

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

During overnight bus trips and out of district bus trips all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
- ☒ Date of trip June 10-13, 2016 expected departure time 11:00am return time 10:00pm
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Sarah Hardy, Mark Hardy, Julie Nantz
- ☒ Obtain parent/guardian permission forms
Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient.
- ☒ Notify school cafeteria manager of any lunch needs
- ☒ Follow all Transportation Department guidelines for bus request.
- ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary
- ☒ Other specific needs:
- B. Sullivan
Signature of Person submitting form
- Chad Thompson
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

HCHS Academic Team
Trip to National Academic Championship
(June 10-13, 2016)

Student list:

1. Will Hardy
2. Isaac Oettle
3. Austin Meredith
4. Cole Privette
5. Zachary Beickman

Itinerary:

Depart HCHS @11:00 am on June 10th for Chicago.

Arrive at Hampton Inn Chicago-O'Hare by 6:00pm.

Compete at Sheraton Four Points at O'Hare on the 11th-13th. May do some sight-seeing on competition days at Art Institute of Chicago, the Museum of Contemporary Art, or other educational venues if time allows.

Depart Sheraton Four Points after award ceremony (late afternoon) on June 13th for HCHS.

Arrive HCHS around 10pm.

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- Student:Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name GARROT Cell number 770-402-1202
- ☒ Date of trip 4-8 JUNE '16 expected departure time 10:00 AM return time 2:00 PM
- ☒ Adequate Supervision (meets ratio criteria) MS. LISA DENTON
* Please List Names of Chaperones* COL JEFF GARROT
- ☒ Obtain parent/guardian permission forms
Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient.
- NA Notify school cafeteria manager of any lunch needs
- ☒ Follow all Transportation Department guidelines for bus request.
- ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary (LOI)

Other specific needs:

[Signature]
Signature of Person submitting form

[Signature]
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.



DEPARTMENT OF THE ARMY
Headquarters, Seventh Brigade
U.S. Army Cadet Command
Fort Knox, Kentucky 40121-5600

ATOE-G-JR

15 February 2016

MEMORANDUM FOR Junior ROTC Cadet Leadership Challenge 2016 Personnel

SUBJECT: Junior ROTC Cadet Leadership Challenge 2016 Training Memorandum of Instruction

1. REFERENCES:

A. 2016 Junior ROTC Cadet Leadership Challenge MOI, 7th Brigade, Second Region (ROTC), dated 1 June 2016

2. **PURPOSE:** The purpose of this memorandum is to provide guidance and instruction for the execution of Junior ROTC Cadet Leadership Challenge 2016 scheduled at Wendell H. Ford Regional Training Center (WHFRTC) **31 May until 14 June 2016**. This memorandum applies to all camp personnel; active duty, retired instructors, chaperones, and reserve duty personnel supporting the JCLC.

3. **MISSION:** To provide high school Junior ROTC students an environment conducive to practical application of good citizenship, leadership techniques, and introduce cadets to life in a military setting that is safe.

4. **CONCEPT OF THE OPERATION:** The United States Army Cadet Command will provide resources through the 7th Brigade, to conduct the Junior ROTC Cadet Leadership Challenge. The Brigade Commander has designated Colonel Houchens as the Camp Commander, responsible for the execution of the training program.

A. Deployment:

(1.) Arrival:

(a.) **ADVON:** SAs or AIs serving as Company Commanders or First Sergeants and their cadets **will report NET 0900 and NLT 1100** on their reporting date. Company Commander and First Sergeant schools will be provided a noon meal. Company-level leadership along with the JCLC S-1 personnel will be prepared to receive the remaining SAs/AIs and cadets NLT 1400 hours.

(b.) **MAIN BODY:** **Schools will report NLT 1400 hours on their designated date. Noon meals will not be provided for main body schools on day zero.** Cadets will immediately off load their personal equipment outside their respective billets so the bus can depart the cantonment area. No delays will be permitted. **In all cases, when a SA/Al is serving in a committee or staff position, the other member from that school (SAI or AI) is required to attend JCLC also. Company commanders or first sergeants are authorized a second instructor as platoon tactical instructor. Chaperones will be single billeted.** *Billeting at Wendell H. Ford is very limited and therefore those schools which bring two instructors for either transportation reasons or personal commitment will have to seek lodging off base at their own personal expense.*

