



## UNITED STATES MARINE CORPS

TRAINING AND EDUCATION COMMAND  
1019 ELLIOT ROAD  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
1533  
MCJROTC  
23 Jun 21

### MCJROTC Policy Letter 4-21

From: Director, Marine Corps Junior Reserve Officers' Training  
Corps (MCJROTC)

To: Distribution

Subj: CADET RECORDS MANAGEMENT IMPLEMENTATION

Ref: Marine Corps Order 1533.6E

1. Effective School Year (SY) 2021-2022, Cadet Records Management (CRM), a desktop-based application is directed for use by all MCJROTC units for cadet and unit information management. This requirement will be incorporated in the upcoming revision of MCO 1533.6E.
2. MCJROTC Headquarters purchased CRM from Mega-Data Services, Inc. for fielding CRM to all units. This effort resulted in 257 schools being issued either upgrades or new installs.
3. All units completed a minimum of one-hour instruction on setup and operation of CRM version 3.13 by Mega-Data Services. The purpose of the training was to familiarize all new users with the program and to update existing users with version 3.13. In addition to the training provided to support implementation, Mega-Data Services will provide initial training for newly hired instructors and training when a software revision is published.
4. Commencing with SY 21-22, CRM will be incorporated into the Functional Area Checklist (FAC)330 for the Inspector General (IG) biennial inspection. A comprehensive list of items and expectations will also be added to the SY 21-22 IG Letter of Instruction. During IG inspections and command visits instructors can expect to demonstrate how to enter and retrieve information from CRM. CRM will be used to track the following:
  - a. Cadet enrollment and contact information.
  - b. Marksmanship Safety Exam score.
  - c. Promotions and Reductions. The cadet officer and enlisted promotion warrants resident in CRM and are the only

Subj: UNIT/CADET ACTIVITY REPORT

acceptable promotion warrants for use with cadets.

d. Community Service. Cadet community service hours will be entered into CRM within 30 days of execution of the community service event.

e. Marine Corps JROTC Physical Fitness scores. Per the reference, scores will be entered into CRM on a semi-annual basis.

f. Cadet awards and recognition will be entered into CRM within 30 days of presentation of the award or recognition.

g. Data retention. CRM data retention (archiving) will be for a period defined in MCO 1533.6E.

5. Individual units will add CRM procedures to their local unit Standard Operating Procedures (SOP). Each SOP should identify procedures for conducting CRM use from instructor to instructor. In addition, units should develop procedures for using cadet staff to assist instructors in inputting data.

6. CRM will continue to evolve with the intent to link required reporting to headquarters with CRM data. The current priority is to make the Unit Activity Report (UAR) and Unit Strength Reports in the next software revision for SY 21/22. A designated site located on the MCJROTC G-suite will be established and maintained for the purpose of capturing CRM related information. This will include a section for CRM best practices, recommended additions/improvements, identified bugs, and training.

7. The instructor point of contact for questions regarding implementation or use of CRM should be directed to the instructor's Regional Director.

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