challenging environment.

e. To allow cadets to participate in citizenship-building exercises.

f. To give cadets the opportunity to exercise living and interacting with their peers in a military setting.

g. To take advantage of recreational facilities available in the area and to have fun.

h. Implement and provide STEM educational empowerment initiatives at JCLC.

5. Responsibilities.

a. Cadet Command.

(1) If funds available, responsible for funding and processing all requests for cadet transportation and meals to and from JCLC.

(2) Provide guidance to the brigade to ensure general standardization.

b. Brigade.

(1) Approve all primary and alternate JROTC Cadet Leadership Challenges conducted within the brigade area of responsibility. Primary JCLCs will receive OMA and MPA funds. Approved Alternative JCLCs meeting the training requirements IAW CCR 145-2, Para 10-4e may receive OMA and MPA funds if available.

(2) Overall responsibility for policy, standardization, concept, organization, and conduct of all JCLCs within the brigade area of responsibility.

(3) Coordinate with Army, National Guard, Army Reserve or any other external agencies for annual training support.

(4) Approve/disapprove JROTC unit requests to participate in JCLCs outside of assigned boundary.

(5) If funds available, assist JCLC Commander in conducting planning meetings (two funded IPR's per camp) and supporting administrative requirements for JCLC.

(6) Review, process and approve all requests for JCLC travel.

(7) Process all OMA/MPA contracts for approved Fourth Brigade JCLC.

(8) Upon request create, publish and distribute JCLC certificates.

(9) Receive and post all personnel status reports submitted by JCLCs.

(10) Conduct staff visits and coordinate visits made by Cadet Command.

(11) Receive, consolidate and submit after-action reports (AARs) to Cadet Command, Appendix A.

(12) Coordinate all external support, i.e., Active, USAR/ARNG cadre support for JCLCs.

(13) Serve as JCLC Commander or appoint in writing a JCLC Commander for JROTC Cadet Leadership Challenge(s) conducted within the Brigade area of responsibility.

(14) Serve as liaison in the negotiation process for training, logistical, and administrative support from organizations outside Cadet Command.

(15) Approve all training to be conducted at JCLC.

(16) If required develop, coordinate and sign Memorandums of Agreement with each installation supporting JCLC. The Memorandum of Agreement must be coordinated through Cadet Command, Chief, Resource Management Division.

(17) Designate a Brigade Liaison that will remain present during the duration of the JCLC encampment for interaction with support agencies

(18) As appropriate, encourage/invite selected civilian educators to visit JCLCs. Coordinate with Cadet Command to ensure the availability of funding.

(17) Process all USACC Form 112 for support, meal, transportation and memorandums requesting JCLC resources.

(18) Review, approve and process all vouchers and receipts on personnel attending JCLC in the Defense Travel System (DTS).

(19) Prepare certificates and letters of appreciation to recognize installation and staff support personnel

(20) The approval authority for all cadres requesting excusal from JCLC. Cadre excused due to medical reasons must have a completed medical determination for continued employment as a JROTC Instructor before the next school year.

(21) Coordinate, monitor and assist the JCLC Commander in executing medical support requirements. (Appendix B).

(22) Review and maintain training schedules for each JCLC.

(23) Process all Deliberate Risk Assessment Worksheets (DRAW) for approval.

c. JCLC Commander.

(1) Publish a Memorandum of Instruction Addendum for JCLC conducted within Fourth Brigade area of responsibility.

(2) Ensure the following positions, at a minimum, are staffed at their JCLC: Safety Officer, JCLC S1, JCLC S3, JCLC S4, JCLC S5, JCLC Sergeant Major, Company Commander, and First Sergeant. The JCLC Commander and Safety Officer must be placed on duty appointment orders (Appendix C). POV travel is only authorized for selected members of the advance party to include, Company Commanders and Primary Staff.

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(3) Ensure each JROTC unit is allocated the appropriate number of slots for cadets to attend JCLC (10% of rising LET 3/4).

(4) Ensures all camp personnel acknowledge their duty and camp assignment NLT 60 days prior to summer camp start date. .

(5) Provide Fourth Brigade JROTC the final C2 Structure for each JCLC.

(6) Ensure training schedules and plans are approved and submitted to Fourth Brigade JROTC NLT 60 days prior to JCLC start date. Training will include hands on activities and/or lab tours of STEM initiatives.

(7) Review chaperon nomination and submit the nominated chaperon requests to the Brigade for processing.

(8) Ensure the requests for resources that require a contract to support JCLC, e.g., self-service supplies, rations, transportation are submitted on DA Form 3953 or memorandum to Brigade NLT 180 days prior to JCLC start date. Requests must be completed IAW Cadet Command RMD directives.

(9) Conduct Initial IPR with a review of the JCLC SOP, to include staff duties and responsibilities. Follow-on IPRs will insure compliance with all range and training requirements

(10) Email the JCLC Opening and Closure Report to the 4th Brigade JROTC Directorate within 4 hours for each JCLC conducted.

(11) Reinforce during the opening ceremony, the JCLC's Standards of Conduct and Policies and SIR reporting criteria and requirements.

(12) Provide medical support, routine sick call services, emergency medical care and triage to cadets, cadre and chaperons.

(13) Submit an AAR to Fourth Brigade JROTC for each JCLC conducted NLT 1 September each year. See Appendix A for format.

(14) Submit all Deliberate Risk Assessment Worksheets (DRAW) to the Brigade for approval.

d. Senior Army Instructors/Army Instructors.

(1) Submit cadet transportation and meal request (if applicable - travel greater than four hours, one way) request to Brigade NLT 75 days prior to JCLC start date. (Appendix D).

(2) Ensure cadets selected to attend JCLC are in excellent physical condition and have passed the Modified Army Physical Fitness Test (MAPFT) with a standard score of thirty percent (30%) or better in each event (Appendix V). Ensure cadets meet the haircut and grooming standards of CC Reg 145-2. Cadets who have graduated from high school or the unit's JROTC program are not authorized to attend JCLC.

(3) Ensure cadets are issued boots and socks in sufficient time (60 days prior to JCLC start date) to break the boots in prior to arrival at JCLC. Conduct foot inspections during JCLC to detect problems early.

(4) Ensure cadets are sufficiently trained to assume at a minimum, squad leader position at JCLC.

(5) Inspect each cadet and their baggage for contraband items i.e., knives, handcuffs, martial art devices, mace dispensers, cell phones, tobacco products, non-prescription drugs, drug paraphernalia, alcohol, or pornographic material, just prior to departure for JCLC. Report results to the JCLC S2 or S3 during in-processing. Upon assignment to a JCLC, the unit cadre will inspect each cadet and their baggage. Any cadet with contraband will be considered for dismissal from JCLC.

(6) The JCLC Commander may dismiss cadets not meeting the physical condition, haircut and grooming standards. The cadet's SAI/AI will return the individual to their home.

(7) Screen cadets that are 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. See Appendix B for medical requirements.

(8) Submit travel receipts for reimbursable expenses, if applicable for all approved travel to Fourth Brigade NLT seven days after completion of JCLC (Appendix E).

6. Training and evaluation guidance.

a. The value and importance of JCLCs are manifested in the quality of training. Every effort must be made to ensure the training is in keeping with the mission of JCLCs and that it achieves the stated objectives. Training should be challenging and safe. **Training must also be conducted IAW CC Reg 145- 2, para 10-4, Training Activities.** Training activities should be scheduled to fully challenge each cadet, each day, from 0600-2000 hours.

b. Training at JCLCs will be non-combat oriented. This prohibits firing of M16 Rifles, .22 Caliber Rifles, M60 Machine Guns, throwing of hand grenades, performing squad and platoon tactical training and attending firepower demonstrations.

c. Cadets will be given the opportunity to develop their confidence through training

such as rappelling, airborne jump towers, obstacle courses and leadership reaction training.

d. Cadets will be given the opportunity to reinforce their land navigation skills through the use of a practical exercise conducted in a field environment.

e. All training conducted at JCLCs will be approved by the Fourth Brigade JROTC not later than 60 days prior to the camp start date.

f. During JCLC, cadets and cadre are authorized to participate in local military transportation; Pending availability of funds.

g. JCLC Commander must ensure that the Deliberate Risk Assessment Worksheet (DRAW) is used when assessing risk during their JCLC. Conduct risk assessments for all training at JCLCs, ensuring risk assessments greater than Low Risk is approved by the Brigade Commander. In addition, each cadre member maintains a copy of the DRAW on their person at all times.

h. JCLC Commander ensure a daily safety slogan is developed and used by all JCLC personnel. Recommended daily safety slogans are at Appendix G.

i. The entire chain of command must be involved in working with their cadets who become home sick at JCLC to maximize the graduation rate. Cadets should be encouraged to stay in JCLC by cadre and peers. Before a cadet is released from JCLC for homesickness, the cadet's SAI/AI will notify the cadet's parents. The SAI/AI will try to encourage the parents to persuade their son or daughter to remain in training. Should this not be successful and the cadet insists on going home, the SAI/AI should inform the parents to come and pick up their son or daughter from JCLC.

