

# **CAMP RUDDER** **JROTC CADET** **LEADERSHIP CHALLENGE**

**2014**



## **STANDARD OPERATING PROCEDURES**

CAMP RUDDER 2014 JROTC CADET LEADERSHIP CHALLENGE (JCLC)

**STANDARD OPERATING PROCEDURES**

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## **ENCLOSURES**

### **Enclosure**

### **Title**

1	Cadet Performance Form (CPF)
2	Cadet JCLC In / Out Processing Form
3	Cadet Information Form
4	Contract of Release and Waiver of Liability Form
5	Consent to Medical Treatment Form
6	Cadre Medical History Form
7	JCLC Attendance Eligibility Verification Letter
8	Required and Recommended Items List
9	Training Schedules (TBP)
10	Sunshine State Standards

# **CAMP RUDDER JROTC CADET LEADERSHIP CHALLENGE (JCLC)**

## **STANDARD OPERATING PROCEDURES**

### **SECTION I**

#### **MISSION**

Provide an environment for the practical application of effective citizenship and leadership skills, and introduce cadets to training in a military-style environment.

### **SECTION II**

#### **OBJECTIVES**

1. Provide an opportunity for cadets to practice leadership in a practical but unfamiliar environment.
2. Conduct a safe training experience for cadets and cadre. Everyone is a safety officer.
3. Give cadets the opportunity to experience living and interacting with their peers from other JROTC programs in a military-style setting.
4. Allow cadets to participate in adventure training not available on their home campus.
5. Allow cadets to participate in citizenship and team-building exercises.
6. Enable JROTC cadre to instruct "Hands On" military skills to JROTC cadets.
7. Conduct a fun and engaging training experience that fosters retention in JROTC.

### **SECTION III**

#### **TRAINING LOCATION**

General training will be conducted at Camp Rudder, the US Army's Ranger Training Site located on Eglin Air Force Base (AFB), Florida and Rappel training will be conducted at the 7<sup>th</sup> Special Forces Group Center also located on Eglin AFB.

## SECTION IV

### ATTENDANCE PREREQUISISTS

1. JCLC attendance is a privilege, not a right; therefore, it is the Senior JROTC Instructor's responsibility to carefully screen and select cadets who will benefit most from the experience and training. Priority should be those cadets selected for senior leadership positions in the following school year.
2. Selected cadets must-
  - a. Meet their school / district / Army academic requirements to participate in extra-curricular activities (minimum 2.0 GPA).
  - b. Be emotional mature.
  - c. Enrolled as a cadet in an established JROTC program above the 8<sup>th</sup> grade with at least one year remaining in JROTC before graduating.
  - d. Be physically fit, medically sound, and able to safely participate in all JCLC activities **(must be able to climb obstacles and negotiate heights)**. Due to limitations on total attendance, medical waivers are discouraged and must be thoroughly justified. (See Para 4, Section VIII)
  - e. Successfully completed at least one year of JROTC.
3. Selected cadets must not present any disciplinary problems that could result in any distraction from the JCLC experience.

## SECTION V

### JCLC ORGANIZATION

1. Camp Rudder JROTC Cadet Leadership Challenge (JCLC) is conducted as a special project of the participating JROTC programs. By their participation and acceptance of cadet allocations, the programs understand that they have adopted this SOP, and it will be followed by all instructors and cadets.
2. The Camp Rudder JCLC will be organized in the following manner, dependent on available cadre:
  - a. JCLC Cadre Organization:
    - (1) Commandant
    - (2) Command Sergeant Major
    - (3) S-3, Operations Officer
    - (4) Operations NCO
    - (5) Safety Officer
    - (6) Training Evaluation Team

- (7) S-1, Personnel Officer
- (8) S-4, Logistics Officer
- (9) Supply Officer/Sergeant
- (10) S-5, Public Information Officer
- (11) Training Company Commander/First Sergeant
- (12) Training Platoon Evaluators/Assistant Platoon Evaluators
- (13) Chaperones (Female)
- (14) Medical Officer/ JCLC Nurse
- (15) Officers in Charge of each Training Event
- (16) Staff Duty NCOs
- (17) Staff Cadet Coordinator
- (18) Other staff positions as required and approved by the JCLC Commandant

- b. Participating cadets will be organized into a single training company consisting of four platoons with 4 squads each. Total planned enrollment is 190 cadets. School allocations will be determined by the requirement of minimum participation of 10% of the program's SY 13/14 opening enrollment report, or a minimum of 10 total, dependent upon space availability for billeting and operational constraints.

## **SECTION VI**

### **DUTY ASSIGNMENTS**

1. **JCLC CADRE**: Consists of all JROTC instructors, selected experienced Junior and Senior ROTC cadets, Active and Reserve military personnel, Military Retirees, and authorized volunteers participating in JCLC operations.
  - a. All cadre will be assigned duties as required to meet training requirements by the Operations Officer and Personnel Officer with the approval of the JCLC Commandant.
  - b. The Training Company cadre should consist of a Company Commander/First Sergeant, a Platoon Evaluator (JROTC Army Instructor) per platoon, and two Assistant Platoon Evaluators (one male and one female SROTC cadet) per platoon, if sufficient cadre is available.
  - c. Selected cadets who have attended at least two previous JCLCs, or have demonstrated exceptional leadership capabilities may be utilized as Staff Cadets as required and approved by the JCLC Commandant. Staff cadets will serve as assistants to instructors and staff members during JCLC.
  - d. Former cadets who have graduated and are current members of active or reserve forces may be utilized as cadre members as approved by the JCLC Commandant.
  - e. Qualified adult volunteers (21+ years old) may assist in training and JCLC operations as approved by the JCLC Commandant.
  - f. A minimum of one female chaperone (21+ years old) will be assigned to each training platoon. One additional Senior Chaperone will coordinate chaperone duties and activities with the JCLC Chain of Command.



