STANDARD OPERATING PROCEDURE
FOR
FIFTH BRIGADE JROTC CADET LEADERSHIP CHALLENGE


2. PURPOSE. To standardize the procedures used during the planning and conduct of JROTC Cadet Leadership Challenge (JCLC) annual encampment within the Fifth Brigade area of responsibility.

3. INTENT. To provide guidance and information for use in the preparation for and conduct of JCLC.

4. MISSION. To conduct JCLC annual encampments, in accordance with (IAW) CCR 145-2, Chapter 10, dated 1 February 2012, for units within the Fifth Brigade area of responsibility.

5. EXECUTION.

   a. Commander’s Intent.

      (1) Purpose. The purpose of JCLC is to provide an unfamiliar environment in which Cadets can grow and mature. Fifth Brigade will make every effort to provide funds and support, however resources are limited. JCLC costs climb yearly while budgets become more constrained. Accordingly JROTC programs must pursue less costly means to accomplish training objectives. In some cases, this means changing camp locations and task organizations. In other cases, it simply means conserving resources by only requesting those assets unavailable by other means and seeking alternate sources of funding and support.

      (2) Method. JCLCs achieve this purpose by giving Cadets opportunities to live and interact with Cadets from different and diverse schools, to practice leadership and participate in physical fitness and citizenship exercises in an unfamiliar environment and for adventure training and other activities that Cadets might not ordinarily do. Cadet Command Regulation 145-2, Chapter 10 specifies some details about JCLC and planning for JCLCs.
(3) End State. The end state for the JCLC program is to provide the maximum opportunity for Cadets to experience the training and grow and mature as a result. This requires intensive planning and attention to detail on the part of the JCLC Commander and his/her staff.

b. Concept of the Operation. Units assigned to Fifth Brigade will conduct annual JCLCs IAW CCR 145-2, dated 1 February 2012.

6. RESPONSIBILITIES.

a. Fifth Brigade will:

(1) Provide assistance in the coordination and planning of JCLC.

(2) Monitor lists of which schools are attending which JCLCs and will query schools as to which JCLC they plan to attend.

(3) Assist by scrubbing Operations Orders (OPORD), advising on cost cutting (where applicable), pursuing contracts in support of JCLCs and helping with Active Duty, Reserve Component and National Guard installations, if asked.

(4) Appoint in writing JCLC Commanders. The appointment will charge the JCLC Commander with the responsibility to plan, organize, coordinate and execute their JCLC(s) so as to accomplish the mission and objectives as dictated in CCR 145-2. Only one JCLC Commander will be appointed for each JCLC encampment. That same JCLC Commander will not be appointed for multiple encampments.

(5) Approve/disapprove JROTC units assigned to Fifth Brigade to participate in JCLCs outside the brigade boundaries.

(6) Approve/disapprove annual JCLC and alternative JCLC annual encampments. Alternative JCLC is defined as an organized activity that does not meet the requirements of a traditional JCLC and appropriated funds are used in support of the activity. JCLCs where only one school is attending will not be approved. Three or more schools must be in attendance in order for approval.

(7) Approve/disapprove training to be conducted at JCLC.

(8) Submit a consolidated list of approved JCLCs to HQ, U.S Army Cadet Command, ATTN: ATCC-JR, by 15 February of each year.

(9) Prepare a consolidated JCLC executive summary and after action review to be forwarded to HQ, U.S. Army Cadet Command, ATTN: ATCC-JR, by 15 October of each year.
b. JCLC Commanders will:

(1) Submit an initial draft OPORD in memo format to Fifth Brigade no later than (NLT) 15 January of each year. The draft will include JCLC name, JCLC location, inclusive dates, which schools will participate, training schedule, number of Cadets (male and female), number of Cadre, number of chaperones, Active Duty, Reserve Component and National Guard planning to attend. A final OPORD will be submitted on the due date listed in paragraph 7 (d).

