

THE AMERICAN LEGION, DEPARTMENT of MISSOURI
STANDARD OPERATING PROCEDURE

R. O. T. C. Awards Committee

Purpose: To established procedures of the Department of Missouri Reserve Officer Training Corps (ROTC) Awards Committee.

Scope: This SOP applies to the ROTC Awards Committee. It provides guidance on duties, procedures, and responsibilities of members of the Committee and general information for other members of the Department of Missouri.

Authority: Constitution and By-Laws of The American Legion, Department of Missouri, Inc. ARTICLE IX, Section 1.

References: NEC Resolution 20, Spring Meeting 2000; NEC Spring Meeting 2000; NEC Resolution 11, Spring Meeting 2006.

Membership: The committee shall consist of six (6) members, including the Chairperson, who are appointed for three year terms. A chairperson shall be appointed by the Department Commander each year. Six members of the committee are appointed by the Department Commander, with the approval of the Department Executive Committee (DEC), to serve three (3) year terms with two member's appointments expiring each year. The Department Commander shall recommend to the DEC one member to serve as Committee Chairperson. Each year, the Department Commander may recommend to the DEC either the reappointment of committee member(s) whose membership(s) is expiring, or the appointment of a new committee member(s) to replace a member(s) whos membership is expiring. There are no geographical limits on membership, but when possible each Zone should be presented including one member from the Metro St Louis area and one from the Metro Kansas City area.

Procedures:

- A. **Recent Background:** At the National level the ROTC programs are included under the National Security Pillar. "The American Legion is a strong supporter of both the Junior and Senior ROTC programs. Legion Posts are urged to present medals available though American Legion Emblem Sales to the top JROTC and ROTC students in their area. During the 2000 Spring Meetings the Legion National Executive Committee passed Resolution No. 20 which encourages Legion departments to establish Outstanding JROTC Cadet

of the Year programs. And Resolution No. 11, passed during the 2006 Spring NEC Meetings, urges Legion Departments, Districts, and Posts to present American Legion ROTC medals to requesting colleges and high schools in their states” *(quoted from the American Legion National website)*

B. Responsibilities of the Committee

1. Select Junior ROTC Cadet of the Year
2. Recognize outstanding cadets in the ROTC (High School) programs.
3. Recognize outstanding cadets in the Senior (University) ROTC programs.
4. Encourage expansion of military leadership training in the high schools and universities in Missouri.

C. Meetings

The Committee shall routinely meet at the Annual Convention and at the Spring and Fall Conferences. During the Fall Conference the Committee shall review the application and process for awards of the JROTC Cadet of the year. During the Spring Conference the Committee shall coordinate presentation of ROTC Metals and certificates. During the Annual Convention the Committee shall meet in formal session and select the JROTC Cadet of the year.

D. Duties

1. **Chairperson:** The Chairperson shall preside at each committee meeting. The chairperson shall provide notice to committee members of any committee meeting not listed on published Convention or Conference schedules and when possible provide reminders of scheduled meetings. The chairman shall maintain or cause to be maintained by Department staff, a roster of all Junior and Senior ROTC units in the state. The Chairperson shall prepare minutes of each committee meeting, and shall report on the committee’s activities during the General Session at the convention and conferences when called upon.
2. **Members:** Members are expected to attend scheduled committee meetings. Members shall evaluate applications for JROTC Cadet of the year, and by consensus select the annual winner. Members, if available, shall present ROTC metals at appropriate local ceremonies when requested.

Members will be knowledgeable to the ROTC programs, and provide advice and assistance to Posts when requested.

Policies

1. JROTC Cadet of the Year

1. **Application Process:** The application for JROTC Cadet of the year will be finalized each year following the Fall Conference, and shall be posted, along with instruction for completion, on the Department website NLT January 1 of each year. A copy of the application, instructions, and transmittal letter will be sent to each JROTC program by Department Staff. Completed applications must be returned to Department Headquarters no later than June 30.
 2. **Criteria:** Candidates for JROTC Cadet of the year must be members of a Missouri High School JROTC program, and must have **completed** their Junior year (11th grade or equivalent) by June 30th of the year submitted.
 3. **Selection process:** Applications will be reviewed by the JROTC Awards Committee during the Annual Department Convention. Application will be evaluated on participation in the ROTC program (Military Merit), participation in other school and community activities, academic achievement, cadre evaluation, and leadership potential. The committee will select the Cadet of the Year, and an alternate. (should ROTC BE JRTOC in this Paragraph?)
 4. **Notification of Winner:** The JROTC Cadet of the Year will be notified by letter thru his or her JROTC Senior Instructor following the Annual Convention. The winner will be announced at the Fall Conference, and the Cadet and JROTC Cadre recognized at the Fall Conference with presentation of an appropriate plaque and announcement of \$500 scholarship to the awarded when Cadet begins college.
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2. **ROTC Awards:** The American Legion awards ROTC medals for Military Excellence and Scholastic Excellence in Bronze, Silver and Gold for Senior ROTC Cadets. Posts and Districts are encouraged to provide medals, or at a minimum Ribbons and Certificates to ROTC Units when requests are received from the units. The Department will maintain a stock of ribbons and certificates which will be sent to ROTC Units when a request for awards is sent directly to The Department Headquarters. The

Chairperson will arrange for presentation of Ribbons and Certificates at Award Ceremonies by Committee members whenever possible.

3. **JROTC Medals:** The American Legion awards JROTC Medals for Military excellence and Scholastic Excellence in Bronze, Silver and Gold as well as ribbons and certificates. Post are encouraged to provide and present awards to JROTC cadets at local supported High Schools. The Department shall maintain a stock of ribbons and certificates which can be provided to Posts who are unable to financially support purchase of same. The committee relies upon local Posts to presents JROTC awards at appropriate school ceremonies.

Prepared by: _____

Reviewed/Approved by: _____

Adopted: _____