2. PARTICIPATING CADETS:

- a. Cadets will be assigned randomly to the training platoons and squads to provide the cadets the maximum opportunity to interact with unfamiliar peers.
- b. Cadets will be assigned by gender to ensure an equal ratio of male to female cadets in each squad and platoon.

3. STAFF CADETS:

- a. School instructors may nominate eligible cadets to serve as Staff Cadets based on JCLC cadet quotas. (See 2014 JCLC Staff Cadet Program SOP).
- b. Staff Cadets will be assigned daily duty positions by the Staff Cadet Coordinator in coordination with Training Event OICs, JCLC Staff Members, and the Operations Officer/NCO.
- c. Staff Cadets will work directly for their Duty Position Supervisor during duty hours until released to the Staff Cadet Coordinator.

**SECTION VII**

**RESPONSIBILITIES**

1. COMMANDANT:

- a. Establish, implement, and enforce policies and procedures deemed necessary for the safe and orderly conduct of JCLC.
- b. Ensure compliance with current Army, Cadet Command, 6<sup>th</sup> Brigade directives and regulations, and this SOP.
- c. Ensure coordination with appropriate support organizations to ensure necessary personnel and logistics support.

2. COMMAND SERGEANT MAJOR:

- a. Assist the Commandant with matters pertaining to the health and welfare of cadets and cadre.
- b. Maintain a high standard of cadet and cadre appearance and conduct.
- c. Assist the Commandant with cadet disciplinary problems by coordinating between the company commander and the institutional representatives.
- d. Develop, implement, and supervise an Honor Platoon Evaluation Program
- e. Plan and coordinate Opening and Closing Ceremonies

### 3. OPERATIONS OFFICER :

- a. Assist Commandant in all duties and assume command of JCLC in his absence.
- b. Coordinate JCLC staff and cadre requirements and assignments.
- c. Insure interface between JCLC cadre and supporting organization personnel.
- d. Plan training activities and coordinate training & safety plans with instructors and supporting organizations within the guidelines established by the Commandant and this SOP.
- e. Insure that training schedule times are met, facilities are available and prepared, and that transportation to and from training sites is coordinated and implemented properly.
- f. Coordinate required training funds and submitted requests.
- g. Ensure training is evaluated to provide input and recommendations for the After Action Report.
- h. Develop JCLC support plans as required in coordination with the appropriate responsible cadre members.

### 4. OPERATIONS NCO:

- a. Assist the Operations Officer in coordinating JCLC operations, training and support functions.
- b. Operate an operations office to provide a central point of contact for all JCLC operations, training, emergencies, and support.
- c. Coordinate Staff Duty operations, if required.
- d. Maintain head count for all meals provided by the academy cafeteria, if required.
- e. Provide weather forecast and information for all training.
- e. Coordinate tasking and support for all cadets serving as staff cadets.

### 5. SAFETY OFFICER:

- a. Insure a safe environment and safe training for cadets attending JCLC.
- b. Prepare, coordinate, and implement the JCLC Safety SOP and Training Event Safety Plans.
- c. Inspect all training sites IAW CCR 145-2, Cadet Command directives and regulations, this SOP, the Camp Rudder JCLC Safety SOP, and all Training Event Safety Plans, in coordination with the training site representatives.

- d. Prepare Risk Assessments on all training events and activities in coordination with Training Event OICs.

6. TRAINING EVALUATION TEAM:

- a. Evaluate all training activities for effectiveness and compliance with Army regulations and policies IAW the Camp Rudder Training Evaluation SOP.
- b. Provide daily observations and assessments to the Commandant and Operations Officer.
- c. Collect input from all JCLC staff members and prepare a final After Action Report to be submitted to the JCLC Commandant.

7. PERSONNEL OFFICER and PERSONNEL NCO:

- a. Plan, coordinate, and supervise the in and out processing of cadets, insuring each cadet has the proper documents, has paid any required fees, and is properly assigned to a training platoon.
- b. Maintain personnel rosters, daily strength reports, and cadet training records.
- d. Submit required personnel reports to Sixth Brigade and Cadet Command IAW CCR 145-2.
- d. Coordinate the JCLC awards program with the Supply Officer and CSM.
- e. Coordinate and plan activities for JCLC visitors with the Public Information Officer.
- f. Coordinate implementation of the Camp Rudder Medical Support Plan with the Medical Officer/JCLC Nurse and Operations Officer.
- g. After the completion of JCLC, report closure at home location of participating schools to the JCLC Commandant.

8. LOGISTICS OFFICER :

- a. Coordinate material support from host and support organizations to include rations and equipment.
- b. Prepare all required logistics support requests and reports for 6<sup>th</sup> Brigade Headquarters and Cadet Command. Ensure requests remain within Brigade budget guidelines.
- c. Request and coordinate transportation requirements for JCLC.

9. SUPPLY OFFICER/SERGEANT:

- a. Procure, store, and issue all materials and supplies for the conduct of JCLC.
- d. Prepare and maintain facilities at Camp Rudder for all billeting and supply operations.

