



UNITED STATES MARINE CORPS  
TRAINING AND EDUCATION COMMAND  
1019 ELLIOT ROAD  
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO  
1533  
C 46JR  
27 Oct 2021

From: Director, Marine Corps Junior Reserve Officers' Training Corps  
To: MCJROTC Regional Directors/MCJROTC Instructors

Subj: 2021-2022 MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS POSTAL,  
SERVICE CHAMPIONSHIPS, AND JUNIOR RESERVE OFFICERS' TRAINING CORPS  
NATIONAL AIR RIFLE CHAMPIONSHIPS LETTER OF INSTRUCTION

Ref: (a) MCO 1533.6E

Encl: (1) CMP Postal Program  
(2) TDY Profile  
(3) TDY Request  
(4) Team/Individual Room Roster

1. Situation

a. Purpose. This Letter of Instruction (LOI) provides information pertaining to Marine Corps Junior Reserve Officer Training Corps (MCJROTC) participation in the 2021 Civilian Marksmanship Program (CMP) MCJROTC Postal Program enclosure (1), MCJROTC Service Championships, and National JROTC Air Rifle Championships.

b. Background. The MCJROTC Postal, Service Championship, and National JROTC Air Rifle Championship is conducted by the Civilian Marksmanship Program (CMP) in cooperation with the Army, Marine Corps, Navy, and Air Force JROTC Commands at various locations.

2. Mission. MCJROTC qualifying teams and individuals who will be invited to compete in the MCJROTC Service Championship and National JROTC Air Rifle Championship can be found at <https://thecmp.org/air/jrotc-air-rifle-national-championship/>

**The CMP Postal Competition is from 28 September through 29 November. and will take place at MCJROTC units that do not have a Marksmanship waiver.**

**The Service Championship will take place 3-5 February 2022 at:**

**Civilian Marksmanship Program (CMP)  
Chandler, AZ  
Telephone: (888) 267-0796**

**The National JROTC Air Rifle Championships will take place 17-19 March 2022 at:**

**The Camp Perry Lodging & Conference Center  
1000 Lawrence Road  
Bldg 600  
Port Clinton, OH 43452-9578**

3. Execution

a. Director's Intent and Concept of Operations

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(1) Director's Intent. It is my intent that all qualifying MCJROTC teams and individuals from the CMP Postal Competition, participate at the MCJROTC Service Championships and National JROTC Air Rifle Championship.

(2) Concept of Operations

(a) All qualifying MCJROTC teams and individuals that achieve the required cut score from the CMP Postal Competition will be provided funding for transportation and lodging by MCJROTC Headquarters to the MCJROTC Service Championships in Chandler, AZ, and to the National JROTC Championships in Port Clinton, OH.

(b) The end state is to provide highly trained and motivated MCJROTC cadets with an opportunity to compete against each other, and other service JROTC cadets at the national level.

b. Tasks

(1) MCJROTC Instructors

(a) Per the reference all MCJROTC units that do not have a marksmanship waiver must participate in the CMP postal marksmanship competition.

(b) Review the CMP 2021 JROTC Air Rifle Postal Competition Official Program enclosure (1), dates for targets, preliminary, and final results at <https://thecmp.org/youth/jrotc-air-rifle-national-championship/>

(c) Accept or decline the invitation to Service Championships no later than 10 Dec 2021. This will provide time to invite the next qualifier should anyone decline.

(d) Complete the Registration, Declination, and Parent Consent forms on the CMP website. <https://thecmp.org/youth/jrotc-air-rifle-national-championship/>

(e) **Submit Purchase Request Documents (PRD) for airfare, rental vehicles, and bus requirements via the All Partners Access Network (APAN) and in accordance with (IAW) Program Support Branch (PSB) instructions within the Logistic section of the LOI.**

(f) **Submit rental vehicle request by completing the TDY Profile enclosure (2) and TDY request form enclosure (3) and submitting to the Operations Support Specialist Jesus Aponte via email [jesus@aponte@usmc.mil](mailto:jesus@aponte@usmc.mil) or [jesus.aponte@mcjrotc.org](mailto:jesus.aponte@mcjrotc.org).**

(g) **Schools with unfunded/invited students by CMP, Instructors should be prepared to make travel arrangements for those students. Program Support Branch (PSB) will try and make the funded student and chaperone travel arrangement early enough to allow instructors to match any flights.**

(2) Regional Directors. Assist MCJROTC Instructors as required.

