



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

S: 2 March 2015

ATCC-J

5 September 2014

MEMORANDUM FOR BRIGADES

SUBJECT: Annual Army Junior ROTC Essay Contest

1. Purpose. To provide information and assign responsibilities for the Army JROTC Essay Contest for School Year (SY) 14-15.

2. The theme of the JROTC Essay Contest for SY 14-15 is "Community Service."

3. Criteria.

a. All students enrolled in Army JROTC for SY 14-15 are encouraged to participate in the essay contest. Essays submitted to HQ JROTC will be the work of the Cadet. The length of essays will be 2-3 pages, excluding the cover page. Essays less than 2 pages or more than 3 pages will not be accepted. Cadet's essay, including cover page, must adhere to the following layout:

(1) Font Type: Times New Roman.

(2) Font Size: 12.

(3) Spacing: Double.

(4) Margins: 1 inch on all sides.

b. Cover page will identify Cadet's:

(1) First and last name.

(2) Home address (street, city, state, and zip code).

(3) LET number.

(4) High school name.

(5) High school address (street, city, state, and zip code).

(6) SAI or AI name, phone number, and email address.

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4. Judging. Essays will be judged and scored using the rubric in enclosure 1. Special attention should be given to grammar, punctuation, and spelling. Since Instructors are more familiar with the writing skills of their Cadets, judging will begin at their high school. Instructors will select one winning essay and submit it to their Brigade. Each Brigade will submit winning essays to HQ JROTC based on the allocations in enclosure 2. HQ JROTC will select the 1st, 2nd, and 3rd place national winners.

5. Awards. The essay contest sponsors, College Options Foundation and RTG & Associates, will recognize the 1st, 2nd, and 3rd place national winners with gift cards valued at \$375, \$225, and \$150 respectively. The gift card will be mailed directly to the Cadet's home address as listed on their essay's cover page. Additionally, the national winners will receive a Certificate of Appreciation from the Director, JROTC and a Star Note from the Commanding General, U. S. Army Cadet Command.

6. Specific Responsibilities:

a. Director, JROTC.

- (1) Conduct the JROTC Essay Contest.
- (2) Coordinate final judging to select and announce the national winners.
- (3) Acquire awards for each national winner.

b. Brigade Commanders.

- (1) Coordinate the judging of essays to select winner(s). Forward allocated winning essay(s) to HQ JROTC, Mr. Preston Barlow at preston.f.barlow.civ@mail.mil. Submit winning essay(s) NLT 2 March 2015.
- (2) Prepare and send congratulatory letter to the winner(s).
- (3) Prepare and send participation letters to essay contestants.
- (4) Coordinate local awards ceremony to recognize winner(s).
- (5) Ensure winning essay(s) submitted to HQ JROTC adhere to the criteria in paragraph 3 above.

c. JROTC Instructors (SAI/AI).

- (1) Conduct the JROTC Essay Contest in your school.
- (2) Select one essay to submit to Brigade.

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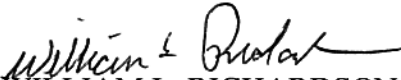
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(3) Ensure essay submitted to Brigade adheres to the criteria in paragraph 3 above.

7. The JROTC Essay Contest is made possible with the support of College Options Foundation and RTG & Associates, who provide JROTC Cadets and Instructors with affordable college options and college credits. For more information, please visit their websites at <http://www.collegeoptionsfoundation.net> and www.leadershipcredit.info.

8. Point of contact for the JROTC Essay Contest is Mr. Preston Barlow, preston.f.barlow.civ@mail.mil, 502-624-1330.

Encls


WILLIAM L. RICHARDSON
COL, USA
Director, Army JROTC

Cadet Name: _____

School Name, City, State _____

Essay Criteria	3 points	2 points	1 point	Total Points	Comments
Opening Statement	Provided a complete preview of the content of the essay.	Provided a partial preview of the content of the essay.	Did not provide an opening statement.		
Body	Clearly explained four of the following main points: What have you done for your community, either as a team member or individually? What was your role in the project? What was the outcome of the project? and What have you learned from your participation in the project?	Explained three of the following main points: What have you done for your community, either as a team member or individually? What was your role in the project? What was the outcome of the project? and What have you learned from your participation in the project?	Explained less than three of the following main points: What have you done for your community, either as a team member or individually? What was your role in the project? What was the outcome of the project?; and What have you learned from your participation in the project?		
Closing Statement	Wrote a strong closing statement that supports the content of the essay.	Wrote a closing statement, but it did not support the content of the essay.	Did not write a closing statement.		
Sentences	Wrote complete and coherent sentences throughout the essay. Structure of sentences varied, without any punctuation errors.	Wrote complete, coherent, and varied sentences. Sentences contained no more than one punctuation error.	Wrote incomplete or incoherent sentences. Sentences contained two or more punctuation errors.		
Spelling	All words spelled correctly.	No more than one misspelled word.	Two or more misspelled words.		
Essay Layout		2 points			
Length		2 to 3 pages, not including cover page.			
Spacing		Each page double-spaced throughout.			
Font Type		Times New Roman			
Font Size		12 pitch			
Margins		Each page had 1 inch margins on four sides.			
TOTAL SCORE (maximum possible score is 25)					

Enclosure 2

Brigade Essay Allocations for SY 14-15

The list below identifies the number of essays a Brigade may submit to HQ JROTC. The allocations are based on a 1 to 150 ratio (1 essay per 150 school programs). Based on the ratio, the total number of essay(s) allocated to each Brigade was rounded up to the next whole number.

2nd Brigade: 1 essay

3rd Brigade: 1 essay

4th Brigade: 3 essays

5th Brigade: 3 essays

6th Brigade: 4 essays

7th Brigade: 2 essays

8th Brigade: 2 essays