10. PUBLIC INFORMATION OFFICER :

- a. Coordinate and conduct all public affairs activities IAW CCR 145-2 and the JCLC Commandant's guidance.
- b. Coordinate JCLC visits by all personnel not associated with JCLC with the Commandant and Personnel Officer.
- c. Provide information briefings on JCLC activities to visitors upon request.
- d. Coordinate photographic support to provide pictorial overview of JCLC for participating programs and After Action Report.

11. TRAINING COMPANY COMMANDER / FIRST SERGEANT:

- a. Monitor and maintain health, welfare, and safety of all cadets and cadre assigned to the training company.
- b. Monitor and supervise the evaluation of cadets in leadership positions in accordance with the JCLC Commandant's guidance and this SOP.
- c. Evaluate each cadet in a company leadership position IAW the JCLC Commandant's guidance and this SOP using the Cadet Performance Form (CPF) (Enclosure 1). Brief cadets in company level positions on their duties and responsibilities for their period of duty, and critic their performance of those duties when replaced. (See Section IX, Paragraph 9)
- d. Ensure every cadet in a platoon leadership position is evaluated IAW the JCLC Commandant's guidance and this SOP. (See Section IX, Paragraph 9)
- e. Control, counsel, and discipline participating cadets assigned to the training company as required.
- f. Supervise all training company cadre and volunteers assigned to insure compliance with JCLC policies.
- g. Maintain a high standard of participating cadet appearance and conduct.

12. PLATOON EVALUATORS / ASSISTANT EVALUATORS:

- a. Monitor and maintain health, welfare, and safety of all cadets assigned to their assigned training platoon.
- b. Evaluate each cadet in platoon leadership positions IAW the Company Commander/1SG's and the JCLC Commandant's guidance using the Cadet Performance Form (CPF) (Enclosure 1). (See Section IX, Paragraph 9)
- c. Brief cadets selected for the leadership positions on their duties and responsibilities for their period of duty.
- e. Assist in the supervision, counseling, and training of participating cadets, and other duties assigned by the Training Company Commander/1SG.
- d. Control and supervise the activities of participating cadets during administrative time and male cadets during off-duty periods.

13. CHAPERONES (FEMALE):

- a. Monitor and maintain health, welfare, and safety of all female cadets in the training company IAW the Camp Rudder Female Chaperones Guide.
- b. Control and supervise the activities of female cadets during off duty periods.
- c. Provide guidance and counseling to female cadets as appropriate.
- d. Make recommendations concerning female matters to the cadre chain of command as appropriate.
- e. Escort female cadets to medical facilities as needed.
- f. Serve as role model for the female cadets.
- g. Must be at least 21 years of age. Must be physically able to carry out the duties of chaperone.

14. MEDICAL OFFICER/JCLC NURSE:

- a. Coordinate and implement the Camp Rudder Medical Support Plan in coordination with the Operations Officer and Personnel Officer.
- b. Provide medical support IAW the Camp Rudder Medical Support Plan.

15. OFFICERS IN CHARGE OF EACH TRAINING EVENT:

- a. Coordinate the development of Training Event Plans with the Operations Officer.
- b. Coordinate the development of the Training Event Risk Assessment and the Training Safety Plan with the Safety Officer.

- c. Coordinate and submit budget and supply requests with the Operations and Logistics Officers NLT 1 March 2013.
- d. Execute training IAW the Training Event Plans and Safety Plans.
- e. Upon completion of training, forward Cadet AAR Forms to the Evaluation Team IAW the Camp Rudder Training Evaluation Plan.

16. STAFF DUTY OFFICERS / NCOS:

- a. Maintain JCLC operations during off duty hours as directed by the Commandant and Operations NCO.
- b. Maintain an Incident Log during periods of duty utilizing DA Form 1594.
- c. Notify appropriate staff personnel of any incident requiring their immediate attention.

17. STAFF CADET COORDINATOR:

- a. Monitor and maintain health, welfare, and safety of all Staff Cadets.
- b. Assist in the supervision, counseling, and training of Staff Cadets, and other duties as assigned by the JCLC Commandant.
- c. Review evaluations of each Staff Cadet IAW the Camp Rudder Staff Cadet Program SOP. Brief cadets selected for the Staff Cadet Program on their duties and responsibilities.
- d. Control and supervise the activities of all Staff Cadets during administrative times, if released by their duty position supervisors, and male Staff Cadets during off-duty periods.

18. JROTC INSTRUCTORS:

- a. All JROTC instructors are expected to attend and remain at JCLC unless prior approval is received from the Brigade Commander IAW CCR 145-2.
- b. Prior to JCLC, select participating cadets IAW criteria in CCR 145-2, and Section III above, submit required forms and requests to 6<sup>th</sup> Brigade and Camp Rudder JCLC IAW CCR 145-2 and this SOP, and transport their cadets to JCLC IAW CCR 145-2.
- e. While at JCLC, perform duties as assigned by the Commandant, Operations Officer, and Personnel Officer. Provide emergency transportation of their cadets as required IAW this SOP and the Camp Rudder Medical Support Plan.
- f. At the completion of JCLC, pick up their cadets personnel folders, provide transportation for their cadets to their home school location IAW CCR 145-2, and report closure at home school to the Operations Officer IAW this SOP.