7. Attendance and waivers

a. Each high school JROTC unit is required to participate in an annual JCLC. At a minimum, each school is required to take 10% of their rising LET 3 and LET 4 cadets to JCLC. All requests for increase/decrease will be submitted to the JCLC S-1 and will be based on the availability of resources. The JCLC Commander will notify Fourth Brigade of the number of cadets each JCLC can accommodate. Eligible cadets are those cadets which have completed LET 1 and are not high school graduates.

b. Fourth Brigade mandates all cost-shared JROTC instructors to attend JCLC. Where applicable, school districts may be required to extend instructors contracts to cover the duration of JCLC. The Brigade Commander is the approving authority for all requests for excusals from JCLC. Any cadre excused due to medical reasons will be reviewed by the Cadet Command Surgeon for medical determination of continued employment as a JROTC Instructor before the next school year.

c. Fourth Brigade has the authority to waive the JCLC attendance requirements under exceptional circumstances, which preclude units' participation.

d. Cadets projected to attend an annual JCLC will complete MAPFT and score in the thirty percentile on each the events MAPFT (Appendix E).

e. Request for medical waivers will be reviewed and granted on a case by-case basis. Medical waivers are required for the following conditions; epilepsy, asthma, severe allergies, diabetes, and pregnancy. Medical waivers must include written parental or legal guardian consent and medical clearance from a licensed physician prior to being reviewed by brigade.

f. Medical conditions which require prescription medicine must have written parental or legal guardian consent and medical clearance from a licensed physician prior to attending JCLC. Cadets that are found to have a previous history (within 180 days prior to attending JCLC) of any type illness, past injury, and/or symptoms of suspected medical ailment (surgery, broken bones, pregnancy), requiring medical attention must have written parental or legal guardian consent and medical clearance from a licensed physician prior to attending JCLC. The SAI will communicate with the physician and explain the training activities that occur at a JCLC. Waivers requiring medical review will be forwarded thru Fourth Brigade to Cadet Command for approval or disapproval.

8. Arrival at JCLC and in-processing.

a. The JCLC S1 will record cadets and instructors arrival and prepare a unit assignment sheet for each cadet. JCLC staff will be on hand to determine if the cadet's appearance meets the standard of CC Reg 145-2. The unit assignment sheet will be annotated and the cadet identified will be required to meet the standards before attending any training. Those not meeting standards will be afforded the opportunity to correct deficiencies or coordination will be made for the cadet to be returned to his/her home.

b. Each JROTC program submits an in-processing packet to the JCLC S1 upon arrival at JCLC. The packet must consist of the following:

(1) Annual JCLC In/Out Processing Memorandum (See Appendix H)

(2) Cadet Information Memorandum which includes the Dental, Health and Physical Fitness Statement signed by parent/guardian and SAI/AI on each cadet selected to attend JCLC. (Appendix I)

(3) Signed medical clearance from a licensed physician for those cadets specified in paragraph 7f. (Appendix J)

(4) JCLC Commander should make every effort to obtain group insurance for cadets attending JCLCs. At a minimum, insurance statement IAW CCR 145-2, paragraph 10-

17 will be provided at in-processing. The DAI/SAI/AI must ensure each cadet has insurance coverage during JCLC period.

(5) Ensure each cadet has a completed CC Form 145-14-2R (Covenant Not to Sue) IAW Appendix K.

(6) A roster attesting to the MAPFT score of each cadet participating in JCLC. (Appendix L)

(7) A roster of cadets requiring prescription medication, type of medication, frequency of use, and required dosage.

(8) Ensure each cadet completed Consent to Medical Treatment, IAW Appendix M.

9. Civilian chaperons and female cadre Criteria.

a. JROTC units sending female cadets to JCLC are required to nominate at least one female chaperon. Units failing to comply will not be allowed to take female cadets to JCLC. Submit chaperon nominations to IAW Appendix N for approval. JCLC Commander must submit chaperon requests to Fourth Brigade JROTC, NLT 60 Days prior to JCLC start date.

b. Chaperon requirements at JCLC are one female chaperon per floor in each female barracks, two female chaperons at each training event in which females are participating, and one female chaperon present when providing medical assistance to a female cadet. The JCLC Commander designates one female as senior chaperon. Female cadre will be used in the same manner as female chaperons, if available.

c. Chaperons must be 21 years old and over. Chaperons must be mature, responsible and physically fit. Chaperons will act as role models and set the example for proper attitude, behavior and appearance. Their duties will include regular counseling of female cadets.

d. Chaperons must accompany female cadets as required and will observe and be able to participate in the training of female cadets if they desire.

e. Chaperons and female cadre are expected to be available 24 hours a day. The JCLC Commander must approve exceptions.

10. Appearance standards.

a. Cadre and cadet appearance standards must be IAW CC Reg 145-2. The uniform for cadets is the Army Combat Uniform (ACU), with appropriate shoulder patches. Any cadet not in compliance with the standards of CCR 145-2 could be considered for early release from JCLC.

b. Cadre. The only utility uniform authorized for wear by cadre members is the ACU, as per CCR 145-2 and AR 670-1. Each JROTC instructor is authorized to purchase ACUs at an Army clothing sales store.

c. Male Cadets.

(1) The hair will be neatly groomed so as not to present a ragged, unkempt appearance. Hair may present a tapered or block appearance and when combed will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The length and bulk of the hair will not interfere with the normal wear of military headgear.

(2) If the individual desires to wear sideburns, they will be neatly trimmed. The base of the sideburns will not be flared and will be clean shaven at the horizontal lines. Sideburns will not extend downward beyond the lowest part of the exterior ear opening.

(3) The face will be clean shaven, except that a mustache is permitted. If a mustache is worn it will be kept neatly trimmed, tapered and will not present a chopped off appearance. No portion of the mustache will cover the upper lip line or extend horizontally beyond or below the corner points of the mouth, where the upper and lower lips join. Handle bar mustaches, goatees and beards are not authorized.

(4) Male personnel are not authorized to wear any jewelry or other objects affixed directly to their body. This restriction does not include watches.

d. Female cadets.

(1) The bulk, style and length of the hair will not interfere with the wear of the Army headgear. Hair will be groomed and will not present an extreme ragged or unkempt appearance. Hair will not extend below the bottom edge of the collar. Hair holding ornaments (e.g., barrettes, pins, and clips) must be of natural color or transparent and be inconspicuously placed. Make up and nail polish will be conservative and complement the uniform.

(2) Female cadets are not authorized to wear any jewelry or other objects that are affixed directly to their body while in the ACU. This restriction does not include watches.

e. Male and female cadets: The wearing of a watch and/or identification wrist bracelet is authorized with the Army uniform as long as the style is conservative and in good taste. The wearing of a purely religious medal on a chain around the neck is authorized, provided neither the medal nor the chain is exposed. Due to safety considerations the wearing of rings is not authorized at summer camp.

11. Good order and discipline.

a. The JCLC commander is responsible and accountable to the good order and discipline of all JCLC personnel. The JCLC Commander has the authority to dismiss cadets, cadre and chaperons for misconduct or failure to comply with JCLC policies.

b. Cadre will set the example and ensure their uniform and appearance meet Army standards. Personnel that fail to comply with CCR 145-2 standards will not be allowed to in process.

c. After in-processing, the SAI/AI will release cadets to the command and control of company commanders and first sergeants. The SAI/AI is then required to remain at JCLC in their assigned duty position for the duration of JCLC. While under company control, the Company Commander and First Sergeant are responsible for their assigned cadets' accountability, training, health and welfare. If a cadet is signed-out by his/her SAI or AI, responsibility for the cadet is passed to the SAI or AI until the cadet is returned to their assigned unit. If a cadet has an emergency during JCLC, the SAI or AI must be notified as soon as possible so as to determine the cadet's disposition.

d. A cadet will not be deprived of JCLC graduation due to his/her Army instructor being required to return home prior to completion of JCLC. The SAI is responsible for creating a contingency plan to ensure cadets remain at JCLC, in the event the Army instructor must return home before JCLC completion.

e. The JCLC headquarters must be staffed with a staff duty officer/NCO after duty hours. Cadre members and chaperons must reside in their designated barracks in the JCLC area. The JCLC Commander's authorization is required for a JCLC member to leave the JCLC.

f. No alcohol will be consumed or permitted at JCLC by cadre, chaperons or cadets.

12. Drugs and medications. No drugs of any type will be consumed or permitted at JCLC by cadre, chaperons or cadets, except those prescribed by a physician.

13. Cadre/ chaperon billeting and subsistence.

a. Male and female cadre should be billeted so as to provide continuous supervision of cadets.

b. Female cadre will be billeted with female cadets and female chaperon will provide 24 hour supervision.

c. The JCLC Commander or his representative will provide the dining facility supervisor with a roster of cadets, cadre, and chaperons assigned to JCLC. After each meal, the JCLC S4 may be required to sign the dining facility log for meals consumed by JCLC personnel.

d. Cadre members, chaperons and cadets are expected to consume all meals in the provided government dining facility. The DTS allowances will specify authorization for meals during JCLC.