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(3) Operations and Instructional Support Branch (O&ISB).

(a) Monitor MCJROTC teams and individuals throughout the competitions.

(b) Approve estimates of all Purchase Request Documents (PRD) for airfare, rental vehicles, and buses via APAN.

(c) Secure lodging for the Service and National Competitions.

(d) Coordinate with CMP as required.

(e) Assist with planning, coordinating, and executing arrangements for qualifying teams and individuals.

(4) Program Support Branch (PSB). Assist MCJROTC Instructors with logistics support as required.

c. Coordinating Instructions

(1) **Lodging for all MCJROTC teams and individuals that qualified for the MCJROTC Service Air Rifle Championships will be at the Drury Inn & Suites Phoenix Chandler Fashion Center 1205 S. Price Road, Chandler, AZ 85286 (480) 899-8100.**

(2) **Lodging for all MCJROTC teams and individuals that qualify to the National JROTC Air Rifle Championships will be at the Holiday Inn Express & Suites 50 NE Catawba Rd, Port Clinton, OH 43452 (419) 732-7322.**

(3) **All teams and individuals that are invited by CMP and do not qualify for headquarters funding will be responsible for all travel and lodging arrangements.**

(4) **MCJROTC Headquarters**, will coordinate all room reservations at both locations. Instructors will provide dates of arrival and departure, team members, and chaperone names on the provided room roster.

(5) Email the room roster enclosure (4) to Paul Jornet [paul.jornet@mcjrotc.org](mailto:paul.jornet@mcjrotc.org) and Major Jim Koerber [koerber@aps.edu](mailto:koerber@aps.edu). Contact Major Koerber at (505)220-5984 if you have lodging questions.

(6) There will be two or more cadets per room. There will be NO one-person cadet rooms authorized.

(7) **Incidental room charges are NOT authorized! Any incidental charges will be the responsibility of the team and/or individuals assigned to that room.**

(8) **Instructors and chaperones are not authorized per diem.**

(9) The instructor uniform of the day will be **WOODLAND MARPAT UTILITIES for both competitions.**

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(10) The **Service Championship awards reception is informal.**  
Instructors may remain in their utilities or change into appropriate civilian attire should time permit.

(11) **The National Service Championship is formal. THE BLUE-WHITE DRESS A UNIFORMS FOR INSTRUCTORS AND BLUE DRESS A or B FOR CADETS are the only authorized uniform for the awards banquet (no covers). Check the fit of your cadet uniforms, proper wear of ribbons/badges and personal grooming. Coat and tie/cocktail dress for chaperones and parents.**

(12) **Headquarters will fund any registration entry fees as long as personal items (t-shirts, challenge coins etc.) are not provided.**

(13) Additional information regarding the location of the awards banquets and fees will be provided in the CMP official programs.

#### 4. Administration and Logistics

##### a. Administration

(1) Qualifying teams and individuals identified by CMP and verified by MCJROTC Headquarters should make every effort to attend the MCJROTC Service Championships, **3-5 February 2022. Travel dates are 2 and 6 February 2022.** National JROTC Air Rifle Championships, **17-19 March 2022. Travel dates are 16 and 20 March 2022.**

(2) Qualifying teams and individuals that decline to attend either competition should notify the MCJROTC O&ISB Manager Mr. Paul Jornet at [paul.jornet@mcjrotc.org](mailto:paul.jornet@mcjrotc.org) Major Jim Koerber at [koerber@aps.edu](mailto:koerber@aps.edu) and CMP Mr. Brad Donoho at [bdonoho@thecmp.org](mailto:bdonoho@thecmp.org).

(3) MCJROTC Service Championships teams and individuals should arrive in Chandler AZ, no earlier than Wednesday, 2 February 2022 and depart no later than Sunday 6 February 2022.

(4) National JROTC Championships teams and individuals should arrive in Port Clinton, OH, no earlier than Wednesday, 16 March 2022 and depart no later than Sunday, 20 March 2022.

