



UNITED STATES MARINE CORPS  
TRAINING AND EDUCATION COMMAND  
1019 ELLIOT ROAD  
QUANTICO, VIRGINIA 22134-5027

IN REPLY REFER TO:  
1533  
C46JR  
25 MAR 2015

MCJROTC POLICY LETTER 3-15

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

To: Distribution

Subj: MCJROTC RELIGIOUS/CULTURAL ACCOMMODATION PROCEDURES

Ref: (a) MCO P1533.6E

Encl: (1) Administrative Action (5216) NAVMC 10247 Form

1. Per the reference, instructions for religious accommodations are vague and have resulted in MCJROTC instructors making local decisions that are not in the best interest of the MCJROTC program.

2. MCJROTC instructors will not make local decisions on religious or cultural accommodations. The following procedures are provided for all requests from cadets for a religious/cultural accommodation:

a. Senior Instructor (SI) completes enclosure (1). In Block 12, the SI will provide comments indicating any probable impact on the school program, and include as attachments, any photographs considered as germane. Additionally, the SI will provide a recommendation for approval or disapproval.

b. A parent/guardian submits a letter requesting the accommodation, statement of support/approval of the accommodation, and details of the need.

c. School Principal submits a letter regarding the request and the impact the accommodation will/will not have on the school.

d. SI submits entire package (a) through (c) to Regional Director (RD) for endorsement.

e. RD endorses and forwards entire package to Headquarters for a decision.

f. MCJROTC Director will review and forward a recommendation to the school district Superintendent for consensus. Upon decision and endorsement by the Superintendent and MCJROTC Director, the accommodation will be returned to the Principal, RD, and SI.

2. The point of contact for this Policy Letter is Carmen E. Cole, Operations Manager at (703)784-0417 or [carmen.cole@usmc.mil](mailto:carmen.cole@usmc.mil).

  
R. G. OLTMAN

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