



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: 6 March 2017

ATCC-J

29 August 2016

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) 16-17.
2. The theme of the JROTC Essay Contest for SY 16-17 is Service to Others.
3. Criteria.
 - a. All students enrolled in Army JROTC for SY 16-17 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. Cadets' 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 Cadets':
 - (1) First and last name.
 - (2) Home address (street, city, state, and zip code).
 - (3) LET number.
 - (4) High school name.
 - (5) Highschool 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 essay and submit it to their Brigade. Each Brigade will select and submit 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. 1st, 2nd, and 3rd place national winners will receive an all-expense paid roundtrip to the Junior ROTC Leadership and Academic Bowl (JLAB) in Washington D.C., tentatively scheduled 23-27 June 2017. While in Washington D.C., along with other Cadets across the globe who will be participating in JLAB competitions, the national winners will have an opportunity to tour our nation's capital and visit historical monuments. Additionally, 1st, 2nd, and 3rd place national winners will receive a gift card valued at \$375, \$225, and \$150 respectively. The gift card will be presented to the national winners during the JLAB Awards Ceremony.

6. Specific Responsibilities:

a. Director, JROTC.

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

b. Brigade Commanders.

- (1) Coordinate the judging of essays to select winner(s). Forward essay(s) as allocated in enclosure 2 to HQ JROTC, Mr. Preston Barlow at preston.f.barlow.civ@mail.mil. Submit essay(s) NLT 6 March 2017.
- (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 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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- (3) Ensure essay submitted to Brigade adheres to the criteria in paragraph 3 above.
- d. College Options Foundation (COF).
 - (1) Arrange and coordinate roundtrip transportation, lodging, and meals for 1st, 2nd, and 3rd place national winners and one of their Instructors and/or chaperone.
 - (2) Provide gift cards to 1st, 2nd, and 3rd place national winners.
- 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

LEON McMULLEN, GS
Deputy Director, Army JROTC

Enclosure 1
JROTC Essay Contest Rubric for SY 16-17
"Service to Others"

Cadet Name: _____

School Name, City, State _____

Essay Criteria	3 points	2 points	1 point	Total Points	Comments
Opening Statement	Provides a complete preview of the content in the essay AND has an exceptionally strong hook or attention-grabber that includes a strong statement, relevant quotation, statistic, or question.	Provides a preview of the content in the essay AND has a hook or attention-grabber.	Provides an incomplete preview of the content in the essay or does not provide a hook or attention-grabber.		
Body	Clearly explains each of the following three main points: Describe your role in providing a service to others, Which JROTC lesson(s) helped you prepare for service to others and how? What did you learn from your participation in service to others?	Explains two of the following three main points: Describe your role in providing a service to others, Which JROTC lesson(s) helped you prepare for service to others and how? What did you learn from your participation in service to others?	Explains one of the following three main points: Describe your role in providing a service to others, Which JROTC lesson(s) helped you prepare for service to others and how? What did you learn from your participation in service to others?		
Conclusion	Provides a strong closing statement AND summarizes the main points in a new way.	Provides a closing statement AND summarizes the main points.	Provides an incomplete closing statement or does not summarize the main points.		
Grammar	Provides complete, coherent sentences throughout the essay AND structure of sentences varies without any punctuation errors.	Provides complete, coherent, and varied sentences AND sentences contains no more than one punctuation error.	Provides incomplete or incoherent sentences or sentences contains 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 16-17

The list below identifies the number of essays each 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