14. Cadre/chaperons orders and TDY reimbursement.

a. Cadre and chaperons must ensure the DTS profile information is submitted to Fourth Brigade. Dates to request travel to attend JCLCs will be announced by the designated JCLC Commander.

b. Cadre members and chaperons will be provided government billeting which will eliminate reimbursement for lodging.

15. Early dismissal of cadets from JCLC.

a. A cadet may be required to leave JCLC early for a variety of reasons. If it becomes necessary for a cadet to be released from JCLC early, it is the sole responsibility of the school representative to make whatever arrangements are necessary to effect prompt transportation of the cadet from JCLC to home location. The school representative should make every effort to encourage the cadet's parents to pick the cadet up from JCLC. When a cadet is released from JCLC early, the JCLC S1 must submit a report to Fourth Brigade indicating why the cadet was released from JCLC, name of school the cadet attends, and the sex of the cadet.

b. The following is a list (not all-inclusive) of offenses considered to be a major infraction of good order and discipline, and for which punishment will be dismissal from JCLC.

(1) Consumption of or possession of alcoholic beverages and/or drugs.

(2) Possession of ammunition of any type at any time to include ammunition residue and empty shell casings.

(3) Unauthorized absence, including bed check.

(4) Willful disobedience of authorized orders.

(5) Fighting.

(6) Possession of weapons of any type

(7) Shoplifting, including larceny or burglary of any type.

c. Enforcement of the "expulsion rule" will be strictly adhered to for any infraction of the above. Cadets will not leave the JCLC area without the JCLC Commander's approval. It is the responsibility of the company commander as well as the JCLC S1 and School representative to ensure the JCLC Commander is informed before a cadet leaves summer JCLC.

16. Out-processing.

a. The SAI/AI will accomplish out-processing.

b. Individual cadets are released to the control of their school SAI/AI after their billets are cleaned and cleared, and all cadets' equipment has been accounted for and turned into the JCLC S4.

c. The school SAI/AI may be required to pay for any damages or items not turned in by their cadets by cash collection, prior to departing JCLC.

d. Schools should be released from JCLC after billets have been cleared, all cadets are accounted for and the JCLC S4 has accounted for all equipment.

17. Coordinating instructions.

a. JROTC cadre must publish a letter or brief parents/guardians and school officials of JCLC objectives and the nature of training to be conducted.

b. Cadre travel. Cadre members are expected to travel with their cadets to and from JCLC on the same conveyance as the cadets. Exceptions to this policy are outlined below.

(1) Designated JCLC staff. JCLC Commander may authorize principal staff members or assistants to travel by POV for the purpose of arriving early to coordinate and establish JCLC. POV mileage will not be authorized for both staff members. In the event that two separate officers (i.e., S1 and S4) come from the same school they must travel together. POV mileage is authorized for one staff member. In and around mileage will not be authorized for any JROTC Instructor attending JCLC.

(2) JCLC Commander may authorize cadre, other than those specified above, to bring their POV to JCLC. POV travel for these individuals will be at their own expense.

c. Cadet travel. The following guidance must be followed as we attempt to provide more cadets the opportunity to attend JCLC with decreasing transportation dollars:

(1) Schools must consolidate travel to JCLC. Call your buddy and travel together.

(2) Units must utilize the most cost-effective means when coordinating for cadet travel to and from JCLC. School system assets normally cost less and should be utilized first. SAIs should coordinate with their school administrators to secure school transportation. If school system assets cannot be provided the SAI will submit a request for commercial transportation with proper justification to Fourth Brigade.

(3) The brigade will authorize travel by commercial bus or van only after the conditions specified in the previous paragraphs are met. Request for commercial bus or van use will be processed IAW Cadet Command directives (Appendix D).

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(4) JROTC Cadets are not authorized to drive any POV to or from JCLC encampments.

(5) Fourth Brigade is the approving authority for cadet travel requests.

d. Camp Transportation. JCLC operations require limited numbers of vehicles to accomplish logistical support requirements, therefore the below listed guidance is provided:

(1) Supporting Unit. JCLC Commander have been successful in coordinating transportation assets through their affiliated support unit. Continue to nurture this relationship. For some JCLCs, this is the solution. For others, attempt to work this as support relationships develop.

(2) Installation support. If support units cannot provide necessary assets, work with the installation Director of Reserve Components to obtain required assets.

(3) School vehicles. Many schools travel to JCLC in school vehicles which are then never used to support JCLC operations. Coordinate with the school system to secure permission to use these vehicles in JCLC support. Conversation with veteran SAIs/AIs confirms that these assets are available at many JCLC but are not utilized.

(4) Rental vehicles. Brigade will ensure that rental vehicle requests are closely monitored and justifiable. If rental vehicles are approved the SAI/AI must pay for vehicle insurance. The JCLC Commander will also specifically earmark vehicles for use during JCLC.

(5) POV usage to support JCLC. It is a violation of Federal Law for any person to authorize payment on behalf of another agency. Cadet Command is currently the approving authority for all in and around mileage. In and around mileage will only be approved in emergency cases. Do not plan to use POVs to support daily operations while at JCLC.

e. TDY.

(1) Listing government meals consumed at JCLC is no longer a requirement when submitting travel claims.

(2) Instructors are required to remain at JCLC at all times while their cadets are in encampment. If an SAI/AI is required to depart JCLC early, the JCLC Commander must contact Fourth Brigade as soon as possible. The DTS authorization will be changed to reflect the individual's adjusted dates at JCLC.

f. JCLC Commander must ensure all required reports are submitted in a timely manner. Telephone numbers and email addresses used by Fourth Brigade JROTC will be provided to the JCLC Commander prior to JCLC start dates.

g. JCLC Commander must ensure the Opening and Closing Report are submitted to Fourth Brigade IAW Appendix O.

h. JCLC Commander must submit Illness/Injury Reports immediately for all illnesses and injuries that require evacuation to the hospital or released from JCLC IAW Appendix P.

i. JCLC Commander must ensure training is planned and conducted IAW CCR 145-2, Chapter 10.

j. JCLC Commander ensure a PAO cell is established within the S1 for the purpose of coordinating local media visits and interviews. The PAO cell will also execute the JCLC photograph plan. The S1/ PAO will be responsible for submitting appropriate photographs to Fourth Brigade JROTC, NLT 14 calendar days following JCLC completion. Sample photograph plans and PAO work sheet are at Appendixes Q and R.

k. Every effort should be made by JCLC Commander to obtain a general officer as guest speaker at JCLC opening and closing ceremonies. JCLC Commander must ensure the Cadet Creed at Appendix S is integrated into JCLC graduations.

l. JCLC Commander must make every effort to utilize host installation's existing dining facilities for feeding JCLC personnel.

m. JCLC Commander should ensure the buddy system is used during JCLC.

n. JCLC Commander must ensure cadets are identified by some type marking as strong, weak and non-swimmers during all waterborne operations.

o. JCLC Commander must ensure VIP briefings are conducted.

p. JCLC Commander ensure a VIP SITREP is submitted to Fourth Brigade JROTC, NLT 1500 hours the next day following each general officer's visit using format at Appendix T.

q. Request for schools to attend JCLC within another JROTC Brigades area must be submitted to 4th Bde NLT 90 days prior to that JCLC start date.

18. Fourth Brigade's scheduled JCLCs are posted annually to the brigade website; www.ajrotc.us . These are the only approved JCLCs and any request to conduct an alternative JCLC can be approved only by Brigade.

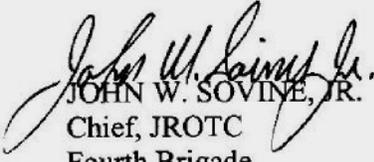
19. Mandatory training activities objectives (task, condition and standards) are listed at Appendix F.

20. Each JCLC Commander will publishes and distributes a JCLC addendum for his assigned JCLC. It is the responsibility of SAIs and AIs attending that JCLC to read and comply with that document. Additionally, the JCLC Commander will provide Fourth Brigade a copy of the memo as well.

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21. To receive JCLC credit, schools are required to take 10% of their rising LET 3 and LET 4 cadets, unless limited by the JCLC Commander.
22. The JCLC Commander is the approving authority for cadets attending JCLC for a second or third time.
23. A checklist of recommended clothing and equipment for each cadet attending JCLC is at Appendix U.



JOHN W. SOVINE, JR.
Chief, JROTC
Fourth Brigade

APPENDIX:

- A. After Action Report Format
- B. Medical Support
- C. Additional Duty Appointment
- D. Transportation, Meals and Billeting Procedures
- E. DD Form 1351-2
- F. Mandatory Training
- G. Safety
- H. Annual In/Out Processing Memorandum
- I. Cadet Information Memorandum
- J. Doctor's Medical Clearance
- K. Covenant Not To Sue
- L. Cadet Attendance Roster
- M. Consent to Medical Treatment
- N. Chaperon Nomination
- O. Daily Personnel Status Report (change)
- P. Illness/Injury Report
- Q. Public Affairs Plan Worksheet
- R. Public Affairs Photo Plan
- S. JROTC Cadet Creed
- T. VIP JCLC Visit SITREP
- U. Clothing and Equipment Checklist
- V. MAPFT Score Sheet (change)
- W. Cadet Evaluation Car

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APPENDIX A

AFTER ACTION REPORT FORMAT
(EXAMPLE)

JCLC LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR Chief, Fourth Brigade JROTC, ATTN: ATOE-D-JR, Fort Bragg, NC
28307-5000

SUBJECT: JROTC Cadet Leadership Challenge "Name of Camp" - After Action Report

1. SUMMARY. Brief summary of JCLC. As a minimum include the following: number of cadre at JCLC (SROTC, USAR/NG, and JROTC), number of cadets who attended JCLC and number of cadets who completed JCLC, JCLC dates and location for next year, and overall opinion of JCLC success or failure.