(2) Submit a JCLC after-action-review to Fifth Brigade, within 30 days, upon completion of JCLC. After-action-reviews should include JCLC name, JCLC location, inclusive dates, number of Cadets (male and female), number of Cadre, which schools attended, number of chaperones, Active Duty, Reserve Component, National Guard attended (if applicable) and a short narrative report that describes any issues which might have some relevance throughout Fifth Brigade.

(3) Submit to Fifth Brigade an opening JCLC personnel report at the start date of JCLC and a closing JCLC personnel report on the last date of JCLC (see enclosure 1).

(4) Submit to Fifth Brigade NLT the due date in paragraph 7 (d), any support tasking requirements from Active Duty, Reserve Component and National Guard units, for approval/disapproval.

(5) Submit, within 30 days of completion of all services, to Fifth Brigade, all Certificate of Services Rendered statements, final invoices or completed contract copies (DD 250) expenditures for payment. Failure to do this could result in non-payment.

(6) Ensure safe operation of JCLC and compliance with Army directives and local installation policies. Conduct a survey of each training site and submit a risk management report for each training site, to Fifth Brigade, on the due date listed in paragraph 7 (d). Risk management reports must include adverse weather notification and evacuation plan, heat injury prevention/treatment plan (ice sheets), medical evacuation plan and swimmer level of ability recognition. Moderate and low risk assessments will be reviewed by Fifth Brigade prior to being approved by the JCLC Commander. Mr. Ken Teninty is the Fifth Brigade point of contact for all risk assessments.

(7) Execute coordination with support installation to confirm training and logistical support before the start of JCLC.

(8) Ensure a qualified medical specialist (e.g., school nurse, registered nurse, emergency medical specialist, military medic, combat life saver, etc.) is present on site during JCLC. A medical evacuation plan must be in place.
(9) Ensure that Cadets are covered by medical insurance for the duration of JCLC; blanket JCLC insurance policy is the most preferred method.

c. DAIs/SAIs will:

(1) Inform Brigade of which JCLC their school(s) will be attending no later than the due date listed in paragraph 7 (d).

(2) Submit transportation requirements to the JCLC Commander well in advance in order for Fifth Brigade to process the requirements within the proscribed lead times.

(3) Submit, within 30 days of completion of service, to Fifth Brigade, all Certificate of Services Rendered statements or completed contract copies (DD 250) expenditures for payment.

(4) Consult with licensed physicians that grant JCLC clearance for medical conditions described in CCR 145-2, paragraph 10-12 (d) and obtain a signed medical clearance. The SAI will communicate to the physician the rigorous training associated with a JCLC.

(5) Ensure all required forms have been properly filled out IAW CCR 145-2, paragraph 10-15.

7. COORDINATING INSTRUCTIONS/GUIDANCE.

a. JCLCs are typically held during the summer vacation break, but may be held during the fall or spring if that time is more conducive with respect to weather or support from installations. JCLC will last a minimum of four days and include overnight stays (minimum standard is at least one overnight stay).

b. JCLCs may occur at military installations, but due to long-term training commitments with Active, Reserve and National Guard forces, space may be limited. JCLCs may also occur at Boy Scout campsites, church campsites, school campus and national or state parks. JCLCs will not occur or schools may not attend JCLCs outside the Fifth Brigade area of responsibility without prior approval from Fifth Brigade.

c. JCLC attendees. Each high school JROTC unit is required to attend an annual JCLC. JCLC Commanders will maximize attendance at JCLC by fairly distributing numbers of slots to schools. Each school will only be allowed 10 Cadets to attend JCLC. Cadets attending JCLC must be in good academic standing with a minimum grade point average of at least 2.0, and have successfully completed the Cadet Challenge. At least one Instructor from an attending school must accompany the Cadets and should work at the JCLC in some function to be determined by the JCLC Commander. Cadets that have graduated will not be allowed to attend JCLC. Cadets who have previously attended JCLC will not be allowed to continue to attend. All
chaperones will be responsible for their own insurance and must be at least 21 years old. Schools may not send more than their total allotted Cadets to JCLC. Schools will not attend multiple JCLCs without approval from Fifth Brigade.

