

JROTC Awards

Task description

- Awards presented annually
- Only available to schools with Army JROTC units
- Winner selected by JROTC unit
- Winner must be a junior in the third year of a four-year program, or second year of a three-year program

Steps

- Identify JROTC programs by school, to include names and telephone numbers of senior Army instructors
- Update list of recruiters responsible for each school
- Ensure sufficient supplies (awards, certificates, selection forms) are on hand or contact Brigade to obtain additional supplies as needed
- Prepare letters of invitation to participate for commander's signature
- Mail letters and selection forms to senior Army instructor at each school with an Army JROTC program no later than 15 Feb
- Prepare JROTC Award log book
- Upon receipt of completed selection form, log into book and prepare certificate for commander's signature
- Mail award and signed certificate to recruiter responsible for that school for presentation
- Prepare spreadsheet for each company to track participation of schools and presentations
- Report number of schools, number of presentations and number of after action reports received to Brigade by the third Tuesday of the month
- Once all presentations are complete and AARs received, Report totals (to include leads), along with number of certificates and medals needed for next year to Brigade on USAREC Form 848 (Battalion After Action Report)

Points of Contact

- **Brigade** – Vickie Evans, 404-469-3191

Applicable regulations

- **USAREC Reg 600-31**, USAREC Award for JROTC

Forms used

- **USAREC Form 828**, Recruiter After Action
- **USAREC Form 848**, Battalion After Action Report
- **USAREC Form 1044**, JROTC Award Selection Form
- **JROTC Award Certificate**