(c.) Female Chaperones: Company Commanders are responsible for ensuring that there are sufficient female chaperones for the number of females in each company with a **limit of FOUR total female chaperones for 75/25 companies and a total limit of SIX female chaperones for 50/50 companies. Chaperones not on official travel orders issued by the 7th Brigade are not authorized lodging or meals at government expense. If they wish to stay they must seek accommodations off post.** Female chaperones and instructors must understand that they will be responsible for all the cadets in their area or billets, not just the cadets that they accompany. **Female chaperones must understand they will be required to sleep some nights in the female bays.** Each Company Commander will appoint a senior female chaperone to serve as the single point of contact on female cadet issues. Female chaperones that cannot or will not abide by these instructions will not be recruited to attend JCLC and will be asked to leave if they refuse to comply.

(2.) In-processing: Accompanying SAI or AI will report to their respective Company Orderly Room with cadet in-processing packets immediately upon arrival. Instructors will not be allowed to in-process their cadets until they complete their individual folders on each cadet. **Instructors please remember individual folders on each cadet. No social security numbers on any cadet paper work.** Cadets will not move into the billets until they have been in-processed. Cadets will be assigned to a platoon and a bay. Platoons will be fully integrated, male and female. Company First Sergeants will maintain platoon integrity within each bay to the extent possible. **SAIs/AIs will receive keys to their room once cadets have been assigned to companies.**

B. Company assignments:

Company	Start	End	Co Cdr	Cadet Billet	Cadre Bldg
A	3 June 16	7 June 16		311	313
B	4 June 16	8 June 16		310	312
C	5 June 16	9 Jun-16		306	305
D	6 June-16	10 Jun-16		303	304
E	7 Jun-16	11 Jun-16		311	313
F	8 Jun-16	12 Jun 16		310	312
G	9 Jun-16	13 Jun 16		306	305
H	10 Jun 16	14 Jun 16		303	304

(NOTE: SAIs/AIs should attempt to replicate the percentage of male/female cadets at JCLC, so that it reflects their school Junior ROTC enrollment. Each school was assigned JCLC slots. Company Commanders will reallocate slots between schools to maximize JCLC attendance.

C Cadre: All instructors will deploy according to orders prepared by the 7th Brigade Junior ROTC office. **(Note: All instructors not assigned on committee will serve as Platoon TAC personnel and will receive their duties from the Company Commanders).**

(1.) JCLC Staff will arrive on 31 May 16 and 1 June 2016. All room assignments or changes to room assignments will only be made by the JCLC S-1 Assistant and approved by the JCLC Commander.

(2.) Committee key dates:

Arrival	Committee	Prep / Certify	Begin Training	Departure Date
2 June 16	Water Safety	3 June 16	4 June 16	11 June 16
2 June 16	FLRC	3 June 16	4 June 16	11 June 16
3 June 16	Confidence Course	4 June 16	5 June 16	12 June 16
3 June 16	Rafting	4 June 16	5 June 16	12 June 16
4 June 16	Rappelling	4/5 June 16	6 June 16	13 June 16
4 June 16	Ropes Course	4/5 June 16	6 June 16	13 June 16
4 June 16	One Rope Bridge	4/5 June 16	6 June 16	13 June 16

D JCLC Briefs and meetings: The JCLC Commander and JCLC CSM will brief all Company cadre and chaperones at the zero day Company standards briefing. Staff, Committee Officers in Charge, Senior ROTC cadet, KYARNG NCOIC, Senior medic and Company Commanders or First Sergeants will attend a 30 minute nightly coordination meeting in Building 330 at 1630. Meetings will start **3 June 16 and end after the meeting 13 June 16**. All questions after the last meeting should be addressed to the JCLC Commander or JCLC Sergeant Major.

E Training Plan:

(1.) Company Organization – Each Company will consist of 4 platoons of 3 ten-person squads each. Female and male cadets will be evenly distributed across the company (i.e. no all male or all female platoons). School integrity will be maintained within a single platoon to facilitate SAI/AI ability to attend training with their cadets. Recommend that no more than 3 cadets from any given school be assigned to a given squad to foster the JCLC goal of building new relationships. Company Commanders and First Sergeants will assign cadets to their platoons, squads, and bays. A roster of cadet assignments (platoon, squad, and bay) will be submitted to the JCLC S-1 NLT 2000 on the day of arrival.