## SECTION VIII

### ADMINISTRATION

#### 1. ARRIVAL AND IN-PROCESSING:

- a. Cadets and cadre will report to the In-Processing Point (TBD) NLT 1400hrs (CST) on the first day of the Camp Rudder JCLC.
- b. During In-Processing, each school's representative cadre will present to the Personnel Officer the completed required forms along with an updated roster of participating cadets and appropriate fees.
- c. The Personnel Officer will assign each cadet to one of the training platoons, and record a digital picture of each cadet for identification purposes, if possible.
- d. Cadets should arrive in uniform (ACUs). The only rank worn by JROTC cadets during JCLC is for the daily leadership positions. The JCLC CSM will inspect each cadet to determine if their appearance meets the standards of CCR 145-2. If not, the cadet will correct any discrepancies prior to attending any training. If the discrepancies are not corrected, the cadet will be dismissed from camp.
- e. The Personnel Officer will provide the format for Initial Cadet Rosters to be returned **NO LATER THAN 1 May 2014**. Changes, additions/deletions, or corrections are to be forwarded **not later than 25 May 2014**.
- f. The Personnel Officer will submit an opening report IAW Para 10-13a (5) and Appendix I, CCR 145-2, page 198.

#### 2. REQUIRED FORMS: Provided to the JCLC S-1 upon arrival if not forwarded previously:

- a. Properly completed forms for each cadet IAW CCR 145-2.
  1. Cadet In/Out Processing (See Enclosure 2)
  2. Cadet Information (See Enclosure 3)
  3. Contract of Release and Waiver of Liability (Reproduce directly from CCR 145-2, Appendix I)
  4. Consent to Medical Treatment (See Enclosure 4)
  5. Cadet SF 93 Medical History (See instructions below, Para 2.c.)
- b. Final updated roster of cadets from each school by last name, first name, middle initial, sex, LET level for current school year, and T-shirt size.
- c. Special Instructions for the Cadet SF 93, Report of Medical History
  - (1) May be completed by a parent or guardian (Indicate in Block 5).
  - (2) Block 7: (a.) Indicate **excellent** or **good**. (b.) List all allergies and medications.

- (3) Block 10: Any item checked **YES** must be fully explained in Block 25.
- (4) Block 11: Indicate last period before start of JCLC.
- (5) Blocks 12 thru 22: Any item checked **YES** must be fully explained in block to the right of the questions.
- (6) Signature Block: Must include signature and printed name of cadet's parent/guardian and dated, **OR**, if completed by a physician, the physician's signature, name printed, and date.
- c. Cadre personnel must complete a cadre medical information form (see Enclosure 6). This form will only be used by the JCLC Nurse in case of a medical emergency.
- d. SAls must complete and submit a Cadet Eligibility Letter (See Enclosure 7) IAW CCR 145-2.

3. JCLC TRAINING FEES:

- a. Each school program is required to provide \$50.00 per cadet to meet non-reimbursed expenses such as awards and specialty items. A receipt will be provided by the JCLC Commandant. The fees must be paid by 1 April 2014. Checks are to be made out to "\_\_\_\_\_".
- b. Cadets approved as Staff Cadets will be assessed an additional \$10.00 to cover the cost of their black baseball hat for identification purposes.

4. MEDICAL CONDITIONS, DRUGS AND MEDICATIONS:

- a. Cadets attending JCLC should not have any medical problems or medicinal requirements. **Exceptions will only be approved by the Commandant upon recommendation of the Medical Officer/JCLC Nurse prior to arrival at JCLC.** Request for a medical exemption must be submitted by 1 May 2014 and include the SAI's recommendation and a doctor's statement detailed in Paragraph 9 of the Camp Rudder 2014 JCLC Medical Support Plan, published separately.
- b. No drugs or medication of any type are permitted unless prescribed by a physician.
- c. The names of any cadets requiring medication granted exception by the Camp Commandant, along with the type of medication, dosage, and type of ingestion will be forwarded to the Personnel Officer prior to arrival at camp. All medications will be secured by the Medical Office / JCLC Nurse or Company Cadre and dispersed when required.

5. MEDICAL SUPPORT:

- a. The JCLC Nurse will be on site for all training events. Additional support will be provided by Eglin AFB EMS teams as required.



- b. Any serious medical or emergency problems occurring at JCLC will be referred to the base hospital at Eglin AFB or the general hospital in Ft. Walton Beach.
  - c. Participating schools should provide supplemental medical insurance for all participating cadets and staff members through a standard summer camp insurance program and bring appropriate insurance information and forms to JCLC.
- 6. MESS SUPPORT: The JCLC Headquarters will contract breakfast, lunch, and dinner meals for all cadets and cadre members. See daily Training Schedules, Enclosure 10, for times.
- 7. UNIFORMS AND EQUIPMENT: Required and recommended items are listed in Enclosure 8.
- 8. BILLETING: Instructors and cadets will be billeted in military facilities provided at Camp Rudder. Only female instructors or female chaperones will billet with female cadets.
- 9. OUT-PROCESSING:
  - a. Individual cadets will be released to their school representative after they have been cleared by the Training Company Cadre.
  - b. Cadets' school representatives may pick up their cadets' records from the S-1 (if finalized) after closing ceremonies. Records not picked up will be forwarded to the cadets' school.
  - c. Participating school representatives will report closure at home school locations to the Operations Officer.
  - d. The Personnel Officer will submit a closing report IAW Para 10-13a(5) and Appendix I, CCR 145-2.
- 10. EARLY DISMISSAL FROM JCLC:
  - a. If early dismissal of a cadet is required, the cadet's school representative must make transportation arrangements for the cadet.
  - b. No cadet will depart JCLC without the JCLC Commandant's authorization. It is the responsibility of the Training Company Commander/1SG as well as the school representative to inform the Commandant of any departing cadet.

## **SECTION IX**

### **OPERATIONS, TRAINING, AND EVALUATION**

#### **1. GENERAL:**

- a. The Commandant and Staff will provide command and control, administrative, and logistical support for JROTC cadets attending JCLC.
- b. School cadre accompanying cadets to JCLC will assist in training support as additional staff members, instructors, and assistant instructors as required.