2. ISSUES.

a. Issue: Brief statement of issue.

b. Discussion: Short discussion of issue.

c. Recommendation: Your recommendation.

d. Action: Office with the action, i.e., HS Division, Cadet Command, or JROTC unit/individual.

3. AAR POC and phone number.

SIGNATURE BLOCK

APPENDIX B

Medical Support

1. General: This section establishes the procedures for medical treatment, documentation, accountability of supplies and equipment, and the maintenance of the JCLC First Aid Station (FAS) during the operation of JCLC. It establishes policies and procedures for management of the facilities and material used by medical units/personnel in operation of the FAS.
2. Purpose: The purpose of the JCLC FAS is to provide medical support, routine sick call services, emergency medical care and triage to cadets, cadre and chaperones.
3. Command Relationships:
 - a. The JCLC Commander holds final command responsibility for all medical, preventative medicine and support services.
 - b. The JCLC medical officer will be appointed by the JCLC Commander.
 - c. The initial supplies and FAS location will be the responsibility of the JCLC Commander.
4. Scope of operations: The medical services performed at the FAS are non-therapeutic activities related to the health of the personnel served. In addition to medical treatment, activities may include preventive medical services and medical administration in support of the camp mission. The FAS can serve as an outpatient clinic and is equipped with beds to house ambulatory, minimum care patients for a period of time specified by the JCLC medical officer and approved by the JCLC Commander. The expected functions that will be performed are:
 - a. Perform sick call
 - b. Provide routine health care and medical treatment within the capabilities of the support personnel and equipment.
 - c. Provide preventive medicine assistance in, but not limited to the areas of foot care, heat injury prevention, nutrition and stress management
 - d. Refer patients to local hospital(s) IAW joint policies of Cadet Command.
5. Cadet medical screening:
 - a. Medical conditions which require prescription medicine must have written parental or legal guardian consent and medical clearance from a licensed physician prior to attending JCLC. Cadets that are found to have a previous history (within 180 days prior to attending JCLC) of any type illness, past injury, and/or symptoms of suspected medical ailment (surgery, broken bones, pregnancy), requiring medical attention must have written parental or legal guardian

consent and medical clearance from a licensed physician prior to attending JCLC. The SAI will communicate with the physician and explain the training activities that occur at a JCLC. Waivers requiring medical review will be forwarded thru Fourth Brigade to Cadet Command for approval or disapproval.

b. Request for medical waivers will be reviewed and granted on a case-by-case basis. Medical waivers are required for the following conditions; epilepsy, asthma, severe allergies, diabetes, and pregnancy. Medical waivers must include written parental or legal guardian consent and medical clearance from a licensed physician prior to being reviewed by brigade

c. All cadet records will be screened during in-processing. The JCLC S-1 and the JCLC medical officer will conduct the medical screening of cadet records. Questionable cadet medical conditions will be brought to the JCLC Commander who will make a final decision of acceptability of the cadet for training.

d. The Health Statement must have the cadet's name printed on the appropriate line at the top of the page, be signed and dated by the parent/guardian.

e. Cadets who are identified with special medical conditions requiring they be identified quickly during training will be given a colored wrist band to be worn on the right wrist as follows:

- RED – Indicates previous heat injury
- BLUE – Indicates an allergy that could result in anaphylactic shock
- YELLOW – Indicates cadet is on medication

6. Patient Transportation:

a. Emergency medical transportation will be the responsibility of the JCLC Commander based on the condition of the cadet, JCLC cadre or chaperone.

b. Medical evacuation: The decision to MEDEVAC will be made by the JCLC medical officer in conjunction with the JCLC Commander. A life threatening situation or serious injury when determination to MEDEVAC will be made by the senior medical person on site. Evacuation will not be delayed waiting for the cadet's record or the institutional representative (cadet's designated Power of Attorney for medical treatment). It will be the responsibility of the cadets' designated Power of Attorney to deliver the records and/or information as soon as possible to the receiving civilian medical facility.

c. Non-life threatening: The JCLC medical officer will notify the JCLC Commander. The JCLC headquarters will contact the school representative with Medical Power of Attorney for the cadet. The school representative with Medical Power of Attorney will accompany the cadet until the cadet is admitted or released. It is the responsibility of the institutional representative to notify the cadets' parents as soon as possible after arrival at the medical facility.

d. Non-emergency medical transportation will be the responsibility of the JCLC Commander. It is strongly recommended that school representatives not utilize personal vehicles for medical transport of cadets without the JCLC Commander approval. Female cadets should be transported with a female buddy or chaperon.

e. The cadet's designated Power of Attorney holder for medical treatment will be responsible for collecting all medical records and information from the treatment facility after the cadet is released or admitted and delivering the file to the FAS. Treatment required beyond the duration of JCLC will be the responsibility of the cadet's designated Power of Attorney for medical treatment in coordination with the cadet's parent/guardian.

7. Cost report and accountability: At the conclusion of JCLC all non-expendable and durable equipment and supplies will be account for by the JCLC S4.

8. Physical security: The FAS is considered a sensitive area. Access to these areas will be limited by the JCLC medical officer.

9. Reports: The JCLC medical officer will attend the daily staff meeting and report on the medical activity for the previous 24-hour period. The verbal report will indicate the total numbeof patients seen in the FAS. It may include the number of treatments in each of the following medical categories:

- Muscular skeletal problems
- Feet and ankle problems
- Heat injuries/dehydration
- Tick bites
- Insect/spider bites
- Blisters
- Heat rash/dermatitis
- All other categories

ATCC-DDJ
SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING PROCEDURES
(SOP)

APPENDIX C

Additional Duty Appointment

ATOE-D-JR

Date

MEMORANDUM FOR Chief, Fourth Brigade JROTC, U.S. Army Cadet Command,
ATTN: ATOE-D-JR, Fort Bragg, North Carolina 28307-5000

SUBJECT: Additional Duty Appointment

1. Effective _____, _____ is appointed JCLC Safety
Officer.

2. Authority: SOP, ATOA-PAA, 21 March 94, subject: Safety Standard Operating
Procedures.

3. Purpose: To serve as Safety Officer for JROTC Cadet Leadership Challenge

4. Period:

5. Special Instructions: JCLC Safety Officer will comply with all local safety requirements
as outlined by the Installation Safety Office in addition to the Fourth Brigade JROTC Safety
SOP.

Commanders
Signature Block

DISTRIBUTION:

Individual (1)

Fourth Brigade JROTC (1)

JCLC Commander (1)

Installation Safety Officer (1)

APPENDIX D

TRANSPORTATION/MEALS AND BILLETING

1. Transportation.

JROTC units may request Brigade funds for transportation of cadets to JCLC encampments and return. Procedures are as follows:

- i. Decide how you will travel: School Bus, Rental Vehicle, or Commercial Bus. If not school bus make sure vendor is registered on the www.ccr.gov website. Consolidate as much as possible with other units.
- ii. If cost exceeds \$2500 unit must complete a DA Form 3953 along with completing the “Trans/Billeting/Meals Request Form” located on the brigade website www.ajrotc.us under Travel. If less than \$2500 complete the “Trans/Billeting/Meals Request Form” located on the brigade website www.ajrotc.us under Travel. Email the form to brigade, sylvia.greene@usacc.army.mil .
- iii. Upon completion of travel, NLT 7 days, send to brigade, attn: Ms. Sylvia Greene, memo stating services were rendered along with an invoice from the vendor.

2. Meals.

JCLC Meals. JROTC units may request brigade funds for feeding of cadets while enroot to JCLC encampments and return. Travel must exceed 200 miles one way to receive meals enroot. Procedures are as follows:

- i. Meals will be purchased through www.heatermeal.com . Order meals and get a cost.
- ii. Complete the “Trans/Billeting/Meals Request Form” located on the brigade website www.ajrotc.us under Travel. In the note block state one way mileage distance to JCLC location. Email the form to brigade, sylvia.greene@usacc.army.mil .

3. Billeting.

JCLC Billeting. Billeting is provided at all approved primary JCLC locations at no cost to the cadet or unit.