(2.) Reveille: See Annex D – Co SOP

(3.) PT: See Annex D – Co SOP

(4.) Dining Facility: Companies will report to the Dining Facility no earlier than 5 minutes before the time established on the training schedule. Each company will have 20 minutes to eat. Report times must be strictly adhered to so that feeding of everyone can be completed before training begins. Company Commanders are required to have three to four instructors eat early so they can monitor cadets in line and in the dining room. Cadets will be marched to the dining facility in either company or platoon formations and then returned to the barracks by the same procedure. **Platoons must move in a column of threes while in the cantonment area. Keep cadets off all grass areas when forming formations. Cadets are expected to stand at parade rest while in line and to eat quietly while in the dining facility. No short shorts, sleeveless attire or pajama bottoms are authorized in the dining facility. Carbonated drinks (Soda) consumption is not authorized.**

(5.) Sick Call: See Annex D – Co SOP

(6.) Training Assembly: Cadets will assemble and depart the cantonment area IAW the training schedule. Company cadre will ensure that both instructors and female chaperones are present on buses while transporting cadets. Transportation will be provided where possible. Company Commanders do not have the authority to use transportation assets they consider at their disposable. All transportation will be coordinated and controlled by the JCLC Transportation Officer. **ALL** cadre members will accompany

cadets to training and will assist the committee as requested or provide "hip-pocket" training as directed. One instructor is required to be on the bus when transporting cadets. **AT NO TIME WILL ANY TRAINING BE CONDUCTED ON THE HELI-PAD OR THE EASEMENTS ADJACENT TO THE HELI-PAD OR TMC.**

(7.) Training Rotation:

Co X	Day 0	Day 1	Day 2	Day 3	Day 4
AM		Water Survival	Confidence Course	High Ropes Course One Rope Bridge Rappelling	Clear Barracks Out-Process Depart for Home Station
PM	In-Process Modified Cadet Challenge	FLRC	Rafting	High Ropes Course One Rope Bridge Rappelling	
Evening	Standards	Intramurals	Night Out	Graduation	

Committees will go "hot" at 0745 each day. The training program is designed so that each company will complete two or more training events each day. Events are co-located so that, in most cases, companies will train in the same general area all day long, with 1 or 2 platoons at each event. During the lunch break, platoons will rotate to the next event. Tactical Officers will ensure that all required movement and consumption of the lunch meal are completed by 1300. Upon completion of the day's training, the company will redeploy to the cantonment area. Extension of the training session to accomplish the mission will be determined by the Committee OIC in coordination with the Company Commander. **In no case may training be extended to the point that cadets miss or report late for the dinner meal.**

(8.) Modified Cadet Challenge: See Annex D – Co SOP

(9.) Lunch: **1SGs MUST report their head count to the JCLC S-1 by 0700 each morning when submitting the morning report.** Head count equals the following: Cadets (in field or garrison) + Cadre (in field or garrison). 1SG will pick up chow at the DFAC NLT 1100 and deliver it to their cadets and cadre (in field or garrison). **1SGs will also pick up and deliver chow to the committees where they are training.** Committee meals will be bagged separately and marked. (See Annex D – Co SOP for morning report). **All trash from noon meal will be disposed of only in the large dumpster in the upper area by building 303. No trash in dumpsters on training sites because they are not contracted by 7th Brigade.**

(10.) Retreat: See Annex D – Co SOP

(11.) Evening Activities.

(a.) Intramurals. Each company is responsible for planning and conducting intramural competition between platoons on at least one evening. Equipment will be available through the JCLC S-4 for sign out however it is recommended that Company Commanders and First Sergeants bring additional athletic equipment. Recognition of winners should occur during the graduation ceremony. Intramural competition is a camp requirement for each Company. **Company Commanders may request first place certificates through the JCLC CSM by turning in an event/name line list. This list must be turned in the morning after the company does the intramurals. List should include first name, last name, and school system of winning cadet. Please ensure list is legible.**

(b.) Off-Post Activities. SAs/Als may take their cadets for an off-post outing from 1700-2100 on Day 2. Company Commanders or First Sergeants must inform the JCLC S-1 by 1000 on Day 2

of the number of cadets who will not eat the evening meal in the dining facility on night out. Company Commanders will ensure there is adequate supervision for all cadets on the night out evening. For the purpose of off-post evening activities only, internal company transportation assets, (buses, vans, etc.) will be used. Departure procedures are as follows:

- On the night of the scheduled activity schools will sign their cadets out at the Company Charge of Quarters and sign them in on return.
- Return with cadets NLT 2100 to cantonment area. Cadets must be in bed with lights out NLT 2200.