##### b. Logistics

(1) Program Support Branch (PSB) will process all airfare and bus requirements.

(2) Purchase Request Documents (PRD) will be submitted separately via the All Partners Access Network (APAN). **The deadline for PRD's for the MCJROTC Service Championships is 17 December 2021. The deadline for PRD's for the National JROTC Air Rifle Championships is 11 February 2022.**

(3) On the APAN PRD, in the field titled "approved by RD" - select "not required". Just below that, in the field titled "approved by OPS" - select "required". DO NOT SELECT "YES" OR "NO". This will allow the PRD to bypass the RDs and flow directly to the Operations Manager who will be funding your PRDs vice the Regional Directors.

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(4) PRDs must have the Supply Officer (Sheila Warren) approval to be considered fully approved. "OPS approved" only means that the Operations Manager has agreed to fund your PRD. Your PRD still must flow through PSB for validation of "time, purpose, amount" for full PRD approval status.

(5) As with any other type of PRD, you must sign a copy of the PRD and then attach it back to the SharePoint PRD. You must also attach a copy of the LOI to the PRD. Be sure to attach all other Key Supporting Documents (KSDs) detailed out below.

(a) **Air travel** - LOGISTICS PURCHASE. Fill out the Distribution Management Office (DMO) form (found in the documents library on the APAN site) provide each instructor, chaperone and cadet's full legal name, date of birth (DOB), and gender. The DOB is required for airline travel only. DO NOT attach this DMO form to the APAN PRD. DOB is considered PII and cannot be submitted via APAN because the APAN site is not a secure site. Fax - for air travel ONLY - the DMO form to (703) 432-1768. Be sure to reference the PRD ID number (located on your PRD in APAN) and your school name on the fax. Follow the SMART BOOK for AIR PRDs to ensure you have the appropriate Key Supporting Documents attached to the PRD. All travelers will be required to show legal identification when picking up airline tickets. Names must match valid ID's and cannot be changed once the flight is booked. Airline tickets cannot be exchanged for a different person once they are ticketed. If a cadet/chaperone cannot attend once the ticket is purchased, there will be no replacement tickets purchased by Headquarters.

(b) **DMO Bus** - LOGISTICS PURCHASE. You MUST attach the DMO form and itinerary. DMO will not accept without both. You must indicate if you want the bus to remain with cadets for the duration or drop off one day and pick up another day. You will need to submit a lodging PRD for the bus driver for overnight trips.

(c) **School Bus** - SCHOOL REIMBURSEMENT

**\*\*BE SURE YOUR SCHOOLS SAM REGISTRATION IS ACTIVE. WE CANNOT REIMBURSE A SCHOOL WITH AN INACTIVE OR EXPIRED ACCOUNT\*\*.** DMO form not required. KSD's that MUST be attached are the Principal's Approval Letter signed by the Principal or his/her designated representative. If someone other than the Principal signs the approval letter, then a Delegation of Authority Letter from the Principal must accompany the PRD. Be sure that you show how you arrived at the cost. You must show math and break down costs. Once your PRD is approved, have your school pay for the expense. Upon completion of the event, attach all receipts to the PRD and mark "receipts attached". PSB will then process the reimbursement to your school. School reimbursement is ONLY used for school bus transportation and excess baggage fees. The school will be listed as the vendor on the PRD.

(6) O&ISB will provide a PRD for the lodging at each location with confirmation number(s) if known, number of rooms, and cost per hotel room, per night and all taxes.

(7) All travel receipts must be attached to the APAN PRD within 5 days of returning to your school. You must select the "receipts attached" button to move the PRD forward for payment/reimbursement.

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(8) Notify MCJROTC PSB immediately of any changes to any  
PRDs previously submitted (POC: MCJROTC Program Support Branch Manager, Ms.  
Sheila Warren; (703) 784-3742).

(9) Finalize PRDs and attach receipts no later than **24 February and  
30 March 2020 respectively.**

5. Command and Signal. POC: MCJROTC Operations Support and Instructional  
Branch Manager, Mr. Paul Jornet [paul.jornet@usmc.mil](mailto:paul.jornet@usmc.mil) or (703) 784-0417.

*R. G. Oltsman*  
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