d. OPORD. A final operations order or a packet of plans in memo format will be prepared and submitted to Fifth Brigade NLT 60 days prior to start date of JCLC. The operations order will include which schools are participating, number of Cadets (male and female) attending, number of Instructors (Cadre) attending, number of chaperones, Active Duty, Reserves and National Guard. The final operations order will also include training schedules, risk management reports and any tasking requirements.

e. Training activities will be conducted IAW CCR 145-2, dated 1 February 2012. Mandatory training activities must be conducted at JCLC unless the Brigade Commander grants a written exception. Rappel training will not be conducted using a rope “Swiss Seat”. Marksmanship training will only be conducted if all the required documentation is in place IAW CCR 145-2, paragraph 9-3. Training for JROTC Cadets should not begin before 0600 hours and every possible effort should be made to provide Cadets with at least eight hours of sleep.

f. Prohibited training.

(1) Combative, hand-to-hand, Pugil-sticks and any other form of offensive or defense techniques involving physical contact with an opponent.

(2) Tactical training including, but not limited to patrolling, ambushes and aggressor training.

(3) Mission-oriented Nuclear, Biological and Chemical (NBC) training.

(4) Firing or training with any military weapon to include, but not limited to, crew served weapons, M4/M16 rifles and .22 Cal pistol/rifle.

(5) Participation in weapons demonstrations or firing of powder and projectile weapons of any type.

(6) Training with simulators/pyrotechnics or blanks.

(7) Participation in live fire exercises.

(8) Participation in paintball activities or other similar events.

(9) Compound or crossbow archery training.

g. JCLC Budget Limitations and Constraints. Brigade funding for JCLC is limited by the annual funding constraints established by TRADOC and Cadet Command. As a result of these constraints, the 5th Brigade JCLC OMA funding allocation has reduced
the cost per Cadet ratio for JCLC training. For planning considerations we train approximately 4000 Cadets annually across the Brigade. In direct terms OMA allocation that covers transportation, lodging and facilities is therefore limited to an individual cost of $100 per Cadet. JCLC Commanders are directed to use this as a planning factor for their respective camps. All JCLC packet submissions that meet this requirement will be processed without bias. Those with an estimated OMA expenditure exceeding the $100 per Cadet OMA threshold must include a justification statement so that the packet can be scrutinized. JCLC Commanders must be prepared to find alternate funding for OMA costs exceeding the per Cadet limits.

h. Support expenditures. Some examples of support expenditures are, but not limited to, bus transportation, supplies, portable latrines, rope course, swimming pool rentals, food catering, van rentals and equipment rentals. All support expenditures regardless of expense will be submitted to Fifth Brigade. JCLC Commanders, DAIs/SAIs/AIs are not authorized to obligate any government funds without Fifth Brigade’s approval. JCLC Commanders, DAIs/SAIs/AIs are not authorized to use their GPC to procure any JCLC expenses without approval from Fifth Brigade. Contact Fifth Brigade for verification of authorized support expenditures.

(1) Contract for Services or Supplies. Contract services or supply requests are support expenditures (i.e. bus transportation, supplies, portable latrines, ROPE course, swimming pool, food catering, van rentals, equipment rentals, etc.) with a total cost greater than $2,500 for services and $5,000 for supplies. All vendors must be registered in the System for Award Management (SAM) website (www.sam.gov) and have an active Commercial and Government Entity (CAGE) code and Data Universal Numbering System (DUNS) number to be able for contract award consideration.

(2) All contract services or supply requests must be submitted to Brigade no later than the time lines below. Service or Supply contract requests not received within the time lines below will not be processed.

$2,501-$25,000 – a minimum of 110 calendar days prior to the need date.
$25,001-$99,999.99 – a minimum of 140 calendar days prior to the need date.
$100,000-$500,000 – a minimum of 172 calendar days prior to the need date.