#### **2. CONCEPT:**

- a. Camp Rudder JCLC will provide the following mandatory training IAW CCR 145-2 if facilities are available:
  - (1) Rappelling
  - (2) Leadership Reaction Course
  - (3) Map Reading/Land Navigation
  - (4) Confidence/Obstacle Course/Team Building
  - (5) Aquatic Activity/Drown Proofing
  - (6) Awards/Graduation Ceremonies
- b. The following Integrated-Curricular Training Activities are scheduled throughout JCLC:
  - (1) Physical Training
  - (2) Field Sanitation/Personal Hygiene
  - (3) Leadership Training
  - (4) Drill and Ceremonies
  - (5) Prevention of Heat Injuries
  - (6) First Aid
- c. The following Optional Training Activities are also scheduled, dependent on availability of facilities:
  - (1) Survival Skills
  - (2) Alcohol/Drug Abuse Classes
  - (3) Rope Bridge
  - (4) Math and Science
  - (5) Applied Leadership Skills
  - (6) Fire / Rescue Orientation Training
- d. Participating schools are responsible for transporting cadets to Camp Rudder JCLC for training and retrieving their cadets at the end of the training period.

3. SAFETY:

- a. **SAFETY IS THE PRIMARY CONCERN FOR ALL CADETS AND CADRE AT THE CAMP RUDDER JROTC CADET LEADERSHIP CHALLENGE.**
- b. CCR 145-2, Para 9-23 will apply to all JCLC operations. Each Training Event OIC will develop a written training safety plan in accordance with this SOP. The plan and all risk assessments will be maintained at the training site and a copy will be maintained in the Operations office.
- c. Serious accidents and injuries must be reported as required by directives contained in Paragraphs 2-6 and 9-23, CCR 145-2.
- d. A cadre member from each participating school must remain on site at all times in case of a medical emergency involving one of their cadets. All cadre members are expected to remain at JCLC unless released by the JCLC Commandant.

4. DISCIPLINE PROBLEMS:

- a. Discipline problems will first be addressed at the platoon level, and then elevated through Company Commander/1SG, School Cadre, then to the JCLC CSM and Commandant.
- b. Any serious problems will result in the immediate removal from JCLC of the cadet or cadets involved by the JCLC Commandant. There are no "second chances" at JCLC.

5. TRAINING SCHEDULES: (TBP) (See Enclosure 9)

6. PERSONAL SECURITY:

- a. All cadre and cadets are responsible for monitoring conditions at all training and support areas of camp and reporting to the chain of command all dangerous and potentially dangerous conditions.
- b. Unless escorted by cadre, cadets will be restricted to their designated training sites and billeting areas at all times. For security and safety, all cadets will be assigned a "Training Buddy" (fellow participating, same gender cadet) and **will always accompany** their Training Buddy when not under the direct supervision of cadre members.
- c. Secure storage areas are not available, therefore, **no radios, stereos, etc., or other valuable items** that may result in a distraction from the training objectives will be permitted at JCLC.
- d. **Cadets will secure all cell phones with the Training Company personnel and will be allowed access to them only during administrative time each day after all training is completed for that day.**

## 7. AWARDS:

- a. Army JROTC awards authorized for completing training at Camp Rudder JCLC will include:
  - (1) N-2-2, Physical Fitness Ribbon
  - (2) N-3-3, Proficiency Ribbon – Honor Cadets and Staff Cadets
  - (3) N-3-5, Orienteering Ribbon – must complete land navigation course.
  - (4) N-3-8, Adventure Training Ribbon – must complete Rappel, Rope Bridge Training, and Rock Climbing Wall.
  - (5) N-3-9, Commendation Ribbon – Honor Platoon Members and any cadet for exceptional performance as approved by the JCLC Commander or CSM.
  - (6) N-3-11, Summer Camp Participation Ribbon
- b. The following special awards will be made:
  - (1) Honor Platoon – Each cadet in the designated Honor Platoon will have his/her certificate stamped “Honor Platoon”. (Criteria for Honor Platoon will be published under separate cover). Members of the Honor Platoon are authorized the Commendation Ribbon (N-3-9).
  - (2) Platoon Leadership Award – An appropriate award may be presented to the top four honor cadets in each platoon (one per each squad). Selection criteria will be developed by the Training Company Cadre based on the daily cadet performance evaluations. Awardees will receive the Proficiency Ribbon (N-3-3).
  - (3) Commandant’s Leadership Award – An appropriate trophy/plaque/award will be awarded to the cadet selected as the top honor cadet at camp. Selection criteria will be developed by the Camp Commandant, Camp SGM, and the Training Company Cadre.

## 8. CADET LEADERSHIP ROTATION:

- a. Daily cadet leadership positions within the training company will be assigned as follows: (Additional positions may be approved by the Commandant as required)
  - (1) Company Commander
  - (2) Company Executive Officer
  - (3) Company First Sergeant
  - (4) Platoon Leader
  - (5) Platoon Sergeant
  - (6) Squad Leader
  - (8) Assistant Squad Leader
  - (9) A Company Safety Officer and Platoon Safety Officers will be permanently assigned for the duration of JCLC
- b. The Training Company Commander/1SG will be responsible for the selection and designation of cadets for the company leadership positions with the input of the Platoon Evaluators. Platoon Evaluators will select cadets to fill platoon leadership positions with the input of the Training Company Commander/1SG. The positions will rotate at the end of each training day.