APPENDIX D

INSTRUCTIONS FOR COMPLETING A DA FORM 3953

BLOCK #

- | | |
|---|--|
| 1. Purchase Instrument No | Blank |
| 2. Requisition No | Blank |
| 3. Date | Date when you type the form. |
| 4. Page ___ of ___ Pages | Page Number and total of pages. |
| 5. Thru | HQ US Army Cadet Command
ATTN: ATCC-RP-PB Ft
Monroe, VA 23651 |
| 6. From | Requesting address |
| 7. Purchased For | same |
| 8. Delivered To | same |
| 9. Not Later Than | Date before you must have |
| 10&11 Name & Tel No. of
person to call for
additional information | Name & tel number of
individual responsible for
training event |
| 12. Local Purchased Authorized
5
As the normal Means of Supply for the Foregoing By | AR 145-1 and CC Reg 145- |
| 13. Requisitioning Discloses
Non-availability of items
And Local Purchase is
Authorized By | Blank |
| 14. Item | Item Number; i.e., 1, 2, etc |
| 15. Description of supply
or services | State clearly services or supply you required
Give dates and be specific. |
| 16. Quantity | If applicable state the quantity you needed. |
| 17. Unit | Ea |

APPENDIX D

18. Estimated Unit Price	Price per unit
19. Accounting Classification	Blank
20. Type Name & Title of Certifying Officer	Blank
21. Signature	Blank
22. Date	Blank
23. Discount	Blank
24. Purchase Order Number	Blank
25. The foregoing Items are above Required not later than	Justify your requirement. As indicated for the following purpose
26. Delivery Schedule	Blank
27. Type Name and Grade of individual Initiating Officer	Type the name and grade of the the responsible for establishing the requirements
28. Signature	Signature of block 27
29. Date	Date signed
30. Telephone no	Telephone of Block 27
31. Type Name and Grade of Supply officer	Type the name and grade of supply officer.
32. Signature	Signature of block 31
33. Date	Date signed
34. Type Name and Grade of Approving Officer or Designee	Blank
35. Signature	Blank
36. Date	Blank

APPENDIX D

SAMPLE MEMORANDUM REQUESTING HEATER MEALS

ATCE-D-JR (Name of School/Address)

Date

MEMORANDUM THRU Fourth Brigade JROTC

FOR Management and Logistics-Acquisition Team,
Resource Management, U.S. Army Cadet Command, Bldg 243, Fort
Monroe VA 23651

SUBJECT: Request for Heater Meals

School Name

School Phone Number

School Street Address

School City, State, Zip Code

School POC

1. The purpose for this request is to provide _____ (breakfast, lunch, or dinner) meals for _____ (number of cadets) cadets while participating in _____ (name of the event, ie.. Camp Carolina-Cycle 1). The date of the service is _____ (date service is required, ie...18 and 22 June 2004).

Entrée Description:

Quantity:

Cost:

Shipping Cost :

Total Cost :

2. Travel itinerary is as follows:

Requester's Signature

Requester's Signature Block

ATCC-DDJ
SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING
PROCEDURES (SOP)

APPENDIX F

MANDATORY TRAINING
(Must be conducted)

Rappelling

LRC

Map Reading/Land Nav

Confidence/Obstacle Course/Team Building

Aquatics Activity/Drown Proofing

Award/Graduation Ceremony

APPENDIX F

MANDATORY TRAINING ACTIVITIES OBJECTIVES

**MAP READING/LAND NAVIGATION TRAINING OBJECTIVES
TASK, CONDITIONS AND STANDARDS**

Training Objective 1

TASK: Locate a point on the map using the Military Grid Reference system. (Task #071-329-1002)

CONDITIONS: In a classroom or in the field, given a standard 1:50,000 topographic map and protector coordinate scale.

STANDARDS: With the coordinate scale, determine the eight-digit coordinates of a point to within 50 meters in two (2) minutes.

Training Objective 2

TASK: Measure straight line and road distance on a map. (Task #071-329-1008)

CONDITIONS: In a classroom or in the field, given a standard 1:50,000 topographic map and a strip of paper with a straight edge.

STANDARDS:

a. Within 3 minutes measure the straight line distance between two (2) points in meters to within 200 meters.

b. Within 5 minutes measure the road distance between two (2) points in meters to within 200 meters.

Training Objective 3

TASK: Compute the back azimuth in an azimuth. (Task #071-329-1010)

CONDITIONS: In a classroom or in the field, given:

a. Azimuth A, which will be between 0 degrees and 180 degrees.

b. Azimuth B, which will be between 181 degrees and 360

degrees. STANDARDS: Compute the back azimuth without error.

NOTE: Compute the back azimuth of Azimuth A by adding 180 degrees to Azimuth B. Compute the back azimuth of Azimuth B by subtracting 180 degrees from Azimuth B.

APPENDIX F

Training Objective 4

TASK: Determine the elevation of a point on a map. (Task #071-329-1004)

CONDITIONS: In a classroom or in the field, given a standard 1:50,000 topographic map.

STANDARDS: Within one (1) minute, determine the elevation of a point to within one half contour intervals.

Training Objective 5

TASK: Identify terrain features (natural and man made) found on topographic maps. (Task #071-329-1001)

CONDITIONS: In a classroom or in the field, given a standard 1:50,000 topographic map.

STANDARDS: Identify each terrain feature marked on the map (hilltop, ridge, valley, saddle and depression) and the color used to identify a class feature (black, blue, green, brown and red) without error.

Training Objective 6

TASK: Orient a map using a compass. (Task #071-329-1011)

CONDITIONS: In a classroom or in the field, given a standard 1:50,000 topographic map and a compass.

STANDARDS: The map must be oriented within 3 degrees.

Training Objective 7

TASK: Navigate from one point on the ground to another using a lensatic compass. (Task #071-329-1006)

CONDITIONS: In a field location of moderately difficult terrain during daylight.

- a. Over a compass course of approximately one (1) kilometer in length.
- b. Given a lensatic compass, a starting point, an azimuth, and distance to travel.

STANDARDS: Navigate the course within the time provided by the compass course instructor.

APPENDIX F

**RAPPELLING TOWER TRAINING OBJECTIVES
TASK, CONDITIONS AND STANDARDS**

Training Objective 1

TASK: Tie a rappel seat prior to performing a wall rappel from a rappel tower.

CONDITIONS: At the rappel tower, given a rappel seat rope and snap link.

STANDARDS: Each cadet tie a rappel seat as listed below within the time provided by the rappel instructor.

REMARKS: To tie a rappel seat, find the middle of the sling rope and place it on the hip opposite the hand used for braking. Bring one end of the rope around the back and to the front of the waist while bringing the other end forward to the front of the waist. Tie a double overhand wrap in front of the body. Bring the ends of the rope between the legs (front to rear), under the buttocks cheeks, and over the rope around the waist to form a half-hitch on each side. Bring the ends of the rope to the side opposite the brake hand and tie a square knot secured with half hitches or an overhand knot. Stuff the excess rope into the pocket. Insert the snap link with the gate down and the opening toward the body (insert it through the single wrap around the waist and through the two ropes that form the double overhand wrap at the front of the waist). Rotate the snap link one-half turn so that the gate opens down and away from the body.

Training Objective 2

TASK: Perform a wall rappel from the rappelling tower.

CONDITIONS: At the rappel site, given a rappel seat, gloves, snap link, rappel rope and rappelling tower.

STANDARDS: each cadet conducts a wall rappel within the time period provided by the rappel master.

REMARKS:

1. **PERSONNEL:** The number of personnel to conduct rappelling tower operations will vary from tower to tower and depending upon the number of rappel stations run. At a minimum the following personnel will be present when conducting rappelling operations:

- a. Safety Officer.
- b. Two rappel master/trainers for each station.
- c. Safety NCO at the foot of the ladder.

APPENDIX F

- d. One belay person for each station.
- e. Safety vehicle with operator.
- f. Medic with medical bag and backboard.

2. SAFETY PROCEDURES. Safety procedures will be covered in the rappel master's briefing.

a. The rappelling tower will not be used during thunderstorms, while rain is falling, or during high winds. If the platform is slick from rain or dew, training will be delayed until the situation is corrected. High winds in the judgment of the safety officer, are those winds which could cause individuals to lose their balance while on the tower.

b. There will be only one rappeller climbing the ladder at any given time. The rappeller will not wear gloves nor carry anything in the hands while on the ladder. Once the rappeller is told to climb the ladder by the safety NCO, he/she will sound off with **LAST NAME, "ON THE LADDER"**. After reaching the exit point, he/she will sound off with **LAST NAME, "OFF THE LADDER"**.

c. No more rappellers will be at any one rappelling station than is considered safe by the safety officer. Numbers will vary according to the size of the rappelling tower.

d. All ropes will be inspected by the safety officer and rappel master prior to hooking up to the rappelling tower. During this inspection the rappel master will ensure the ropes are not frayed, burned, cut or spliced, and have not been exposed to any petroleum products. All ends of ropes will be whipped or rubber coated prior to use.

e. All ropes, snap links and gloves will be inspected by the safety officer and rappel master prior to use to ensure they are in good operational condition. They must ensure gloves are free from holes and have sufficient padding. In no case will cadets rappel without gloves on both hands.

f. Inspect snap links to ensure they are free from rust, pits and sharp edges. These items will cause excessive wear on the ropes. Inspect the locking mechanism and hinge pin. If excessive play is found in the hinge mechanism, discard the snap link and place it apart from serviceable snap links.

g. Sling ropes will be inspected in the same manner as the 120 foot rappelling ropes.