(3) Contract service or supply requests will require:

(a) USACC Form 112 dated 25 September 2015 (see enclosure 2)
(b) Performance Work Statement (PWS)
(c) Market Research memo
(d) Cost Benefit Analysis memo
(e) Three different vendor’s quotes (vendors must be registered in SAMS)
(f) Sole Source Justification (is required when only one vendor can provide the service)

(4) Payment for Contract Services or Supplies: A receiving report (DD Form 250)
will be submitted to Brigade no later than 30 days after the services or supplies have been provided.

(5) Transportation contracts. Transportation contracts are service support expenditures with a total cost greater than $2,500. Suggested vendors must be listed on the DOD Approved Bus List and registered in the SAM website. School buses are except from the DOD Approved Bus List. Normally DOL Fort Knox will procure transportation via a government credit card and produce a Confirmation Letter. In some cases an actual contract is produced thru Fort Knox MICC.

(6) All transportation contract requests must be submitted to Brigade no later than the time lines below. Transportation contract requests not received within the time lines below will not be processed.

$2,501-$25,000 – a minimum of 110 calendar days prior to the need date.
$25,001-$99,999.99 – a minimum of 140 calendar days prior to the need date.
$100,000-$500,000 – a minimum of 172 calendar days prior to the need date.

(7) Transportation contract requests will require:

(a) USACC Form 112 dated 25 September 2015 (see enclosure 3)
(b) Group Movement Commercial Transportation Request
(c) Transportation Matrix
(d) Market Research memo
(e) Cost Benefit Analysis memo
(f) Three different vendor’s quotes
(g) Sole Source Justification (is required when only one vendor can provide the service)

(8) Payment for Transportation Contracts: If a contract is being used, a Receiving Report (DD Form 250) will be submitted to Brigade no later than 30 days after the services have been provided. If no contract is used, the Confirmation Letter from DOL Fort Knox will serve as payment.

(9) Credit Card Purchases: Credit card purchases are support expenditures for services or supplies (i.e. portable latrines, vehicle rentals, transportation, swimming pool rentals, etc.) that are purchased with the Brigade Government Purchase Card (GPC) and have a total cost of $2,500 or less for services and $5,000 or less for supplies. Any service or supply cost that exceeds the Brigade GPC purchase limit will be considered a contract. JCLC Commanders, DAIs/SAIs/AIs are not authorized to use their GPCs to procure any expenses without approval from Brigade. GPC purchase requests will be submitted to Brigade no later than 45 days prior to the need date. GPC purchase requests not received within the time line will not be processed.

(10) The following documentation is required for credit card purchases.
(a) GPC purchases will be submitted to Brigade on a USACC 112 form format (see enclosure 4) with a copy of the vendor’s quote.
(b) The vendor must be willing to accept the Brigade GPC information over the phone. Indicate in block 11 of the USACC 112 form whether or not the vendor will accept a credit card number over the phone.
(c) Brigade will contact the vendor and secure the purchase using the Brigade GPC.
(d) In some cases, DAI/SAI/Al may use their GPC to secure payment, if approved by Fifth Brigade.

(11) Payment for GPC purchases: A copy of the receipt(s) will be forwarded to Brigade no later than 5 days after the services have been provided or receiving supplies.

(12) Check Payment Requests: Check payment requests are support expenditures with a total cost of $2,500 or less for services or supplies. Vendor will not accept a credit card number over the phone and will require a check as payment. Check payment amounts cannot exceed a total cost of $2,500. Payment will be made by government check after the services or supplies have been provided. Check payment requests will be submitted to Brigade no later than 45 days prior to the need date. Check payment requests not received within the time line will not be processed. Check payment requests after the fact will not be accepted.