- c. The Training Company Commander/1SG is responsible for ensuring that all cadets hold at least one leadership position prior to any cadet being assigned a second leadership position, when possible. Company and platoon level positions should be filled by third year cadets, who will return to their programs as senior level leaders. Second year cadets should be selected for platoon level positions and first year cadets should normally be selected only for Squad and Assistant Squad Leader positions.

9. CADET EVALUATION:

- a. **Participating cadets** performing in leadership positions while at JCLC will be evaluated at the end of each assigned duty utilizing the Cadet Performance Form (CPF) (Enclosure 1).
- b. Raters will complete the **CPF** as follows:
  - (1) Complete the personal data section. Insure the cadet's school is designated.
  - (2) Use the scale of 1 to 5 and rate the cadet in each of the listed categories..
  - (3) Use the remarks section to explain (1) or (5) ratings.
  - (4) Total the numerical ratings for the twenty categories and enter that total on the form.
- c. The Training Company 1SGs will monitor and review all evaluations and turn them in to the Personnel Officer prior to the closing ceremonies on the last day of training.
- d. Evaluators will briefly review each cadet's **CPF** with him/her at the end of the training day.
- e. **CPFs** will be consolidated by school by the S-1, reviewed by the Camp Commandant, and distributed to the cadets' school representative at the completion of JCLC.
- f. **Staff Cadets** will be evaluated utilizing the Staff Cadet Performance Form SCPF) IAW the Staff Cadet Program SOP.

10. ACADEMIC CREDIT AND SUNSHINE STATE STANDARDS:

- a. Cadets should earn the same academic credit for attending the Camp Rudder JCLC as any 6<sup>th</sup> Brigade JCLC. A sample request letter is available from the Operations Officer.

- b. The Florida Sunshine State Standards addressed at JCLC are found in Enclosure 10.

11. INSTRUCTOR TRAINING CREDIT HOURS:

- a. JROTC Instructors will receive a Certificate of Training for their involvement in JCLC.
- b. The certificate will denote total credit hours and summary of training skills and strategies employed at JCLC.

## SECTION X

### CLOTHING AND EQUIPMENT

1. UNIFORMS:

- a. Cadets and military cadre will wear the Class C duty uniform (ACUs with ACU cap) as prescribed by CCR 145-2. Para. 9.11. Chaperones may wear ACUs/BDUs as described in the Camp Rudder Chaperone Guide.
- b. Selected cadets serving as staff cadets, and chaperones, should be provided distinctive headgear for identification. Cadets designated as Safety Officers will be provided safety vests or distinctive headgear for identification.
- c. Cadets will be issued all required uniform and equipment items by their own JROTC program (See Enclosure 10).

2. EQUIPMENT:

- a. All cadets will carry, as a minimum, **two** canteens on a pistol belt at all times during training and at least **one** canteen during all after-training hours until secured in barracks for the night.
- b. Cadets will bring athletic shoes and solid color shorts, appropriate one-piece bathing suit and towel, and any other special items as specified for training on the training schedule.
- c. Cadets and cadre will provide their own bedding.

## **SECTION XI**

### **REFERENCES**

#### **1. ARMY REFERENCES:**

- a. CCR 145-2, 1 February 2012, Junior Reserve Officers' Training Corps Program
- b. TC 21-24, Rappelling

#### **2. CAMP RUDDER 2014 JCLC ADDITIONAL REFERENCES:**

- a. JCLC Safety SOP
- b. JCLC Medical Support Plan
- c. Training & Safety Plans (Separate training & safety plan for each training event)
- d. Honor Platoon Selection Criteria
- e. Training Evaluation Plan
- g. Female Chaperone Guide
- h. Staff Cadet Program SOP
- i. Senior ROTC Cadet Program SOP

**CAMP RUDDER JROTC CADET LEADERSHIP CHALLENGE**  
**CADET PERFORMANCE FORM**

CADET'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ LEADERSHIP POSITION \_\_\_\_\_

POINTS (100 Possible)	Outstanding (5 PTS)	Satisfactory (3-4 PTS)	Needs Improvement (2 PTS)	Unsatisfactory (1 PT)
<b>ATTITUDE</b>				
Response to instructions				
Reaction to critique				
<b>PERSONAL APPEARANCE</b>				
Hair and shave (Male)				
Hair (Female)				
Uniform				
Footgear				
<b>PERSONAL CONDUCT</b>				
In formation				
In training				
<b>ABILITY TO FOLLOW ORDERS</b>				
From cadet leaders				
From cadre				
<b>ABILITY TO LEAD</b>				
Drill Knowledge				
Drill execution				
Command voice				
Bearing				
Seeks responsibility				
Takes responsibility				
Sets example				
Motivates others				
Inspires teamwork				
Enforces standards				
<b>SUBTOTALS</b>				
<b>TOTAL SCORE</b>				

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Evaluator's Signature  
 (Enclosure 1)

\_\_\_\_\_  
 Training Company CDR/1SG Signature



(Highlighted information to be filled in by JCLC Staff during In/Out Processing.)

Last name, First, MI: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School: \_\_\_\_\_ Let Level: \_\_\_\_\_

DOB: \_\_\_\_\_

**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: \_\_\_\_\_

Contract of Release and Waiver of Liability for JCLC on File: \_\_\_\_\_

Consent to Medical Treatment File: \_\_\_\_\_

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**CAMP RUDDER CADET INFORMATION**

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**STATEMENT REQUIRED BY PRIVACY ACT OF 1974**

1. **AUTHORITY:** Title 10, U.S. Code 2102

2. **PRINCIPAL PURPOSE(S):** To gather information, emergency points of contact, and statement of the physical condition of JROTC cadets attending JCLC.