3. TOWER PREPARATIONS

a. All ropes will be doubled for rappelling training. This can be accomplished by taking a bight in the center of one rope or combing two ropes so they run parallel.

APPENDIX F

b. All ropes stations will be rigged with three anchor points. The primary and secondary anchor points will be middle of the rope knots and the rappel rope will be perpendicular to the exit point. The tertiary anchor point will be an end of the line anchor knot and the point will be a 90 degree angle to the line between the primary and secondary anchor points. All slack will be taken out between knots to create equal tension on all anchor points. A maximum of fifteen feet of rope will be on the deck during tower rappelling to maximize the possibility of the rope being stepped on.

c. A safety NCO will be present at the foot of the tower to ensure that each belay man is controlling his belay properly. A safety NCO will also be positioned just in front of the ladder to inspect each rappeller to ensure his/her rappeller to ensure his/her rappel seat is tied correctly, snap link is positioned properly, and the rappeller has all needed equipment before climbing the ladder.

d. The rappel master will be secured to the tower with a safety line. A safety line is a single rope attached to the tower at three anchor points. A bowline in the safety line will be snapped into the rappel master's seat. If the rappel master must decent the wall, he will remove the bowline and hookup for rappelling with the safety line.

4. TOWER RAPPELLING

a. Once directed to a rope station, the rappel master will ensure the proper hookup for rappelling. The rappel master will inspect gloves for frays, tears, or cuts. The rappel master will place the rappellers hand on the safety bar and on his shoulder. Then the rappel master will inspect the rappel seat and snap link for proper assembly and tightness.

b. At this time the rappeller will sound off with his **LAST NAME, "ON RAPPEL"** and the belay man will sound off with his **LAST NAME, "ON BELAY."** The belay man will physically hold the running end of the rappel rope before ant rappeller is allowed to exit the platform. At all times, the belay man will keep his eyes on the rappeller and maintain a good belay position.

c. While maintaining his brake, the rappeller on command from the rappel master will face the anchor point and assume an **"L"** shape position. Once in the **"L"** shape position, the rappel master will direct the rappeller to take three steps down the wall of the tower and bound three times while maintaining his brake.

d. On the command **"GO"** from the rappel master, the rappller will decent the wall.

e. The belay man will have the running end of the rope wrapped around his body, under the armpits. If the rappeller loses control, or shouts **"FALLING,"** the belay man will pull back on the rope and stop the rappeller's decent. The belay man will not wear gloves and must keep his eyes on the rappeller at all times.

f. Once the rappller is on the ground, the belay man will grab the rope in front of the rappeller and hold it as the rappeller walks backwards. The rappller will hold his hands over

APPENDIX F

the snap link to prevent being hit the face with the running end of the rope and avoid stepping on the rope while walking backwards.

g. Once clear, the rappeller sounds off with his LAST NAME, "OFF RAPPEL," and, at the same time, places both hands on top of his head.

h. Once the rappeller has cleared the rope, the belay man sounds off with his LAST NAME, "OFF BELAY," and, at the same time, clapping his hands over his head.

HUNG RAPPELLER. In the event a rappeller becomes hung on the tower wall or the hell-hole, the rappel master will hookup to the safety line and decent to the level of the hung rappeller. He will then tie-off by moving his brake to his front and grasping it and the rappelling line in his non-brake hand. He then makes a bight in the brake line and ties-off to the rappelling line with two-half hitches, allowing the knot to tighten down on the snap link. This tie-off will leave both hands free to assist the hung rappeller. To move the tie-off, the rappel master unties the second half hitch and grasping the brake line rope in his brake hand. He then pulls the bight out of the first half hitch. The rappel master must be prepared to regain his brake behind his back as the knot comes free.

**AWARDS CEREMONY TRAINING OBJECTIVE
TASK, CONDITIONS AND STANDARDS**

Training Objective

TASK: Award Junior ROTC cadets after completion of JCLC.

CONDITIONS: On a parade field or inside, awards, certificates, and a guest speaker

STANDARDS: Award cadets for achievements and completion of Junior ROTC JCLC in the time period provided by JCLC Commander. Awards ceremony should be conducted IWA FM 3-21.5, Para 10-4, if at all possible.

**LEADERS REACTION COURSE TRAINING OBJECTIVE
TASK, CONDITIONS AND STANDARDS**

Training Objective

TASK: Cadets participates in all problem-solving exercises on the Leaders Reaction Course (LRC).

CONDITIONS: In garrison or in the field (LRC site location), given all equipment all equipment required for problem solving.

STANDARDS: Each cadet participates in LRC problem solving exercises. Cadets must participate in events IAW course policies and instructions. Problems must be solved in time frame prescribed by instructor personnel.

APPENDIX F

**CONFIDENCE/OBSTACLE TRAINING OBJECTIVE
TASK, CONDITIONS AND STANDARDS**

Training Objective

TASK: Cadets participate in all Confidence/Obstacle Course events.

CONDITIONS: In garrison or in the field (at course location), given all equipment required to conduct training on the Obstacle Course.

STANDARDS: Each cadet participates in each event. Cadet participation in training on the Obstacle Course must be IAW course policies and instructions. The course must be completed in the time frame prescribed by instructor personnel.

**DROWNPROOFING TRAINING OBJECTIVE
TASK, CONDITIONS AND STANDARDS**

Training Objective

TASK: All Cadets participate in water training.

CONDITIONS: In garrison, given a pool/lake and life guards.

STANDARDS: Each cadet participates in all water training events. Cadet participation in training must be IAW training policies and procedures established by the supporting installation. Strong, weak and non-swimmers must be identified. Cadets should be introduced to water survival regardless of their swimming experience.

**ORIENTEERING TRAINING OBJECTIVE
TASK, CONDITIONS AND STANDARDS**

Training Objective

TASK: Navigate from one point on the ground to another using a lensatic compass.

CONDITIONS: In a field location of moderately difficult terrain during daylight.

- a. Over a compass course of approximately one (1) kilometer in length.
- b. Given a lensatic compass, a starting point, an azimuth, and distance to travel.

STANDARDS: Navigate the course within the time provided by the compass course instructor. Cadets must receive a safety briefing on the course. Dangers of negotiating obstacles while running on the course.

ATCC-DDJ
SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING
PROCEDURES (SOP)

APPENDIX G

Safety Slogans

SAFETY IS A HABIT, GET HOOKED ON IT TODAY

BE FIT, BE SMART, BE SAFE

THINK TWICE, YOU ONLY LIVE ONCE

DON'T BE SORRY - BE SAFE

DON'T BE A WEAK LINK IN THE SAFETY CHAIN

SAFETY LEADS THE WAY EVERY DAY

DON'T BE BEAT BY THE HEAT, DRINK WATER

LEADERS ARE ALWAYS SAFETY OFFICERS

STAY ALIVE AT CAT V, DRINK WATER

HANDLING WILD ANIMALS IS DANGEROUS TO YOUR HEALTH

SAFETY COMES FROM HARD WORK, NOT LUCK

SAFETY IS KNOWING YOURSELF AND KNOWING YOUR PEOPLE

PLAN FOR, DON'T HOPE SAFETY

SAFETY THRIVES, MISTAKES TAKE LIVES

APPENDIX H

ANNUAL JCLC IN/OUT PROCESSING

Last name, First, MI: _____ SSN: _____

Address: _____ City: _____

State: _____ Zip Code: _____

School: _____ Let Level: _____

Unit of Assignment: _____

Company: _____ Platoon: _____ Squad: _____

Cadre Institutional Representative: _____

Person to be notified in case of emergency:

Name and relationship: _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____

School: _____ Let Level: _____

Date In-processed: _____

Date Out-processed: _____

Parental Release for JCLC on File: _____

Special Power of Attorney on File: _____

(Annual JCLC – JCLC In/Out Processing)

ATCC-DDJ

SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING PROCEDURES (SOP)

Appendix J

Doctor's Medical Clearance

Doctor's Name

United States Army

[Type the sender company address]

Commander, 4th Brigade (JROTC)

Attn: (ATCC-D)

2175 Reilly Road Stop A

Fort Bragg, NC 28310

Sir,

I understand that JCLC is a physically demanding JROTC summer training event which includes the following training activities: Physical Training (run up to 1.5 miles), Rappelling, High Ropes, Land Navigation, Obstacle Course, Rope Bridge, Water Safety, Archery, Marksmanship, Leadership Reaction Course, First Aid, Team Sports, and daily foot marches. The duty day begins at 6 AM and ends at 9 PM. The training environment makeup will be uneven terrain, wooded areas with hills with temperatures ranging above 90 degrees routinely.

Cadet _____ has been under my care for the following condition/s _____ and is prescribed the following medication/s _____.

_____ I have evaluated the students health and certify that they are physically capable of performing all tasks listed above. (Note exceptions if there are any.)

Doctor's Name

[Type the sender title]

United States Army

APPENDIX J-2

NOTE: IF PARENT OR GUARDIAN CANNOT BE CONTACTED, PLEASE LIST ONE OTHER PERSON TO CONTACT IN CASE OF AN EMERGENCY.