(F.) Closing Recognition Ceremony / Out-processing.

(1.) The Company Commander and 1SG will plan, rehearse, and execute a Closing Recognition Ceremony to be held in the Company Area. Graduation ceremonies will be conducted at the discretion of the Company Cdr and will last no longer than 30 minutes. (no change to graduating time). Ceremony should include recognition of award winners, to include intramural award winners. (See Annex D – Co SOP for details)

(2.) Awards: The following activities will have awards provided for each Company:

(a.) Modified Cadet Challenge Award: Awards will be presented to the 1st, place male and 1st, place female in each company. Award will be based on overall score on the Modified Cadet Challenge.

(b.) Leadership: No cadet may receive more than one (1) leadership award, (e.g. the leadership award winner of a Platoon Leadership award may not also win his/her Company Leadership award) and **award winners from previous years may not compete**. The Company Commander and First Sergeant will be responsible for boarding and selecting the company and platoon level awardees in their own companies. Panel members may only question cadets on current LET I curriculum materials as found in the LEAD Game. Awards will be presented to a Company winner, and one winner per platoon. There will be no battalion level competition. (See Annex D – Co SOP for details on board process).

(3.) Out-processing.

(a.) Cadre. All instructors and support personnel will clear the JCLC S-1 Assistant. Instructors and or chaperones must report to Bldg 330 with their parking pass and room key when clearing the JCLC S-1 Assistant. Please ensure your room has been properly prepared by the clearing procedures posted in your room prior to reporting to the JCLC S-1 Assistant. Each individual with a room or parking pass must clear individually. Instructor will receive their school records, rappel certificates, and their professional development certificates from the JCLC S-1 Assistant. Certificates will not be provided to those individuals failing to follow proper procedures. **Schools with teachers as chaperones should provide the JCLC Sergeant Major with a name line for their professional development certificate.**

(b.) Cadets. School SAIs/AIs are responsible for proper accountability and turn-in of all linen and equipment prior to departure. Company Commanders will not release their cadets to SAI/AI control until billets are cleaned and have been cleared by the JCLC S-4.

G. Redeployment. The SAI/AI will call the Battalion Staff Duty (502)607-7577 to report closure on home station. **Hotel Company schools will call 7th Brigade when closed on home station at (502)624-8299.**

(I.) **Company Level Leadership and Chaperones-** (See Annex D – Co SOP)

6. CAMP POLICIES

(A.) **Off-Limits Areas:** Cadets are restricted to in and around company area after the evening meal. After duty hours supervision by all assigned company personnel is a JCLC Commander's directive and will be enforced until 2200 hours. The road in front of the dining facility and the road in front of Bldg 330 mark the boundary area for cadets after the evening meal unless they are being escorted by adult supervision. Cadre may escort cadets in the evening hours to the small "PX" behind the gym. Companies wanting to use the "PX" must coordinate for them to be open in the evening hours. Cadets may use the gym with adult supervision. Cadets are prohibited from being in or around cadre billeting areas. Cadets will be appointed a "battle buddy" and go nowhere without their "battle buddy". Cadets may not go into assigned quarters of any DAI, SAI, AI, JCLC Cadre, TNNG, KYNG and or active duty personnel. Violation of this policy will be reported to the Brigade Commander and the School Administration. If a meeting with cadets is necessary, SAI/AI will use the barracks orderly rooms. Always have the "battle buddy" plan in effect in order to protect yourself and your cadets. **THE HELIPAD AND EASEMENTS ADJACENT TO THE HELIPAD AND TMC ARE OFF LIMITS FOR ANY TRAINING/PHYSICAL TRAINING ACTIVITIES.**

(B.) Early Departures:

(1.) Cadet: No cadet may depart camp early without the consent of the JCLC Commander. **SAIs/AIs will inform parents of this policy and the requirement to work through the JCLC Chain-of-Command to secure the release of the cadet.** For after duty hour releases the JCLC S-1 can be reached by either cell phone or room phone. This is a camp safety directive.

(2.) Cadre: Cadre members are expected to stay for the duration of the camp. **Mid-point swapping of SAIs/AIs is detrimental to camp operations and will not be done without the express approval of the JCLC Commander.** Visit by second member of a school team is authorized, but will be at the individuals own expense, no billeting or meals will be provided.