3. **ROUTINE USES:** Normal Personnel Actions—Disclosures of information may be provided to proper authorities in actions regarding medical treatment, legal actions, investigation of accidents, and preparation of statistics and training records resulting from JCLC.

4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure is voluntary. Failure of cadet to complete form will disqualify JROTC cadet from participating in JCLC.

---

1. **Cadet:** \_\_\_\_\_  
(Rank, Last Name, First, MI)

2. \_\_\_\_\_  
(Name of School)

3. **Parent or Guardian Names**

\_\_\_\_\_  
\_\_\_\_\_  
(Names and Address)

4. Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

5. **Family Doctor:** \_\_\_\_\_  
(Name and Address)

6. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

7. **Dentist:** \_\_\_\_\_  
(Name and Address)

8. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

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

9. **Emergency Contact:** \_\_\_\_\_  
(Name and Address)

10. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

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**STATE OF PHYSICAL CONDITION**

To the best of my knowledge, my son/daughter/ward is in good physical condition. Participation in JCLC, 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): (\_\_\_\_\_) Initials

and is on the following medication: (\_\_\_\_\_) Initials

He/she is allergic to the following medication, insects, etc: (\_\_\_\_\_) Initials

**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.**

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**Name of Parent/Guardian:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

## CONTRACT OF RELEASE AND WAIVER OF LIABILITY

I, \_\_\_\_\_, ("Participant/Releasor"), acknowledge and agree that I have voluntarily applied to participate in ROTC/JROTC military-style training activities ("Training"), which may include any of the following (examples include, but are not limited to): rock climbing, rappelling, drill and ceremonies (marching and parades), field training, military maneuvers, water events (such as swimming, boating, rafting or any event involving water that is not specifically mentioned elsewhere), sports or athletic events (which may involve rigorous exercise), rope climbing (includes any event involving a rope that is not specifically mentioned elsewhere), and similar such activities:

**I AM AWARE AND ACKNOWLEDGE THAT THE ACTIVITIES IN WHICH I WILL PARTICIPATE ARE INHERENTLY DANGEROUS. THE INHERENT HAZARDS OF SUCH ACTIVITIES COULD CAUSE SERIOUS INJURY OR DEATH. I HEREBY AFFIRM THAT I AM VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES WITH FULL KNOWLEDGE AND ACCEPTANCE OF ALL DANGERS INVOLVED, AND AGREE TO ASSUME ANY AND ALL RISKS OF BODILY INJURY, DEATH OR PROPERTY DAMAGE, WHETHER THOSE RISKS ARE KNOWN OR UNKNOWN. I AFFIRM THAT I AM IN GOOD HEALTH AND THAT I HAVE NO MEDICAL OR PHYSICAL CONDITIONS THAT CAN, WILL OR MIGHT PREVENT MY SUCCESSFUL PARTICIPATION IN ANY TRAINING ACTIVITIES, AND I FURTHER AFFIRM THAT I PRESENTLY AM COVERED BY AN ADEQUATE HEALTH AND LIFE INSURANCE POLICIES THAT WILL COVER ANY INJURIES OR DEATH THAT I MIGHT SUFFER WHILE PARTICIPATING IN ANY TRAINING ACTIVITIES.**

In consideration for being permitted by the U.S. Army and any agency or employee of the U.S. Government ("USG"), and any lessor/owner of the premises ("Lessor"), or the owner of any of the equipment or facilities ("Affiliated Individuals or Organizations") required to participate in any Training and use of be on or in the premises and facilities wherein or whereon the Training will take place, I, the Participant/Releasor do hereby forever release the U.S.G., the Lessor, or any Affiliated Organizations, and their respective directors, officers, employees, volunteers, agents, contractors, and representatives (collectively "Releasees") from any and all actions, claims, or demands that I, my assignees, heirs, distributes, guardians, next of kin, spouse and legal representatives now have, or may have in the future, for injury, death, or property damage, related to (i) my participation in these activities, (ii) the negligence or other acts, whether directly or indirectly connected to these activities, and however caused, by any Releasee, or (iii) the condition of the premises where these activities occur, whether or not I am then participating in the activities. I also agree that I, my assignees, heirs, legates, distributes, guardians, next of kin, spouse and legal representatives waive any and all rights I might have to make a claim against, sue, or attach the property, personal or public, of any Releasee in connection with any of the matters covered by the foregoing release.

**I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE U.S.G., THE LESSOR, AND ANY AFFILIATED ORGANIZATIONS, AND RELEASEES AND SIGN IT KNOWINGLY, VOLUNTARILY AND OF MY OWN FREE WILL (OR ON BEHALF OF BOTH MYSELF AND MY MINOR CHILD), AND ASSUME ANY AND ALL RISKS OF AND LIABILITY FOR INJURY OR DEATH ASSOCIATED WITH OR ARISING FROM MY PARTICIPATION IN ANY TRAINING ACTIVITIES.**

If signed by Parent or Guardian: I verify, affirm and acknowledge that the dangers of the activities and the significance of the Release and Waiver were explained to both myself and the Participant/Releasee, to my satisfaction, and that both I and the Participant/Releasee understand and consent to risking them.