10. Emergency Contact:

_____ (Name and Address)_____

11. Telephone: _____ Other: _____

STATE OF PHYSICAL CONDITION

(_____) Initials

To the best of my knowledge, my son/daughter/ward is in good physical condition. Participation in the JROTC Annual camp, in my opinion, will not have an adverse effect on his/her health and well being. I will inform the JCLC Commander of any changes.

(_____) Initials

My son/daughter/ward has a history of (identify illnesses; Heart disease, Asthma, Overweight, Sinus, Rheumatic Fever, Ear Infection, Headaches, or any other ailments) _____, and is on _____

_____ medication. He/she is allergic to the

following medication: _____.

NOTE: Students that are found to have previous history of any type illness, past injury, and/or symptoms of suspected medical ailment, will be returned home if treatment is needed or desired.

DENTAL RECORDS

I acknowledge my dental records contain detail profiles and/or x-rays of sufficient detail for identification.

I (do) (do not) have a dentist or dental records.

(Signature of Cadet/Parent/Guardian) _____ (Signature of Cadet/Parent/Guardian)_____

APPENDIX K

**CONVENANT NOT TO SUE
OFF-CAMPUS TRAINING AND PRACTICAL FIELD/HIGH RISK TRAINING**

(1) **AUTHORITY:** Title 10, U.S. Code 23-1.

(2) **PRINCIPAL PURPOSE(S):** To release the U.S. Government, the host institution and the state in which said institution is located from liability for injury; death, or damages for JROTC cadets participating in voluntary off-campus training programs, practical field, and high risk training.

(3) **ROUTINE USES:** Normal personnel actions. Disclosures of information may be provided to proper authorities in actions regarding law enforcement, legal actions as a result of injury or death, and investigations of accidents resulting from such voluntary off-campus training, practical field, and high-risk training.

(4) **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Voluntary. Failure to complete form will disqualify JROTC cadet from participating in specific voluntary training exercises.

I _____, residing at _____,
(Type or print full name) (Address) (City)
do hereby agree that in consideration for being allowed to participate in JROTC Cadet Leadership Challenge,

conducted by _____ Army JROTC detachment, and Army
(Name of JROTC Instructor Group)

supervised activity, and whereas I am doing so entirely on my own initiative, risk, and responsibility; and being fully aware of the risk adhering to this type of training, I hereby RELEASE AND DISCHARGE FOREVER, the United States Army, the State of _____ and
and all of its officers, agents, and employees, acting officially or
(Name of School)

from any and all claims demands, actions or causes of action, on account of myself OR on account of any injury to me which may occur from any cause during said activity or continuances thereof, and I do further covenant and agree to hold the said Government of the United States, State of _____,

_____ and all of its officers, agents, and employees, acting officially or otherwise, blameless for any and all damages which I may cause either intentionally or thru my negligence.

Typed/Printed Name of Parent or Guardian if
Participant is a Minor

Signature of Parent or Guardian if _____
Participant is a Minor

Relationship to Cadet _____

Date _____

WITNESSED BY:

Age/Period Covered _____

Signature of Cadet _____

APPENDIX L

JCLC CADET ATTENDANCE ROSTER										
SCHOOL NAME	CADET NAME (FIRST, MI,	LET LEVEL	SEX (M/F)	MAPFT SCORE (PERCENTILE)			RECOMMEN D LEADERSHIP POSITION	MEDICAL CONDITION (Y/N/W)	MEDICINE	COMPANY ASSIGNMENT
				PU	SU	RUN				
SEE INSTRUCTIONS TO THE RIGHT...							Y = YES and N = No (Cadet will just be a squad member.	Y = YES, Doctor approved; N = NONE; W = BDE Approved Waiver	LIST PRESCRIPTION MEDICINES	
EXAMPLE HIGH SCHOOL	JOHN W. SMITH	3	M	55	55	55	Y	Y	ACCUPRIL	B
EXAMPLE HIGH SCHOOL	LISA BOND	4	F	60	52	65	N	N		A

APPENDIX M

CONSENT TO MEDICAL TREATMENT

STATEMENT REQUIRED BY PRIVACY ACT OF 1974

(1) AUTHORITY: TITLE 10, U.S. CODE 2102.

(2) PRINCIPAL PURPOSES: A statement authorizing medical care in civilian or government medical facilities while attending or traveling to or from JROTC annual JCLC.

(3) ROUTINE USES: Normal personnel actions: Disclosure of information may be provided to proper authorities in actions regarding medical treatment, legal actions as a result of injury or death, and investigation of accident resulting from JROTC annual JCLC.

(4) MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary. Failure to complete form will disqualify JROTC cadet from participating in specific voluntary training exercises.

I _____, consent to be treated in an Army Hospital, or any other government or civilian medical facility, near or enroute to _____, (Installation, State)

while attending or traveling to or from JROTC annual JCLC from _____ (MM/YY)

This consent encompasses all procedures and treatments as are found to be necessary or desirable, in the judgment of the professional staff of any of the above-named medical facilities. I understand that this consent is of a general nature and accordingly list the following exceptions to this consent (if no exceptions write "No Exceptions") _____.

I (am) (am not) on medication. (List type, if on medication) I

(am) (am not) allergic to medication. (List type, if allergic)

It is understood that this consent can be withdrawn in writing or orally at anytime.

Signature of Witness _____ Signature of Cadet _____

Print Name of Witness _____ SSN _____
Print Name of Cadet

PARENT OR GUARDIAN: (When cadet is a minor or unable to give consent), I _____, parent/guardian of _____ have read and understood the above consent to treatment and hereby expressly consent to the above-described treatment.

Signature of Witness _____ Signature of Parent _____

Print Name of Witness _____ Print Name of _____ SSN _____
Parent

(Annual JCLC – Consent to Medical Treatment)

ATCC-DDJ

SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING PROCEDURES (SOP)

APPENDIX N

CHAPERON NOMINATION

JCLC- (PLEASE PRINT)

HIGH SCHOOL INFORMATION

NAME OF HIGH SCHOOL: _____
HIGH SCHOOL ADDRESS: (STREET): _____
(CITY): _____
(STATE & ZIP CODE): _____
(TELEPHONE #): _____

CYCLE: 1 2 3

JCLC LOCATION:

CHAPERON INFORMATION

NAME OF CHAPERONE: _____
(PLEASE PRINT) (LAST) (FIRST) (MI)
CHAPERONE ADDRESS: (STREET): _____
(CITY): _____
(STATE & ZIP CODE): _____
(TELEPHONE #): _____

AGE: _____ OCCUPATION: _____ SSN: _____

NOTE: SOCIAL SECURITY NUMBER IS ESSENTIAL FOR PUBLISHING ORDERS.
PRIOR EXPERIENCE AT JCLC:

CHAPERON TEE-SHIRT (Circle One)

SMALL MEDIUM LARGE X-LARGE XX-LARGE XXX-LARGE

_____ (SAI/AI SIGNATURE) _____

NOTE 1: THIS CHAPERONE NOMINATION FORM DOES NOT CONSTITUTE ACCEPTANCE.
CHAPERONE WILL BE NOTIFIED OF ACCEPTANCE BY MAIL, THROUGH THEIR HIGH
SCHOOL JROTC DEPARTMENT.

NOTE 2: SUBMIT JCLC Commander.

APPENDIX N

CHAPERON CONTRACT

JCLC- 2014

1. I agree to perform all duties as a chaperone as directed by the JCLC Commander.
2. I understand that chaperones are on duty 24 hours/day for the duration of the JCLC.
3. Chaperones are expected to assist the cadre and enforce rules and regulations. Chaperones are not expected to perform as cadre, but will be included in company meetings and in the dissemination of information.
4. I will encourage females to participate in all training events. I may at my own request participate in any training event.
5. JCLC will provide chaperones with lodging arrangements in the barracks. Chaperones will not be required to pay for meals and travel expenses unless told so by the JCLC Commander.
6. I understand that without the participation and cooperation of chaperone volunteers, female cadets would not be allowed the opportunity to attend JCLC.
7. I understand that female cadets will be under the supervision of a chaperone at ALL TIMES 24 hours a day during JCLC.

(Chaperone Signature)

(Chaperone Name Printed)

(Date)

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SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING PROCEDURES (SOP)

APPENDIX O

DAILY PERSONNEL STATUS REPORT

CAMP: _____

AS OF 1200 HOURS: _____

Section I. _____

_____ Cadets Current Strength

LINE		MALES	FEMALES	TOTAL
1	Initially Assigned			
2	Previous Days Strength			
3	Gains			
4	Losses			
5	Voluntary*			
6	Medical*			
7	Early Release*			
8	Discipline*			
9	Current Strength			
10	Absent from Training			
11	Hospital*			
12	Other*			

Section II.

Cadre and Support Personnel

LINE		JROTC		SROTC		USAR		NG		Chaperons
		M	FE	M	FE	M	FE	M	FE	
1	Initially Assigned									
2	Gains									
3	Losses									
4	Ending Strength									
5	Absent from Training									
6	Hospital*									
7	Other*									

* List name, school and reason in remarks section or on separate

sheet. REMARKS:

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SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING PROCEDURES (SOP)

APPENDIX P

JROTC CADET LEADERSHIP CHALLENGE INJURY/ILLNESS REPORT

PURPOSE: To notify Headquarters, Fourth Brigade JROTC of injuries and illnesses sustained by JCLC personnel immediately when they occur.