(C.) Leaving the Cantonment Area: Cadets will not depart the cantonment area unless accompanied by their SAI/AI or Company TAC personnel.

(D.) Uniforms/Appearance:

(1.) Cadre: All instructors will wear the Army Combat Uniform in accordance with AR 670-1. If chaperones wear the ACU uniform they will be expected to comply with the uniform policy regarding hair and jewelry. **JCLC is designated a field exercise therefore headgear will be the ACU CAP.** Committees may establish modified (but standardized) dress to distinguish instructors from cadets. Wear of the "U.S. Flag" is authorized on the right sleeve of the ACU jacket. SAIs/AIs will be in uniform during the Company Graduation and Recognition Ceremony. Civilian travel attire is not authorized until after the company closing ceremonies.

(2.) Cadets: Army Combat Uniform with pistol belt, canteen and cover. Appearance standards will be enforced IAW CCR 145-2(9-11). Additionally, each cadet should bring an extra pair of **OLD** tennis shoes or dive booties to use at the rafting site.

(3.) Evening Attire: After training hours dress standards will be enforced in accordance with CCR 145-2(9-11). (See Annex D- Co SOP for guidance on monitoring this policy).

(4.) PT Uniforms: Companies are encouraged to establish a standard and distinctive PT uniform, such as Company T-Shirt, black shorts, white socks, and tennis shoes. Company PT shirts will be paid for by the individuals. PT uniform will only be worn during morning PT or after the completion of the days training events in the cantonment area. PT uniforms may not be worn for off-post night out.

5. DUTIES AND RESPONSIBILITIES (Ref 1.b.)

(A.) **Brigade Junior ROTC Office-** Issues all travel orders; establishes all necessary accounts and contracts to support JCLC operations. Provide all required equipment and supplies to facilitate JCLC operations.

(B.) **JCLC Commander-** Responsible for the overall planning, organization, support, execution of the training program for the Brigade Commander. Enforces discipline standards and supervision of all assigned JCLC personnel. Responsible for all cadet actions and activities; ensures cadets are prepared for training daily and in the proper uniform; responsible for discipline and recognition of all cadets; and supervises execution of the cadet evaluation program.

(C.) **JCLC Command Sergeant Major-** Responsible for planning and coordinating of all support operations; conducts initial coordination for all training facilities and support equipment; serves as liaison to KYNG, TNNG, and supporting universities for support requests; responsible for initial billeting requirements to support JCLC; and serves as liaison for matters pertaining to WHFRTC. Responsible for all matters pertaining to health and welfare of cadets; and enforces standards for cadets and cadre appearance and conduct.

(D.) **JCLC S-1/Billeting/Medical/DFAC-** Responsible for in-processing and out-processing of all cadre and cadets at each Company Orderly Room beginning at 1345 hours each day until completed; consolidates and submits a daily strength report to the JCLC Commander, and JCLC Sergeant Major; works with Company Commanders to determine cadet names for each school to expedite in-processing; and will serve as the JCLC Commander's advisor on chaperone issues. Responsible for: coordination for the conduct of daily sick call; coordinates with local hospital to support treatment of injured cadets; assist in evacuation of cadets as required; coordinates for TMC support for evening check of cadets in the Company areas; and coordinates all after duty hour checks with the company 1SG. Responsible for coordinating with the dining facility for daily meal requirements.

(E.) **JCLC S-3 -** Responsible for all coordination with "Range Control"; submission of the opening and closing reports to "Range Control"; coordinates equipment support with committee officers in charge; approves committee training annexes; submission all risk assessments to the "JCLC Commander" for approval; and ensures the safe execution of all training events. **JCLC S-3 will act as the camp safety officer.**

(F.) **Transportation Officer -** Responsible for the establishment of the transportation plan in accordance with guidance from the JCLC Commander and JCLC S-3; develop an inclement weather evacuation plan; brief all bus drivers on both plans; ensures drivers know all routes and follow standard safety practices; ensures all other buses not part of the contract remain parked in the bus parking area and not in front of the barracks or chargeable housing.

(G.) **JCLC S-4-** Responsible for signing for and sub-hand receipt billets to Company 1SGs; issue, retrieve, and account for all linen; provide equipment and support to committees as requested; and ensures water buffalos are topped off each day.

