



UNITED STATES MARINE CORPS

TRAINING AND EDUCATION COMMAND
2007 ELLIOT ROAD
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
1533
C 46JR
7 Dec 2022

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

Subj: 2022-2023 MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS
POSTAL, SERVICE CHAMPIONSHIPS, AND JUNIOR RESERVE OFFICERS'
TRAINING CORPS NATIONAL AIR RIFLE CHAMPIONSHIPS LETTER OF
INSTRUCTION

Ref: MCO 1533.6E

Encl: (1) TDY Profile
(2) TDY Request

1. Situation

a. Purpose. This Letter of Instruction (LOI) provides information pertaining to Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) participation in the 2022-2023 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 Service Championship will take place 2-4 February 2023 at:

**CMP South Training Center
1470 Sentinel Dr.
Anniston, AL 36207**

The National JROTC Air Rifle Championships will take place 23-25 March 2023 at:

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

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3. Execution

a. Director's Intent and Concept of Operations

(1) Director's Intent. It is my intent that all qualifying MCJROTC teams and individuals 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 will be provided funding for transportation and lodging by MCJROTC Headquarters to the MCJROTC Service Championships in Anniston, AL, 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) Accept or decline the invitation to Service Championships no later than 15 Dec 2022. This will provide time to invite the next qualifier should anyone decline.

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

(c) **Travel Air & Bus: Submit Purchase Request Documents NLT 19 December (PRD) for airfare 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.**

(d) Travel Rental Car: Submit rental vehicle request by completing the google form for Instructor Travel found on the MCJROTC Portal. TDY Profile forms will be needed for all vehicle renters who have not traveled previously by invitational orders in DTS. All rental car users need to understand the following:

1. The largest rental vehicle authorized is a 7 passenger van.

2. The person who is going to rent the vehicle must be entered in DTS and travel on invitational orders.

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3. In order to rent a vehicle, the renter must use their own credit card for the rental. Re-payment for the rental will be done as a reimbursement during vouchering.

4. Vouchering out must be done within 5 days of completion of travel.

Questions about rental vehicles should be directed to Jesus Aponte, Operations Support Specialist via email jesus.aponte@usmc.mil.

(e) Schools with funded and unfunded qualifiers, Program Support Branch (PSB) will do their best to make travel arrangements to support matching flights. However, Instructors should be prepared to make separate arrangements with chaperones for the unfunded qualifiers in the event we cannot match up flights.

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

(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 provided. Arrangements are finalized and a separate notification will be sent.

(2) Lodging for all MCJROTC teams and individuals that qualify to the National JROTC Air Rifle Championships has been reserved 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.

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(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 to Major Jim Koerber at James.Koerber@MCJROTC.org or contact Mr. Paul Jornet at (703) 784-0417 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.**

(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 INSTRUCTOR AND BLUE DRESS A or B FOR CADETS are the only authorized uniforms 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) Additional information regarding the location of the awards banquets 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, **2-4 February 2023. Travel dates are 1 and 5 February 2023.** National JROTC Air Rifle Championships, **23-25 March 2023. Travel dates are 22 and 26 March 2023.**

(2) Qualifying teams and individuals that decline to attend either competition should notify the MCJROTC O&ISB Manager, Mr. Paul A. Jornet at paul.jornet@mcjrotc.org and CMP Mr. Brad Donoho at bdonoho@thecmp.org.

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(3) MCJROTC Service Championships teams and individuals should arrive in Anniston, AL, no earlier than Wednesday, 1 February 2023 and depart no later than Sunday 5 February 2023.

(4) National JROTC Championships teams and individuals should arrive in Port Clinton, OH, no earlier than Wednesday, 22 March 2023 and depart no later than Sunday, 26 March 2023.

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 19 December 2022. The deadline for PRD's for the National JROTC Air Rifle Championships is 10 February 2023.**

(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.

(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, and 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. All travelers will be required to show legal identification when picking up airline tickets. Names must match

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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. See instructions for lodging PRDs below.

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

(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 2023 respectively**.

5. Command and Signal. POC: MCJROTC Operations Support and Instructional Branch Manager, Mr. Paul Jornet at (703) 784-0417 or Paul.Jornet@mcjrotc.org

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