Executed at \_\_\_\_\_, \_\_\_\_\_ on \_\_\_\_\_, 2013.  
City State Date

### PARTICIPANT/RELEASOR AGREEMENT

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Address: \_\_\_\_\_  
\_\_\_\_\_

### PARENT OR GUARDIAN AGREEMENT

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Address: \_\_\_\_\_  
\_\_\_\_\_

IF THE PARTICIPANT IS UNDER 18 YEARS OF AGE, PARTICIPANT'S PARENT OR GUARDIAN MUST SIGN THIS FORM WHERE INDICATED.

\_\_\_\_\_  
Authorized agent of the U.S.G., the Lessor, any Affiliated Organizations, and the Releasees:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Position:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

## 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 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 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  
Print Cadet Name

or civilian medical facility, near or en-route to Camp Rudder, Eglin AFB, FL,  
(Installation, State)  
while attending or traveling to or from JCLC from 07 / 14.  
(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

\_\_\_\_\_  
Print Name of Cadet

SSN \_\_\_\_\_

**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 Parent

SSN \_\_\_\_\_

(Enclosure 5)

# CAMP RUDDER CADRE INFORMATION

## STATEMENT REQUIRED BY PRIVACY ACT OF 1974

1. **AUTHORITY:** Title 10, U.S. Code 2102
  2. **PRINCIPAL PURPOSE(S):** To gather information, emergency points of contact, and statement of the physical condition of JROTC Cadre attending JCLC.
  3. **ROUTINE USES:** Normal Personnel Actions—Disclosures of information may be provided to proper authorities in actions regarding medical treatment, legal actions, investigation of accidents, and preparation of statistics and training records resulting from JCLC.
  4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure is voluntary. Failure of Cadre to complete form will disqualify JROTC Cadre from participating in JCLC.
- 

1. **Cadre:** \_\_\_\_\_  
(Rank, Last Name, First, MI)

2. \_\_\_\_\_  
(Name of School)

3. **Next of Kin Contact**

\_\_\_\_\_

\_\_\_\_\_  
(Names and Address)

4. Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

5. **Family Doctor:** \_\_\_\_\_  
(Name and Address)

6. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

7. **Dentist:** \_\_\_\_\_  
(Name and Address)

8. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

(CAMP RUDDER CADRE INFORMATION)

(Enclosure 6)

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**NOTE: IF NEXT OF KIN CONTACT CAN NOT BE CONTACTED, PLEASE LIST ONE OTHER PERSON TO CONTACT IN CASE OF AN EMERGENCY.**

9. **Emergency Contact:** \_\_\_\_\_  
(Name and Address)

10. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

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**STATE OF PHYSICAL CONDITION**

To the best of my knowledge, I am in good physical condition. Participation in JCLC, in my opinion, will not have an adverse effect on my health and well-being. I will inform the JCLC Commander of any changes. (\_\_\_\_\_) Initials

I have a history of (identify illnesses; Heart disease, Asthma, Overweight, Sinus, Rheumatic Fever, Ear Infection, Headaches, or any other ailments): (\_\_\_\_\_) Initials

and I am on the following medication: (\_\_\_\_\_) Initials

I am allergic to the following medication, insects, etc: (\_\_\_\_\_) Initials

**Signature:** \_\_\_\_\_

**(CAMP RUDDER CADRE INFORMATION)**

(School Program Letterhead)

I affirm that the cadets attending the 2014 Camp Rudder JCLC, July 2014, meet the academic and physical criteria required IAW CCR 145-2 and the 2014 Camp Rudder JCLC SOP, Section III.

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Senior JROTC Instructor

Enclosure 7



## Required and Recommended Items

Cadets and Cadre will be billeted in large open bays. Bunk beds will be provided. Individual wall lockers are available.

### **The following minimum items should be brought to JCLC:**

Bedding – light sleeping bag, **or** sheets, blanket, and pillow with pillow case

ACUs – Minimum 3 sets

T-shirts (ACU) – Minimum 6

Boot Socks – recommend at least 6 pr.

ACU hat

Brown Combat Boots – (make sure they are **broken in prior to camp**)

Pistol Belt and **2** Canteens

Underwear – for 7 days

Bathing suit- (one piece for females, modest suits for both males and females)

Civilian clothes for after training hours administrative times (modest, school appropriate)

Sneakers, shorts for field day activities

Shower Shoes - Cadets are not allowed to walk bare foot anywhere, indoors or outdoors, at JCLC, except at the pool during aquatics training.

Towels – minimum 3

Toilet / personal hygiene articles for 7 days

Sun Screen

Insect repellent

Flashlight

Pen and small writing pad/notebook

Lock for wall locker

Money – for snacks – suggest no more than \$30.00

TRAINING SCHEDULES  
(TBP)

(Enclosure 9)

**SUNSHINE STATE STANDARDS COORELATION  
FOR  
CAMP RUDDER JROTC CADET LEADERSHIP CHALLENGE**

**TRAINING EVENTS**

**S.S.S**

General JCLC Experience

LA.B.2.4  
LA.C.1.4  
LA.C.2.4  
LA.C.3.4  
HE.B.1.4  
PE.A.1.4  
PE.A.2.4.  
PE.B.1.4  
PE.B.2.4

National Guard Drug Reduction Program

HE.B.2.4  
HE.C.1.4

Math & Science

MA.A.1.4  
MA.A.2.4  
MA.A.3.4  
MA.A.4.4  
MA.A.5.4  
MA.E.1.4  
MA.E.2.4  
MA.E.3.4  
SC.B.1.4

Land Navigation

MA.B.2.4  
MA.B.3.4  
MA.B.4.4

Leadership Seminars

SS.A.1.4  
SS.A.4.4  
SS.A.5.4  
SS.B.2.4  
SS.C.1.4  
SS.C.2.4

(Enclosure 10)