(13) The following documentation is required for check payment requests:

(a) USACC Form 112 dated 25 September 2015 (see enclosure 5)
(b) Performance Work Statement (PWS)
(c) Tax ID Number
(d) W-9 Form
(e) Copy of the vendor’s quote
(f) Quote must be on vendor’s letter head and include a breakdown of the charges and signed by the vendor’s representative

(14) Payment for Check Requests: Submit a Certification of Services Rendered (CSR) (see enclosure 6) and a copy of the final invoice from the vendor, no later than 30 days after the services have been provided.

(15) Meals Ready to Eat (MRE): JROTC programs are not authorized to purchase MREs. However, MREs can be order thru an installation Dining Facility Activity Center (DFAC). When dining at a DFAC, JROTC programs may include MREs as part of the service.

(16) Military Interdepartmental Purchase Request (MIPR): MIPR is a method of payment for support expenditures. MIPR is used to transfer funds from Fifth Brigade JCLC account to other government agencies and can be used to secure payment for
installation support. MIPR requests will be submitted to Brigade 65 days prior to the need date. MIPR requests not received within the time line will not be processed.

(17) The following documentation is required for MIPR requests:

(a) USACC Form 112 dated 25 September 2015 (see enclosure 7)
(b) Copy of the vendor’s quote
(c) Quote must include breakdown of all charges

(18) Any obligation (promise to pay) of appropriated funds without advanced approval from Fifth Brigade is an unauthorized commitment. DAIs/SAIs/AlBs that agree to a charge against the government without approval will be individually responsible for the charge.

i. Travel Orders – Defense Travel System (DTS).

(1) Cadre may include JROTC Instructors, school officials and chaperones that directly support JCLC encampments. Due to budget limitations, Instructors will be lodged in the same billeting as the Cadets attending JCLC. Instructors will not be lodged outside the JCLC area of operation. Lodging in other than approved billeting WILL NOT BE reimbursed. Cadre, chaperones and school officials will be required to use DTS in order to secure travel orders. Chaperones and school officials will be required to complete a DTS profile worksheet and forward to Fifth Brigade to be processed thru DTS. Instructors, except for those designated by the JCLC Commander and approved by Brigade as a small advanced party contingent, will travel on the same transportation venue as the Cadets. The JCLC Commander will provide a list of who is authorized to drive their POV. If government transportation is provided, Instructors are required to ride on the same transportation as the Cadets. Private Own Vehicle (POV) travel for Cadre will be determined on case-by-case bases and limited. Personnel approved for POV travel will be reimbursed for mileage to and from encampment only. In-and-around mileage will NOT be authorized. Travel orders are not required for Cadre to attend JCLC but may be requested if reimbursement is required (see the Fifth Brigade DTS SOP and DTS Smart Book for how to create JCLC orders and vouchers).

(2) Travel orders and vouchers will be submitted thru DTS with no exceptions. Travel vouchers with all receipts (regardless of cost) will be submitted within 5 working days after travel is completed. Travel vouchers for chaperones and school officials will be submitted on a DD Form 1351-2 and forwarded to Fifth Brigade.

8. SUPPORT REQUIREMENT. The OPORD will outline support requirements.

9. COMMAND AND CONTROL. JCLC Commanders will be appointed in writing by this office.

10. POINT OF CONTACTS ARE; Mr. Merl W. Fuchs, (210) 295-2009 Merl.W.Fuchs.civ@mail.mil or Mr. Frank Bernal Jr., (210) 295-2011,
ATCC-EEJ
SUBJECT: SOP for Fifth Brigade JROTC Cadet Leadership Challenge

Frank.A.Bernal2.civ@mail.mil or Ms. Valerie Hardin, (210) 221-1128, Valerie.J.Hardin.civ@mail.mil

8 Encls
1. JCLC Open/Close Report
2. USACC Form 112 (Contract Request)
3. USACC Form 112 (Transportation Contract Request)
4. USACC Form 112 (GPC Purchase Request)
5. USACC Form 112 (Check Payment Request)
6. Certification of Services Rendered
7. USACC Form 112 (MIPR Request)

DISTRIBUTION:

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