PROCEDURES: Immediately provide the following information telephonically to Headquarters, Fourth Brigade JROTC (910) **396-8706** or after duty hours (910) 396-4066. ALL injuries or illnesses that require evacuation to the hospital or release from JCLC.

1. JROTC Cadet Leadership Challenge :
 2. DATE/TIME OF INJURY OR ILLNESS: _____
 3. NAME/RANK/AGE OF PATIENT: _____
 4. PARENT/GUARDIAN NOTIFIED? YES _____ NO _____
 5. NAME OF PERSON NOTIFIED: _____ TELEPHONE: _____
 6. NOTIFICATION BY: _____
 7. : _____ SCHOOL NAME AND STATE: _____
 8. CATEGORY, MILITARY/CIVILIAN/CADET: _____
 9. ACTIVITY ENGAGED IN: _____
 10. TYPE OF INJURY /ILLNESS: _____
 11. CADET- RELATED INFORMATION:
 - a. LET LEVEL: _____
 - b. IS INJURY/ILLNESS LIKELY TO RESULT IN:
 - (1) Dismissal from the JROTC Program: _____
 - (2) Dismissal from JCLC: _____
 12. CIRCUMSTANCES: _____
 13. REPORTED BY (NAME/DUTY POSITION/PHONE: _____
-

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SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING PROCEDURES (SOP)

APPENDIX Q

PUBLIC AFFAIRS PLAN WORKSHEET

EVENT: _____

DATE: _____

VIP PARTICIPANTS: _____

INVITED MEDIA: _____

PRESS RELEASE: YES _____ NO _____ DATE RELEASED _____

POTENTIAL/PROJECTED INTERVIEW(S):

NAME: _____ POSITION: _____

TIME: _____ LOCATION: _____

PROJECTED LENGTH OF INTERVIEW: _____

TOPIC PARAMETERS/LIMITATIONS: _____

STILL PHOTOS: (Projected locations, training events, people to be captured):

REMARKS/COMMENTS/NOTES: _____

APPENDIX R

PUBLIC AFFAIRS PHOTO PLAN

EVENT	DATE	PHOTO CONCEPT	MINIMUM SHOTS	ASSIGNED PHOTOGRAPHER
In-processing				
Opening Ceremony				
PT				
Classroom				
Barracks Life				
Military Stakes				
Water Safety				
Confidence Course				
First Aid				
Land Navigation				
Picnic				
Demonstrations				
One-Rope Bridge				
Rappelling				
Closing Ceremony				
Out-processing				
Group Shot				
Cadre Shot				

PHOTO POINTERS:

1. Always use action shots.
2. Fill the frame. Get close enough to capture faces.
3. More is always better. Never take a single shot of an event. Take two or three shots at a minimum.

APPENDIX S

THE JUNIOR ROTC CADET CREED

I am an Army Junior ROTC Cadet. I will always conduct myself to bring credit to my family, country, school and the Corps of Cadets.

I am loyal and patriotic. I am the future of the United States of America.

I do not lie, cheat or steal and will always be accountable for my actions and deeds.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

ATCC-DDJ
SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING PROCEDURES (SOP)

APPENDIX T

JROTC Cadet Leadership Challenge

VIP SITREP

CAMP NAME _____ DATE _____

NAME OF VISITOR _____

PURPOSE OF VISIT _____

EVENTS VISITED _____

OUTCOME OF VISIT _____

COMMENTS _____

SUBMITTED BY

Appendix U

JROTC JCLC Clothing and Equipment List

The training schedule at JCLC allows very little opportunity to purchase personal items or to do laundry. Cadets need to bring the following items to maximize available time.

Military Clothing and Equipment

- Six (6) sets Army Combat Uniform (ACU's) (4 sets as a minimum) with Velcro over school name the right pocket, JROTC over left pocket, JROTC patch on left sleeve and school patches on right sleeve (if you have one). No rank insignia.
- One (1) pair of combat boots (shoes are not an appropriate substitute for combat boots. Boots should be well broken in prior to JCLC).
- One (1) each ACU patrol cap (berets will not be worn during JCLC). No rank insignia.
- One (1) each tan/sand rigger belt
- Eight (8) pairs socks, boot, black or green, heavy
- One (1) each pistol belt
- One (1) each canteen with cover
- Eight (8) each sand T-shirts
- One (1) each duffle bag, suitcase or appropriate luggage
- One (1) pair of gloves, black leather, shell

Civilian Clothing and Equipment

- Two (2) combination locks to secure wall locker and footlocker
- Five (5) or six (6) pairs cotton underwear to include sports bras for females
- One (1) pair of shower shoes
- Two (2) pair athletic Shoes (one will be used for water/boat training)
- Two (2) pair white athletic socks
- Two (2) each athletic shorts and shirts
- Two (2) each bath towels
- One (1) each washcloth
- One (1) set casual attire (no short-shorts)
- One (1) each swim wear (female one piece)
- One (1) or two (2) set(s) sleeping attire
- Two (2) sheets, one (1) blanket, and one (1) pillowcase for twin bed (pillows are available but you may bring your own)
- One (1) set of toiletries (carrying bag, soap, soap dish, shampoo, shaving gear, toothbrush, toothpaste, deodorant, comb/brush, feminine hygiene products (as applicable))
- One (1) can/bottle of bug repellent
- One (1) bottle Sunscreen (at least SPF 30)
- One (1) stiff brush for brown boots

ATCC-DDJ

SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING PROCEDURES
(SOP)

Optional Items: Laundry bag; clothes hangers; camera and film (disposable recommended); sharpie markers (to write on t-shirts); flashlight with batteries

Prohibited Items: Knives, cell phones, radios, CD or DVD players, and I-Pods
(THESE ITEMS WILL BE CONFISCATED AND RETURNED UPON DEPARTURE)

SUBJECT: FOURTH BRIGADE JCLC STANDARD OPERATING PROCEDURES (SOP)

APPENDIX V

MODIFIED ARMY PHYSICAL FITNESS TEST

PUSH UPS

CURL UPS

PERCENTILE MALES PERCENTILE FEMALES

PERCENTILE MALES PERCENTILE FEMALES

PERCENTILE MALES PERCENTILE FEMALES

95	50	95	34	100	81	100	74	100	4:42	100	5:51
90	44	90	23	95	62	95	55	95	5:50	95	7:25
85	42	85	20	90	59	90	51	90	6:07	90	7:52
80	40	80	20	85	57	85	48	85	6:20	85	8:08
75	37	75	20	80	55	80	46	80	6:29	80	8:24
70	35	70	18	75	53	75	44	75	6:38	75	8:40
65	34	65	18	70	51	70	41	70	6:48	70	8:55
60	32	60	16	65	50	65	40	65	6:57	65	9:09
55	31	55	15	60	49	60	39	60	7:06	60	9:23
50	30	50	15	55	47	55	37	55	7:16	55	9:37
45	30	45	15	50	45	50	36	50	7:30	50	9:58
40	27	40	13	45	44	45	35	45	7:39	45	10:18
35	25	35	11	40	43	40	34	40	7:52	40	10:40
30	25	30	11	35	41	35	32	35	8:08	35	11:00
25	24	25	11	30	40	30	31	30	8:29	30	11:20
20	21	20	10	25	38	25	30	25	8:49	25	11:48
15	20	15	7	20	36	20	28	20	9:05	20	12:19
10	18	10	5	15	35	15	26	15	9:34	15	13:33
5	15	5	2	10	32	10	23	10	10:10	10	14:13
				5	29	5	20	5	11:25	5	15:17
				0	0	0	0	0	21:44	0	24:07

APPENDIX W

LEADERSHIP EVALUATION CARD

CADET NAME (FIRST, LAST)		SCHOOL	
LET LEVEL			
	JLC	(CHECK ONE)	
SQD MEMBER		CO CDR	
SQD LEADER		CO 1SG	
PLT LEADER		JCLC CDR	
PLT SGT		JCLC SGM	
LEADERSHIP SKILLS		BLOCK) NEEDS	
SKILL	SUPERIOR	AVERAGE IMPROVEMENT (CHECK APPROPRIATE)	NOT EVALUATED
INTEGRITY			
TEAMWORK			
LEADERSHIP			
PLANNING			
COMMUNICATION			
MOTIVATION / ATTITUDE			
DRILL & CEREMONY			
PHYSICAL FITNESS / APPEARANCE			
COMMENTS (NOT REQUIRED)			
EVALUATED BY		DATE	

INSTRUCTIONS

- 1). Fill in the cadet's first name, then last name.
- 2). Fill in the school the cadet attends.
- 3). Fill in the LET level.
- 4). Check cadet's JCLC assignment by checking the appropriate box.
- 5). Check the appropriate box for skills that the cadet is being evaluated on.
- 6). Add any comments that are needed. (not required)
- 7). Clearly print evaluator's name and date on bottom of form.