(H.) **Committee Officers in Charge-** Responsible for the safety at each event site; responsible for planning, preparation and execution of their assigned event; responsible for logistical coordination with the JCLC Staff; preparation of training annexes; and individual risk assessments. Committee Officers in Charge in coordination with Company Commanders will make the decision on whether to cancel training or extend training because of delays due to inclement weather. Committee Officers in Charge will notify the JCLC S-3 of their decision. In cases of extreme weather, the JCLC Commander in discussion with the JCLC Sergeant Major may direct the cancellation of all training.

(5.) Swim Attire. All cadets, male and female, will wear their ACU undershirt while participating in aquatic events. All females will adhere to the one-piece bathing suit rule. Cadets who do not conform to this policy will be placed in ACUs and will attend training in an observer status only and **WILL NOT** be allowed to participate in the event under any circumstances. Females will wear t-shirt and shorts over the one piece swimsuit.

7. COORDINATING INSTRUCTIONS:

(A.) Transportation: 7th Brigade has contracted buses to serve exclusively as JCLC transportation. The JCLC Transportation Officer will develop a transportation plan for the JCLC Commanders approval. Bus transportation will be used to the maximum extent possible. Companies will be issued three vehicle passes to be distributed by the Company Commander to support company operations.

(B.) TAC Personnel at Committee Sites: Tactical officers assigned to each platoon will be at the training site at all times to assist the committee in the safe execution of the training and to conduct concurrent "hip-pocket" training as required to fill training voids. The exception to this requirement will be the Rappel Tower/ One Rope Bridge site. ALL TAC personnel will be present at this site in order to serve as lane graders and belay personnel. This will allow cadre to utilize their members in better ways.

(C.) Inclement Weather: The weather in Kentucky changes quickly. The JCLC Commander, in consultation with the JCLC Sergeant Major, will make a weather decision daily before 0730. Once training begins, weather decisions will be made by the Committee Officers in Charge in consultation with the Company Commander and based on guidance from the JCLC Commander. Training will be modified to meet the weather conditions and will resume to normal as soon as practical. Cancellation of training should be done as a last resort and reported to the JCLC Commander immediately. The JCLC Transportation Officer will develop an emergency evacuation plan from the field training sites to the cantonment area.

(D.) Risk Assessments: Each committee Officer in Charge will prepare a risk assessment in accordance with reference 1.b. The JCLC S-3 will approve risk assessments. Committee Officers in Charge will update the risk assessment daily and as training conditions change.

(E.) Personal Items: Company Commanders and First Sergeants are expected to conduct health and welfare inspections at the beginning of camp to insure no unauthorized contraband is in the billets area. This is to be considered a safety directive.

(F.) Tobacco: Cadets use of any tobacco product is strictly prohibited, regardless of age. Cadre use of tobacco products will be out of the view of the cadets. This policy applies to all personnel associated with JCLC.

(G.) Company Charge of Quarters: Companies will establish a nightly CQ who will monitor and control cadet activities beginning immediately after the evening meal and continue until reveille. The Charge of Quarters will additionally have with them a female chaperone or female buddy team. Duty for the female chaperone or female buddy team ends at 2100 hours. The Charge of Quarters will ensure the back doors to the bays or locked and will periodically check back doors to ensure they stay locked. Chaperone or female buddy team will check female bays. Cadre supervising outside will periodically check the back doors from outside as a backup system. All cadet buddy teams entering the barracks to utilize the latrine facilities will be monitored. Charge of Quarters will maintain a log to record all significant events. **Charge of Quarters will be in either an ACU uniform or an Army PT uniform.** Logs will be turned in for review by the Company Commander. .

(H.) Phone Number: Should a parent or spouse need to contact cadets or cadre, they should call the barracks for the company to which their child is assigned: **Alpha/Echo (502)607-7381 or 7382; Bravo/Foxtrot (502)607-7377 or 7388; Charlie/Golf (502)607-7369 or 7370; Delta/Hotel (502)607-7373 or 7374.** Battalion Headquarters will only operate during normal operating hours. (502)607-7588.

8. COMMAND AND SIGNAL:

(A.) All communications with Range Control will be done over Motorola Radios. Call Signs TBP.

(B.) All camp personnel are expected to read, comply and enforce these instructions.

(C.) POC for this memorandum is the undersigned. Contact number (270)726-8454. Email is joseph.brockman@logan.kyschools.us.



HARRY W. HOUCHENS
COL (Ret), AV
JCLC Commander

ANNEXES

- A Company Training Schedule
- B Individual Clothing and Equipment List
- C Company SOP